

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Manoj Chopra  
Chair, Faculty Senate

**DATE:** August 08, 2005

**SUBJECT: STEERING COMMITTEE MEETING**

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**DATE:** Thursday, August 11, 2005  
**TIME:** 4:00 p.m.  
**ROOM:** Classroom I, Rm. 306

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *April 7, 2005***
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - + Sabbatical and Summer Teaching Assignments - follow-up.
  - + Objection from the Film Department to the Resolution - "2004-2005-3 Minimum Qualifications for Participating in Graduate Education"; Forward to Graduate Council.
  - + TIP/RIA/SoTL – Establish Ad Hoc Subcommittee to Study the Criteria and Procedures.
6. **New Business**
  - Update on the Proposal for a New Medical School at UCF.
  - Establish a Steering Commencement Committee.
  - Select Standing Committee Liaisons.
7. **Other**

**Steering Committee Meeting  
Minutes  
April 7, 2005**

Dr. Arlen F. Chase, Chair, called this Steering Committee meeting to order at 4:05 p.m. Minutes of the ***March 10, 2005*** meeting were unanimously approved with minor corrections.

**Members present:** Drs. Naval Modani, Ida Cook, Manoj Chopra, Diane Wink, Robert Pennington, Bose Subir, Keith Koons, Rosie Joels, and Dawn Trouard.

**Members absent:** Drs. Michael Mullens, Henry Daniels and Alain Kassab.

**Guests:** Dr. John Schell, Lin Huff-Corzine, Provost Terry Hickey and Denise Berrios.

**ANNOUNCEMENTS AND SELECTED ITEMS DISCUSSED**

*Senate Officers*

Voting of senate officers will be at the April 21st meeting.

*Provost Hickey – no report*

*Announcements and Recognition of Guests*

Denise Barrios from book store spoke about their book order incentive program. Numerous programs had book orders in by deadline established. In the process of updating web site to allow storage of old orders from prior semesters. Looking at ways to link student registration to the opportunity to order books. Allowed more buy backs and less expense to buy books in subsequent semesters.

Student Senate passed a resolution in support of establishing a formal book order policy and deadline as set forth by the University of Central Florida Bookstore. Resolution asked that UCF administration and department heads work in conjunction with the UCF bookstore to ensure high rates of returns on book orders and establish a form, mutually agreeable policy, whose enactment would help the Bookstore reach 95% participation each semester, and that the 37th Student senate strongly encourage the Faculty Senate at the UCF to pass a similar resolution in support of saving students \$1.2 million in buy-back and used book sales per year; and that the resolution 37-05 be forwarded to the provost and chair of the Faculty Senate in efforts to increase awareness of student needs and/or recommendations.

Suggested deadlines for book orders are put on university calendar. Also can be tied to knowledge of teaching assignment three semesters out.

Referred to calendar committee and also to Chairs and Deans and program managers.

**OLD BUSINESS**

*Questions for Mr. Merck*

Report from Mr. Merck about concerns related to grade rolls with social security numbers being requested where not needed and problem switch PeopleFirst System was not received. Repeat request sent.

**New Business**

*Slate Nominees*

Extensive discussion of nomination process and attempts made to seek out nominees for offices so there are at least two nominees for each position. Advantages and disadvantages of having a broad slate of candidates discussed. The deadline for nominee names is Thursday, April 14<sup>th</sup>.

# Steering Committee Meeting Minutes April 7, 2005

## Faculty Reimbursement

Faculty reimbursement for costs of teaching a course. Dr. Huff-Corzine has compiled a list. Has not gotten feedback from all areas.

## Minimum Qualification for Participating in Graduate Program – Film department

Objection to Graduate Committee resolution about minimum qualifications for participating in Graduate Education from Film Department. SACS expects 100% of faculty teaching in graduate programs to have the terminal degree of the discipline. Some arguments for exceptions are heard on a faculty by faculty basis with substantial documentation for EACH course they teach. Just working in the field is not sufficient and a terminal degree in an area which is not the discipline is sometimes not sufficient. In general a person teaching a course needs a degree one above one for which students taking the course are earning with at least 18 credit hours in the discipline.

Suggest forwarding these questions to office of graduate studies for a response to these concerns. Will also send to the Graduate Committee and have someone from the SACS committee speak to the faculty in the Film Department about their concerns.

## TIP/RIA & SoTL

Will not have enough qualified candidates for TIP and RIA awards in some colleges. (Not an issue with SoTL). Application pool may be lower this year because of the delayed finalization of the program. General discussion if Provost would consider allowing unused awards to be carried forward if there are not enough qualified applicants in a college this year. The Provost agreed to this. A college's committee does not have to give the award to anyone who does not meet qualifications.

Colleges do not need to make awards if not enough qualified applicants. TIP, RIA, SoTL awards are designed to reflect excellence based on merit and criteria. The Steering committee encourages committees to convey reasoning as to why files not up to standards so faculty will know where improvement is needed. Dr. Cook suggested that the Steering Committee submit a statement. It reads as follows:

“Since the TIP/RIA, SoTL awards are designed to reflect excellence based upon merit and criteria, the Faculty Senate endorse giving awards only to those qualified.”

Will refer suggestion for review of these awards to new steering committee with the suggestion that an ad hoc committee be set up at first meeting in fall.

## **STANDING COMMITTEE REPORTS**

### ⇒ **Budget & Administrative – Dr. Ida Cook reported.**

Final meeting about undergraduate equipment funds has occurred and awards made. Compliments to Dr. Charles Kelliher chair of the committee and all committee members for good work this year.

### ⇒ **Graduate Council – Dr. Subir Bose reported.**

Still considering tuition waivers and stipends for graduate students, at which both of these are defined below average which suppose to as statewide. Committee are still looking into these points and trying to formulate some sort of policy. Examining practices used at other institutions national average for graduate assistant stipends.

### ⇒ **Personnel – Dr. Manoj Chopra reported.**

Committee has finished work for this year.

### ⇒ **Undergraduate Policy & Curriculum - Dr. Bob Pennington reported.**

Last meeting next Tuesday. Some proposals for new programs and changes in program will be considered. There are some issues about AS-BAS applied sciences major for regional campuses. Some new majors being approved to meet needs of students at some regional campuses.

**Steering Committee Meeting  
Minutes  
April 7, 2005**

**Other Issues**

*Sabbaticals*

Question raised: Are college sabbatical committees set up and functioning? Yes. Some may need more guidance from Dr. Huff-Corzine's office. Help has and will be given. Previous committee has received inquiries from at least one college.

Question asked: Has the Dean of the College of Education received information that the collective bargaining agreement calls for specific procedure for both sabbaticals and summer teaching assignments. Although qualified faculty are available to teach summer courses and courses are being given to adjuncts. Faculty have been told they can not afford sabbaticals. These questions were asked and addressed at last Senate meeting. All colleges and Deans need to follow contract.

**ADJOURNED**

Motion to adjourn made, seconded and approved. Meet adjourned at 5:37 PM.

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