

*Faculty Senate Steering Committee Meeting*  
**August 12, 2010**

Dr. Ida Cook, Faculty Senate Chair, called the first meeting of the 2010-2011 Steering Committee to order at 4:05 p.m. The roll was circulated for signatures. The minutes of April 8, 2010 were approved as recorded by unanimous vote. The committee members introduced themselves.

**Steering Officers Present:** Cook, Pennington, Oetjen, Chopra.

**Steering Committee Members Present:** Belfield, Cash, Chase, Daniell, Edwards, Gause, Goodman, Kaplan, Koons, Léticée, Liberman, LiKamWa, Moharam, Parsa, Smith, Wink.

**Administrators Present:** Provost Waldrop, D. Chase, Vittes.

**Steering Committee Members Not Present:** Folger, Liou, Lynxwiler, Schulte, Seidel, Sivo, Sundaram.

**Recognition of Guests:** Lin Huff-Corzine, Faculty Affairs.

#### **ANNOUNCEMENTS**

Dr. Manoj Chopra was elected as the vice chair of the Advisory Council of Faculty Senates (ACFS), and when he is chair of ACFS next year he will serve on the Board of Governors.

#### Provost's Update

Provost Waldrop introduced himself, and provided an overview of his first nine days at UCF. He noted that he looks forward to getting to know and working with the Steering Committee members, and recognized Dr. Diane Chase for her helpfulness. The provost has been asked to prepare requests for additional funds from the state, and also asked to prepare budget projections based upon a 5% and possibly a 15% cut. These cuts represent state money only and not the entire budget. Despite the current 3% holdback, most units are not receiving less money. Dr. Waldrop reported that he will be having regularly scheduled meetings with the Senate chair.

#### **OLD BUSINESS**

##### Constitutional Revisions

Throughout the summer, Dr. Cook has been receiving feedback from administrative offices regarding changes to the committees they manage. Next week, the ad hoc Constitutional Revisions Committee will be receiving a draft that incorporates these changes. Dr. Cook outlined the procedures for the review and approval of changes to the Constitution. A draft of the revised Constitution will be submitted to the senators for their review, and meetings will be conducted to discuss the changes. Once approved by the Senate, the Constitution is presented to the faculty body, who will vote on the changes after a 30-day review period. Dr. Cook recognized Lisa Sklar for her excellent work on the revisions.

##### Student Perception of Instruction (SPoI)

Dr. Cook reported that she has communicated with a researcher who used to work with Educational Testing Services to review the SPoI documents. He hopes to have bulk of the work done by mid- October. The consultant is evaluating the rigor of the documents and looking at how the SPoI can be applied to different teaching environments. He will also be providing suggestions on how administrators can use the results of the SPoI.

#### Inventoried Research Equipment

In the spring, the Budget and Administrative Committee had expressed concerns regarding the university's policy governing inventoried research that is stolen or missing, which made the researcher responsible for reimbursing the university in full. Dr. Cook presented those concerns at a President's Advisory Staff meeting. The university is currently reviewing the policy.

### **NEW BUSINESS**

#### Standing and Reporting Committee Assignments

Lists of members who have to-date been appointed to the standing and reporting committees were distributed to the Steering committee earlier this week. Dr. Cook gave an update on the progress of staffing the committees. Committee on Committees (ConC) members should speak with Dr. Bob Pennington, ConC Chair, if their colleges have vacancies on the committees. Dr. Pennington explained that Senators were assigned to committees based upon preferences they provided before the summer. In cases when it was not possible to meet a senator's preference, he or she was assigned where needed most. Dr. Pennington recognized Dr. Diane Wink for her prior service and hard work performing this important function last year.

#### Parking Committees

Dr. Cook gave an overview of the history of the University Parking Advisory Committee, a reporting committee whose faculty representatives are currently not selected by the Senate. She discussed the proposal in the new Constitution to create a new Faculty Senate standing committee on parking, which would elect two of its members to serve on the university committee.

#### Standing Committee Liaisons

Dr. Cook explained the role of liaisons from the Steering Committee to the standing committees. A liaison attends meetings and serves as a resource person, but is not a voting member. Dr. Cook solicited volunteers to serve as liaisons. The standing committee liaisons are:

Personnel Committee – Jeff Kaplan

Budget and Administrative Committee – Arlen Chase

Undergraduate Policy and Curriculum Committee (UPCC) – Marie Léticée

Graduate Council – Stephen Goodman

#### Standing Committee Chairs

Each committee will elect a chair at its first meetings. The Steering Committee can encourage people to put their names forward for those positions. Dr. Cook encouraged the committee to review the membership lists and identify those who were good, active participants previously and would be good in leadership roles. She requested that Steering committee members contact her with suggestions.

### Call for Topics for Standing Committee Action

Dr. Cook solicited suggestions of issues and topics that the standing committees should take up. The committee raised the following:

#### Personnel Committee:

- How assignments for clinical faculty are handled
- A promotion path for clinical faculty
- Teaching faculty in the College of Medicine are evaluated throughout the semester. How should this feed into the university-wide SPoI?
- A promotion path for research faculty
- Revisit the issue of the structure and composition of college and university promotion and tenure committees

#### Graduate Council

- Do members of the Graduate Curriculum Committee have adequate information when approving disposable materials fee requests? Is there a way to revise and/or streamline the process?

#### Undergraduate Policy and Curriculum Committee

- Should there be a university-wide standard for the minimum grade necessary to have a course count toward the major requirement?
- Some universities are adopting an A-B-C-D-E grading system instead of A-B-C-D-F. Should UCF do the same?

#### Budget and Administrative Committee

No issues were raised.

Dr. Cook noted that she welcomes further suggestions, and committee members should contact her if other issues come to mind, now or in the future.

### **OTHER BUSINESS**

A question was raised regarding the status of Resolution 2009-2010-03 Florida Retirement System Benefits, as there has not been an announcement of the provost's approval. Answer: The resolution was sent forth, but because it directed the Senate chair to take action, it did not require the provost's approval. Dr. Cook did enact the resolution as directed.

This academic year will be the teachout years for the Management Information Systems and Engineering Technology programs.

A question was raised regarding the rationale for requiring faculty to pay for parking. Answer: Parking funds are used to finance parking garages and other parking infrastructure. Once the new Constitution is passed, this could be an issue for the new Senate parking committee to take up. In the interim, Dr. Ross Wolf, Chair of the University Parking and Transportation Advisory Committee, is open to speaking with people about these issues.

Dr. Cook reminded the committee that the upcoming Senate meeting will be immediately followed by the President's Reception. She asked that they encourage their fellow senators to stay for that event.

Dr. Cook noted that various offices have requested time to speak at the August Senate meeting. A motion was made and seconded to allow her to invite them to present and to set the agenda accordingly. Motion passed.

**ADJOURNMENT**

Motion to adjourn made and seconded. Meeting adjourned 5:10 P.M.