

Steering Committee Meeting

April 6, 2006

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:10 p.m. Minutes of the ***March 9, 2006 meeting*** were unanimously approved with some minor changes.

Steering Members present: Drs. Arlen F. Chase, Rufus Barfield, Melody Bowdon, Keith Koons, Dawn Trouard, Robert Pennington, David Workman, Thomas Wu, Janice Peterson, Jim Moharam, Denver Severt, and Henry Daniell.

Steering Members absent: Dr. Glenda Gunter

Administrators present: Provost Terry Hickey, Drs. John Schell and Lin Huff-Corzine

Guests: Elizabeth Owens (Bookstore) and Denise Berrios (Bookstore)

ANNOUNCEMENTS AND PROVOST REPORT

- Denise Berrios of the Bookstore stressed the need for getting the book orders in on time. By having 79% of the book orders buyback, the bookstore is able to give the students \$685,876 for their used textbooks. This was a 64% increase over the previous year. Orders sent in on time also allows the bookstore to detect problems in advance, such as new editions, out-of-stock and out-of-print titles, so that the professor has enough time to aid in correcting the problem. The bookstore, in effort to increase the number of complete textbook orders received in time for buyback, is offering each department up to a \$500 year (\$200 spring/Fall and \$100 summer) catering credit. An email notification will then sent to the designated Chair or Department Office Manger upon receipt of the award. To know if a book order is placed, you will need to contact your Department Office manager or Administrative Assistants.
- As of April 1st UFF will elect a new president. Dawn Trouard has completed her term as UFF president.

Comments by Provost Hickey

Consultations are ongoing with the COHPA faculty about the future of the college in the event that the medical school is approved. He met with faculty from COHPA on April 4, 2006 at the regularly scheduled President and Provost meeting. He discussed upcoming changes to the college in light of the resignation of Dean McCarthy. Meetings with individual departments are scheduled for the future.

OLD BUSINESS

Scantron issue - Dr. Schell

Dr. Hartman would like to meet with the steering committee at a future meeting with a report about what has been done to remedy the problem with scantrons. He would like to go over the procedures for the process of using the scantrons. Dr. Chopra will contact Dr. Hartman regarding his attendance at a future meeting.

Update on TIP/RIA/SoTL Criteria – Dr. Cook

Dr. Cook reported on the work of the TIP subcommittee. Major item of discussion was the 10% hold out for an ad hoc category. New wording in the criteria states that all faculty are eligible. Where colleges have multiple awards, maximum of one can be given to an ad hoc candidate. The committee did some revisions and reordering based on the comments provided by Dr. Modani and other senators.

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Update on TIP/RIA/SoTL Criteria – Dr. Cook cont.

The changes include the following:

- The University materials now do not include a nomination letter. There is a limit on overall statement – e.g. 250 words maximum 12 point.
- Outline of median based and ad hoc option are presented in the overview but further described in later sections.
- On page 2, item 3.1 changes the phrase “to become a candidate” for a UCF TIP award.
- Editing to clarify when a person can file a challenge for eligibility.
- Eligibility of instructors for the SoTL award was brought up. It was not definitive as to what to do since instructors are not eligible.
- Because research is reflected in a separate award, areas related to research should not be a major part of the UCF-TIP criteria. The applicant can use narrative to explain unique situations.
- The need to define student outcomes. Faculty will need to determine such outlines and how we know they are achieved. Syllabi could list academic learning compact which can be used to determine outcomes. After some discussion the need for formal outcomes was dropped. This issue was referred to the college committees for their part of specific college-specific criteria.
- Documentation of efforts to support student assessment and student learning.
- Page 4 at top, language was added that a student member will or will not be selected in accordance with document prepared by each college.

Dr. Cook requested volunteers from the Senate to serve on a similar committee dealing with RIAs. If you have any questions, please free to contact Dr. Cook.

Multi-term Registration – Dr. Schell

A focus group open to all faculty and chairs was held dealing with multi-term registration. The primary problem identified with multi-term registration is the Peoplesoft issue with checking pre-requisites. There were other suggestions made to improve the system. The Department of Industrial Engineering and Management Systems developed a Multi-Term Registration web-based Survey and gave it to their undergraduate and graduate students to assess the value and impact of multi-term registration. The questions were aimed at understanding whether the students used multi-term registration, whether they felt that it was helpful, and whether they had problems with multi-term registration. It is important to know how many people are using this program. A question was asked in the senate - Would you like for this to be presented to the full senate in August, recommendation is to make changes in Peoplesoft. Another issue with the system is the impact on staff members since they have to wait to register on a particular date. We will re-evaluate this issue in the fall.

Deductions for Health Insurance – Dr. Schell

It is not possible for 9 month faculty to spread their benefits deductions over 12 months. There are references from the IRS that show this. Human Resources Associate Director suggested that we look at the Internal Revenue Code Section 126(d) (2), IRS Prop Reg Section 1.125-1. A way to access it via the IRS website at <http://www.irs.gov/taxpros/article/00,,id=98137,00.html> and type in the section you want. It states that employees cannot use contributions from one plan year to purchase benefits the employer will provide in a later year.

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Deductions for Health Insurance – Dr. Schell cont.

On the State website <http://fac.dos.state.fl.us/faconline/chapter60.pdf> it also states that employees on academic contract or employed for less than 12 months will have double deductions.

NEW BUSINESS

Slate Nominees – Dr. Chase

The Slate committee included Drs. Chase, Pennington and Wink. Dr. Wink will not be returning to the senate as Secretary. The recommendations from the committee were as follows Chair: Dr. Manoj Chopra, Vice Chair: Dr. Ida Cook and Secretary: Dr. Pamela Ark. Additional nominations were solicited from the audience. No other nominations were made and the slate was elected unanimously.

STANDING COMMITTEE REPORTS

✦ **Budget & Administrative** – Dr. Keith Koons reported.

The committee met and discussed the undergraduate teaching equipment awards. Dr. Koons commended Dr. Kelliher for the work on the selection of these awards. The colleges should have received the notification of the award recipients. The individual faculty will get this information from the Deans through their department.

✦ **Graduate Council** - Dr. Jim Moharam reported.

No meetings were scheduled.

✦ **Personnel** – Dr. David Workman reported.

The Personnel Committee met on March 28 and discussed the approval of the following items (a) resolution on travel per diem and (b) the procedures for the evaluation of chair and dean when they are one and the same and (c) composition of the College P&T committee. Dr. Huff-Corzine will be invited to discuss item (c) since it appears the rules were not followed in certain colleges with respect to the college P&T committee. This is something that needs to be discussed in the Fall.

✦ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.

The committee will meet next Tuesday and consider College of Arts and Humanities' revision in Theater.

OTHER

Apportionment – Dr. Chopra

Based on the new resolution on apportionment and the corresponding rules for rounding, the Colleges of Optics & Photonics, Burnett College of BioMedical Sciences and Rosen College of Hospitality Management and Library will only have two representatives from their college or unit. All the other calculations are correct.

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at around 6:00 pm.



University of
**Central
Florida**

Date April 4, 2006

UCF Bookstore

Dear Faculty and Staff,

I would like to thank everyone for helping us to obtain the Spring textbook orders. We had a very successful buyback in December. This was due mainly to the efforts of the entire university in obtaining the book orders early.

By having 79% of the book orders before Buyback, we were able to give the students **\$685,876** for their used textbooks. This was an amazing **64%** increase over last year, an outstanding achievement for all of us. And we were able to **SAVE** our students over **\$320,000** versus the new Textbook cost at the beginning of this term.

As we now look forward to the Summer and Fall semesters, we are asking you to help us achieve the same results. Book orders for both terms are due Friday April 7th.

This due date will allow students to sell back their books from this semester at the highest possible value (up to 50% of the selling price). This will mean there will be more Used books available next semester saving those students 25% off the new book price as well.

Pre-printed book order forms have already been sent to all departments. If the same book is being used, simply sign the form and return it to the department manager.

Again, thank you very much for all your help. We are looking forward to a great semester.

Sincerely,

A handwritten signature in blue ink that reads "Denise Berrios".

Denise Berrios
General Manager
UCF Bookstore
407-823-3924

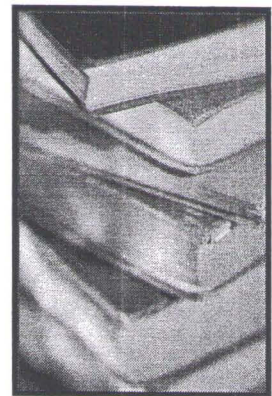
Reduce the price of Textbooks Today!

The UCF Bookstore is currently collecting textbook orders from all departments for the summer and fall terms.

Early receipt of textbook orders allows us to pay students up to 50% of the book price at buyback. Used books are 25% off the new book price, so the more textbooks we buy this spring, the more students save in summer and fall.

Orders sent in on time also allows the bookstore to detect problems in advance, such as new editions, out-of-stock and out-of-print titles, so that the professor has enough time to aid us in correcting the problem.

The bookstore, in an effort to increase the number of complete textbook orders received in time for buyback, is offering each department up to a \$500 catering credit.



An account will be established for each department, which can then be used for catering from the Bookstore Cafe. The account, if all orders are received on or before the set deadline, will be credited with \$200 upon receipt of completed textbook adoptions for all courses offered in the fall and spring terms, and \$100 for the summer term. The deadline for the summer and fall book orders to be received will be **Friday April 7, 2006.**

An e-mail notification will then be sent to the designated Chair or Department Manager upon receipt of the award.

In an effort to get as accurate information as possible, if the department changes 10% or more of the textbook orders after the deadline, the award will be forfeited.

Denise Berrios
General Manager
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