

*Faculty Senate Steering Committee Meeting*  
**August 13, 2009**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 3:02 p.m. The roll was circulated for signatures. The minutes of April 30, 2009 and June 4, 2009 were approved as recorded by unanimous vote.

**Steering Officers Present:** Cook, Wink, and Chopra.

**Steering Committee Members Present:** Belfield, Brown, Cash, Chase, Covelli, Daniell, Edwards, Gause, Goodman, Kovach, LiKamWa, Moslehy, Pennington, Schulte, Seidel.

**Administrators Present:** Provost Hickey, D. Chase, Huff-Corzine, Morrison-Shetlar.

**Steering Committee Members Not Present:** Kassab, Kaufman, Koons, Lynxwiler, Oetjen, Rahrooh, and Sivo.

**Recognition of Guests:** Joel Hartman, Information Technologies and Resources.

## **ANNOUNCEMENTS**

### Provost's Update

When the one-time reserves and stimulus money run out in 2011, there will be a \$17 million shortfall in the budget. The Board of Trustees has mandated that the budget hole must be closed, and the deans, vice provosts, and vice presidents have been asked to formulate plans for closing the holes in their units' budgets. The plans are due to the provost by October 16, and faculty and staff input should be part of the planning process. Differential tuition will make up for some of the lost revenue, but not all colleges are earning differential tuition at the same rate. Administrative units will also have to close budget holes. Some of the money that shows up on administrative budgets is used for academic purposes, e.g. rented space and electricity. The provost is exploring the possibility of using reserves to allow units an extra year or two to buy their way out of budget holes. The varied reserve levels of different colleges presents complications. For the past year, there was a dollar-for-dollar match of college reserves and centrally-held reserves. However, some colleges are going to run out of reserve money within the next two years. A discussion followed regarding how the college reserves are accrued, what should happen with the colleges whose reserves are running out, and what other funds might be available to fund the deficit.

In an email to the deans, the provost had suggested that each college have a senator ready to provide public updates on the budget discussions and plans. Dr. Cook requested that steering members help identify individuals in their colleges who will report to the full senate on the colleges' activities and discussions. The Colleges of Science and Business Administration have already been made aware of the need for upcoming budget cuts. Dr. Cook encouraged the steering members from the other colleges to contact their deans about moving the discussion forward.

### Open Textbook Consortium

Dr. D. Chase received a request from the director of the University Press of Florida (UPF) to bring the acquisitions staff to UCF to discuss digital publishing initiatives, particularly the Orange Grove digital repository. The Orange Grove repository aims to make information that might replace and/or supplement textbooks freely available online for Florida faculty. Dr. Chase asked the committee for feedback on the UPF's request. A discussion followed about the possible benefits and drawbacks of the Orange Grove. Currently, the Orange Grove has a very limited selection of higher education resources which cover a small number of disciplines. The committee agreed that a full Senate meeting would not be the best venue for a discussion, and suggested that the Faculty Center for Teaching and Learning (FCTL) would provide a better venue. Dr. Morrison-Shetlar will bring this to the FCTL for further action.

### Textbook Affordability

Dr. D. Chase reported that in the fall 2009 semester, UCF hit 96.4% compliance with the textbook affordability statute, which is a 20 percentage point increase from fall 2008. A question was raised about the possible consequence of not being at 100% compliance. Dr. Chase noted that there is no penalty stated in the statute, the board regulation, or the UCF regulation, so it is unknown what the repercussions might be.

## **OLD BUSINESS**

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

Per a vote of the Steering Committee in Spring 2009, all SPoI will be delivered online as of the Fall 2009 semester. Computer Services has been working on developing an online delivery system, and Dr. Hartman provided an overview of the progress toward implementation. The SPoI will be online and available for inspection in the beginning of September. The next step is to develop a training plan. The online SPoI will be live for students for a two week period. Students will encounter a popup reminder every time they log in to the portal until they've completed all their SPoIs. With a popup message in place, student response rate is 55-60%, which is equivalent to the response rate to paper forms.

**Agenda Item:** Dr. Hartman will be invited to the August Senate meeting to report on the online implementation and answer questions regarding the change.

Dr. Cook reported back from the working group dealing with issues of technology and course delivery. This group was formed in the spring in response to problems with online courses and teaching tools. The group has met with Dr. Hartman and his staff three times and has heard updates on the new versions of Webcourses.

### Online Conflict of Interest Form

On behalf of Dr. Lin Huff-Corzine, Dr. Cook distributed printed out copies of the online version of the conflict of interest forms.

### Standing Committee Liaisons

Dr. Cook requested that those members of the Committee on Committee who have not yet contacted Dr. Wink with recommendations for the standing committees do so as soon as possible. Some of the standing committees are trying to begin to hold meetings but they do not yet have their full complement. Dr. Cook provided a brief overview of the standing committees

and the role of the committee liaisons, and put out a call for standing committee liaisons. These will be:

Budget and Administrative: Patrick LiKamWa

Graduate Council: Steven Goodman

Personnel: Arlen Chase

Undergraduate Policy and Curriculum: Bob Pennington

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

Dr. Diane Wink reported that the ad hoc SPoI committee had met with Information Technologies and Resources several times during the summer to discuss the online implementation. There will need to be a faculty group working to provide feedback on the procedures and user-end evaluation of implementation.

Dr. Wink provided an overview of the feedback the committee received regarding the proposed SPoI content. The committee is looking at potential changes based on the substance of the comments and is preparing a FAQ to address recurrent questions. Dr. Wink encourages faculty to continue to send questions and comments.

**Agenda Item:** Dr. Wink will give a report on the status of the SPoI at the September Senate meeting.

#### Budget Response

Dr. Cook thanked the committee for their feedback and suggestions regarding budget cuts. She welcomes further input. A discussion followed regarding comments that the provost had made during his budget update earlier in the meeting.

#### Suggestions for Standing Committee Action

The following topics were suggested for consideration by the standing committees:

- The role of regional campuses and web courses within departments, particularly with regard to how differential tuition is disbursed for classes taught by faculty housed at the main campus. – To be referred to the Personnel Committee, with the potential for overflow to Budget and Administrative
- Promotion and Tenure College Guidelines – To be referred to the Personnel Committee

#### Constitutional Revisions

The ad hoc committee on constitutional revisions has met and is formulating suggestions for moving forward with revisions that would move most of the procedural membership and committee details to the bylaws. Currently, a full Faculty Assembly is required for any change to the constitution. Operating on the bylaws would allow procedural details to be voted on by the Senate.

### **NEW BUSINESS**

#### H1N1 (Swine) Flu Response

A draft of the H1N1 Advisory was distributed. The Faculty Center for Teaching and Learning is also holding focus groups to discuss strategies for faculty. Dr. Cook requested that Dr. Bob Wirag, Director of Health Services, be added to the agenda for the August Senate meeting. Dr. Wirag will talk about how the university is prepared to respond to the H1N1 flu, the planned

inoculations, and how faculty should handle their own and their students' illnesses. The committee agreed to agenda this. H1N1 could potentially affect up to 20% of the student body.  
**Agenda Item:** Dr. Bob Wirag will be invited to the August Senate meeting.

#### **OTHER BUSINESS**

Dr. Diane Chase requested that a textbook affordability update be added to the Senate agenda. The committee agreed to do so.

**Agenda Item:** Dr. Diane Chase will provide an update on textbook affordability.

#### **ADJOURNMENT**

The meeting adjourned at 5:00 p.m.

## **CAMPUS FACULTY ADVISORY #1**

**August 3, 2009**

**Message from:**

**(name)**

**Director, Health Services**

**As faculty and staff members, you are important partners in our efforts to address the challenges of the H1N1 (swine) flu pandemic.**

**We have appreciated your cooperation throughout the summer, when the H1N1 flu affected many of our students and faculty and staff members. Most patients have experienced mild cases and recovered within seven days. However, a more severe form of the virus could emerge this fall.**

**We encourage faculty who see students who appear ill to advise them to:**

- **Visit the campus health center.**
- **Explain to students what they can do to prevent the spread of the virus.**
- **Physically distance themselves from others who are coughing or sneezing or who do not look well.**
- **Remind students to wash their hands thoroughly several times a day.**

**Some students in higher-risk categories may experience very serious complications. We understand class attendance is vital. However, we respectfully request that you consider relaxing your class attendance and make-up-work requirements for students affected by the H1N1 virus.**

**Those with H1N1 can infect others for seven days after the onset of symptoms. During that time, they would expose other students to the virus if they attended class.**

**Individuals with flu-like symptoms but without risk factors or complications may be instructed to stay home rather than go to a medical facility. Consequently, some students may not have official confirmation of the virus.**

**We will continue to communicate regularly with our faculty and staff members about this public health challenge. We also encourage you to visit [\(web address for health service\)](#), where we will post updates and links to additional resources on the Web.**

**Thank you for your cooperation and dedication to our students' health and well-being.**