

Faculty Senate Steering Committee Meeting
Minutes of
August 11, 2011

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 7, 2011 was made and seconded. The minutes were approved as recorded.

Motion to approve the minutes of April 20, 2011 was made and seconded. The minutes were approved with one scrivener's edit (changing the word "option" to "optional" in the last sentence of the budget update).

RECOGNITION OF GUESTS

Chad Binette, Associate Director, News and Information
Diane Chase, Executive Vice Provost, Academic Affairs

ANNOUNCEMENTS

Members of the committee introduced themselves.

REPORT OF THE PROVOST

Provost Waldrop was not in attendance; however, Dr. Diane Chase provided an update on his behalf.

Administrative Reviews

During his first year, the provost set the goal of conducting administrative reviews of all of his direct reports. He started the process this summer, working alphabetically. Patricia Bishop and Diane Chase will be the first to be reviewed.

Administrative Searches

College of Sciences: The search for a new dean is almost complete.

College of Business Administration: The same search firm that brought us Provost Waldrop is being utilized to replace the outgoing dean. Dr. Lawless will be on campus next week to conduct initial meetings.

Undergraduate Studies: The provost asked Elliot Vittes to stay on as interim dean for one more year. This year will be used to examine the organizational structure of unit and consider what Undergraduate Studies should look like.

Withdrawal Deadline Change

Dr. Chase thanked the Steering Committee for their responsiveness to the question raised over the summer via email regarding moving the student withdrawal deadline. The administration

believes that this is a positive change and should reduce the amount of money we need to return in terms of financial aid. It will also provide students with more time to decide if they will be successful in their courses.

Dr. Chase suggested that the Faculty Senate may wish to address the issue of the importance of faculty providing students with feedback on their progress in a course prior to the withdrawal deadline. Dr. Cook noted that many years ago, the Senate discussed in length that faculty should have some graded feedback to students prior to this deadline.

The committee discussed the possibility of creating a resolution endorsing this. It was proposed that the committee refer this to the Personnel Committee so that they can create a resolution to bring to the September Steering Committee member. A question was raised over the practicality of that timing, given that it is not yet known when the Personnel Committee will be seated. Dr. Cook noted that the resolution could instead come from Steering.

A motion was made and seconded to bring proposed language for such a resolution to the first meeting of the Personnel Committee. Motion carried. The proposed language read:

“Given that the withdrawal deadline has been moved back, be it resolved that the Faculty Senate endorses asking faculty to provide feedback on progress to undergraduate and graduate students prior to the withdrawal deadline.”

The committee authorized Dr. Cook to revise the wording if necessary.

Faculty Affairs Changes

Dr. Chase announced that Lin Huff-Corzine is no longer in Faculty Affairs. She is currently on professional development leave and will be returning to faculty. Academic Affairs plans to have identified those who will be fulfilling the functions of that position within the next two weeks. The provost hopes to conduct a national search to fill the position

OLD BUSINESS

None.

NEW BUSINESS

Student Perception of Instruction (SPoI) Update

The technical folks have been working on the new SPoI and it will pilot in fall 2011. When students access the SPoI, the new form will be appended to the end of the old form. Students will not know that this is a new form as; there will be no apparent division between the two forms. The new form will not be binding on faculty members as no testing has been done on the form. Faculty will get the data they normally receive, and then later will receive a new report reflecting the additional questions that have been added.

A question was raised about whether colleges could opt to use the data from the new form. This new form cannot legally be used to review faculty; however, individual faculty could choose to include the data for Promotion and Tenure purposes.

A question was raised regarding the low response rate of the online evaluation process, and a committee member asked if there were any data for spring 2011. Dr. D. Chase stated that she will request these statistics and share them with the Steering Committee at the next meeting. Henry Daniell, senator from the College of Medicine, said that response rates in his college ranged from 5-15%. It is a dramatic drop from past years, and faculty received a memo from the director that no evaluations from last year will be used due to the questionable validity of the results. A question was raised about whether this is permissible according to the collective bargaining agreement, but it was noted that College of Medicine faculty are out of unit.

Dr. Cook stated that there is a need to raise response rates. A brief discussion followed on ways to motivate and encourage students to complete the form. It was noted that the reason for the low response rate for fall 2010 was due to reduced time that students had to complete the SPoI. A question was raised about how the timing of the Thanksgiving break will affect SPoI response rate. Dr. Cook will urge Computer Services to get this out so that we can get a bigger window of time for students to complete the surveys. Lastly, it was noted there had been a certain amount of drop out with the old paper method, depending on who showed up in class on the day the SPoI was administered.

Academic Integrity

Dr. Cook has been working with a committee developing proposals of ways to assist reinforcement of the culture of academic integrity. The committee hopes to streamline the reporting process of any events so that information flows better and the faculty member involved gets feedback. Once the proposal is complete, it will go to both the Undergraduate and Graduate Councils. The outcome of the committee's work will be announced publicly. Dr. Cook noted that Graduate Studies has already begun holding integrity training for all its PhD students.

A committee member suggested that sometimes the problem is simply that students don't know what constitutes cheating or plagiarism. The FCTL can be a good source of information for students and faculty. Rich Gause, senator from the University Libraries, offered a reminder that the library's Information Fluency module can be assigned and faculty can get a report on student performance. The module now has multiple question sets so students can retake the test. Mr. Gause offered to send the link to the modules to the Senate office the following day so that it could be forwarded to the committee.

Travel Committee

Dr. Cook has been working with a committee looking at international travel, specifically with regards to taking students to countries where they might be in danger and the responsibility of faculty to have a plan to keep students safe in the event of an issue. The committee is looking at best practices from around the nation. Dr. Cook asked people to let her know if they are interested in serving on the committee.

Webcourses – Americans with Disabilities Act (ADA) Compliance

In a recent email from Academic Affairs, faculty were reminded that they have a responsibility to ensure that materials posted in Webcourses are ADA compliant. Both the Center for Distributed Learning and Student Disability Services can assist faculty to ensure that their courses are compliant. A committee member expressed concern about the amount of notice they

receive regarding student with disabilities, especially for online courses. Dr. D. Chase noted that SDES tries to inform the faculty as soon as the student registers for courses, but sometimes students register for courses late or haven't been certified with Disability Services. In addition, it is important to include a statement in your syllabus directing students to inform of us their needs.

Faculty Senate Website

Dr. Cook announced that Lisa Sklar has been working on updating and improving the Senate website, and expressed her appreciation for Ms. Sklar's hard work. The 2011-2012 committees will be posted after committee assignments have been finalized.

Class cancellation November 3 for football game

Chad Binette, Associate Director of News and Information, announced that UCF will be hosting a football game on Thursday, November 3 at 8pm against Tulsa, and afternoon classes will be cancelled as a result. He mentioned that there is also another weeknight home game scheduled, but as it is during the Thanksgiving holiday break, it will not impact classes.

Mr. Binette thanked the faculty for their assistance in making things run smoothly last year. He announced that the policies will be, for the most part, the same as those from last year. The main campus will be closed at 12:30 p.m. and towing will begin at 1:00 p.m. He was happy to report that no vehicles were towed at last year's weekday game. In addition, he announced the following:

- Tailgating will begin at 2:00 p.m.
- Regional campuses will hold classes until 2:50 p.m. and will close at 3:00 p.m.
- The main campus library will close at 5:00 p.m.
- The Student Union will be open 24 hours
- Normal campus operations will resume the next day at 7:00 a.m.

Mr. Binette reminded committee members that parking closest to the stadium (gold lots) is reserved for those with the appropriate game day parking permit. Parking Garage B will be reserved for faculty and staff requests for those who need to be on campus for purposes not related to the game; however, due to low demand last year, only the first and second floors will be reserved. Faculty and staff who need to reserve space in the garage should contact Peter Wallace. Parking Garage H will have spaces available for cash purchase on gameday, with proceeds going to student scholarships. The best source for information is www.ucfgameday.com and the game day help desk (407) 882-FANS.

Mr. Binette opened the floor for questions and suggestions:

Suggestion: put class cancellations due to games on the academic calendar.

Question: What time does the shuttle stop between the main campus and the Rosen and Medical campuses? There was confusion last year, and the last shuttle from Rosen was too soon after classes ended for some people to catch.

Comment: They may need to adjust the campus closing time. The closing time of 12:30 made sense last year because it works with a Monday/Wednesday/Friday schedule. The

Tuesday/Thursday class schedule is very different, and includes classes starting at 12:00 p.m. They probably don't want faculty to start their noon classes.

Mr. Binette said he would look into the issues raised. He said he plans to send another notice out to the faculty next week and provided his contact information for any other suggestions or questions: Chad.Binette@ucf.edu or 407-823-6312.

A committee member noted that there is a Steering committee member scheduled for November 3. Dr. Cook will contact the committee about rescheduling the meeting.

Committee on Committees

Dr. Cook thanked members for their work on getting the committees staffed. We are farthest ahead in time as we have been in the past. Letters will be sent to the faculty regarding committee service. We still need recommendations for chairs for the various Senate committees, and need to identify Steering liaisons to those committees.

Membership lists for the Senate committees were distributed. Dr. Cook offered a brief overview of the role of Steering liaisons and solicited the following volunteers to serve as liaisons:

Budget and Administrative Committee - Arlen Chase
Personnel Committee – H. G. Parsa
Parking Advisory Committee – Reid Oetjen
Graduate Council – Jim Moharam
Undergraduate Council – Kelly Allred

Dr. Cook urged committee members to send her their suggestions for committee chairs.

Constitutional Revision

Dr. Cook stated that the Constitution's bylaws will need to be revised to coincide with regulations on promotion of non-tenured faculty due to the recent passage of the resolution supporting such promotions. There is some language in the bylaws that will need to be modified regarding the selection of committee members for the Promotion and Tenure committee. The Personnel Committee will need to address this in fairly short order so that it can go to the Senate by October at the latest. That timeline will ensure that non-tenured faculty who go up for promotion in the spring are properly represented on the Promotion and Tenure committee. Dr. Cook noted that this is not part of the collective bargaining agreement; these are non-tenured faculty going up for promotion. Rich Gause cautioned that the committee needs to make sure that wording changes do not impact the faculty from the Libraries, as they already have a promotion process in place.

Call for Topics for Standing Committee Action

Dr. Cook solicited topics for the Senate committees to address in addition to those already discussed. The following items were discussed:

- A progress report on how UCF is doing in energy conservation and green efforts.
- Explore the issue of smoking on campus

- A committee member suggested that a committee could explore the possibility of a center for research for the entire university, similar to the Faculty Center for Teaching and Learning, but focused specifically on research. Other committee members noted that most colleges handle this internally. In addition, part of the funding for the Office of Research and Commercialization is for providing outreach and assistance to the colleges.

COMMITTEE REPORTS

None

OTHER BUSINESS

Dr. Cook reminded senators that the President's Reception will follow the Faculty Senate meeting on August 25, 2011.

ADJOURNMENT

The committee adjourned at 5:31 p.m.