

MEMORANDUM

Date: August 12, 2008
TO: Members of the Steering Committee
FROM: Manoj Chopra
Chair, Faculty Senate
SUBJECT: STEERING COMMITTEE MEETING on August 14, 2008

Meeting Date: Thursday, August 14, 2008
Meeting Time: 3:00 – 5:00 p.m. *(please note the non-standard time)*
Meeting Location: Student Union Pensacola Board Room 222

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *April 15, 2008***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Previous Resolutions from the Provost
6. **New Business**
 - Provost's update
 - Graduate Council – Regulations on Graduate Admission Criteria (Dr. Lieberman)
 - Update on BOG Text Affordability Group Activities
7. **Other**

Faculty Senate Steering Committee Meeting
April 15, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures. The minutes of March 6, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra and Cook

Steering Committee Members Present: Drs. Chase, Daniell, Howard, Jewett, Kamrath, Kassab, Koons, Liberman, LiKamWa, Muller, Orooji, and Pennington.

Steering Committee Members Not Present: Drs. Ark, Gunter, Lynxwiler

Recognition of Guests Dr. Schell; Denise Berrios, Helena Falcon, Joseph Michener, and Stuart Hostler, UCF Bookstore.

Announcements

Drs. Chase and Chopra provided an update on the budget situation.

Old Business

None

New Business

Bookstore update – *Denise Berrios reporting*

Ms. Berrios gave her annual update on the state of the UCF Bookstore. She explained that requests for early adoptions and book orders are to allow greater book buy backs from students. The Faculty Center Network (www.facultycenter.net) was recommended as a resource for independent evaluations of textbooks. Dr. Schell offered to have a distribution list compiled of office managers and secretaries to facilitate book order response. The incentive program for departments getting 100% of their book orders in by a specified date has offered some success. The automated book order system went live in April, and is now available to faculty.

College of Medicine course review – *Dr. Chopra reporting*

Item added to the agenda by Dr. Chopra. Dr. Chopra asked for clarification of the process in place for course reviews in the College of Medicine. Dr. Daniell clarified that anything BCBS-related will go through the UPCC, but medical school issues will not. Dr. Schell said that the medical school is working on a proposal to create a course review procedure.

ACTION: Dr. Koons recommended that this issue be put on the agenda for next year's senate. If no committee exists that can handle these questions, an ad hoc committee should be formed. The recommendation was made to examine how other Florida schools handle these issues.

2008-2009 Senate Election – Dr. Chopra reporting

The results of the 2008-2009 Senate election were distributed. It was noted that Colleges of Science, Business Administration, and Humanities and Fine Arts did not have all of their returns in at the time of the meeting.

Nominating Committee – Dr. Chase reporting

The Nominating Committee recommended the following individuals as election candidates: Chair: Manoj Chopra; Vice Chair: Ida Cook; Secretary: Aubrey Jewett.

Procedures for caucusing at the first senate meeting to select steering members were discussed. Steering members were asked to encourage their colleges' senators to attend the first Senate meeting.

Standing Committee Reports

Budget and Administrative Committee – Dr. Jewett reporting

No report

Graduate Council Committee – Dr. Liberman reporting

No report.

Personnel Committee – Dr. Orooji reporting

No report.

UPCC – Dr. Pennington reporting

The committee approved the following: a revised Educational Studies Certificate, offering the College of Education Sports and Fitness program at the main campus in addition to its current campus, new procedures for online forms for the UPCC, and the AS to BS applied science variance in the general education program.

Other Business

Dr. Koons reminded the committee that Reporting Committees must send year-end reports to the Steering Committee.

Dr. Chopra announced that Martin Quigley is the new chair of the Master Planning Committee.

Dr. Koons proposed a resolution to commend Drs. Chopra and Cook for their leadership of the 2007-2008 Senate. It was unanimously approved.

Dr. Schell gave an update on changes in parking for football games. He discussed the 2008-2009 football schedule, and noted that only three games will interfere with courses. A policy for Friday games has yet to be established. Dr.

Chopra noted that the University has been collecting data on the stadium vibration since the first home game, and that a consultant has been hired to work on retrofitting the stadium. It is planned to ready in time for the first game in the Fall.

Adjournment

Meeting adjourned at 5:05 p.m.



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-5 – Appointment and Evaluation of School Directors and Department Chairs**

A handwritten signature in black ink, appearing to read 'T. Hickey', is written over the 'FROM' line of the memorandum.

Manoj, I cannot support this resolution as currently worded. I agree that the university is best served when deans do not act as department chairs and could support that part of the resolution. However, our current fiscal constraints may make it appropriate for an associate or assistant dean to fulfill the responsibilities of a chair or director. I could support a resolution that included that change and would be happy to meet with the Faculty Senate Steering Committee or the Faculty Senate to explain my concerns.

Finally, the guidelines for the appointment and evaluation of school directors and department chairs and other university procedures need to recognize the appointment of clinical faculty in medicine and, hopefully, nursing.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Personnel Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs

Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.

All schools/departments must have an appointed director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/department chair, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured and tenure-track faculty



but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



Office of the Provost and Executive Vice President


August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-6 – Budget Management**



Manoj, I agree that faculty and advisors are critical to the mission of the university, but I am unclear on the intent of this resolution. I would be happy to meet with the Faculty Senate Steering Committee to discuss this resolution.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: Resolution 2007-2008-6 Budget Management

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-06 Budget Management

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, amongst



Office Of The Faculty Senate

other things, the use of future funds obtained from increases in tuition and differential tuition.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-7 –Funding of the Library Materials and Subscriptions in Support of Faculty Research**

A handwritten signature in black ink, appearing to be 'Terry L. Hickey', written over the printed name in the 'FROM' field.

Manoj, the UCF Library is clearly a key component of the university, but I cannot support this resolution as currently worded. Many sources of revenue will be needed to address our budget shortfalls, including those impacting the Library. Asking that any one source be used to address those shortfalls is neither reasonable nor effective. I have already taken steps to at least partially protect Library acquisitions from further budget cuts and would be happy to meet with the Faculty Senate Steering Committee to discuss what is being done.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost

FROM: Manoj Chopra, Chair

DATE: March 24, 2008

SUBJECT: **Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

**Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions
in Support of Faculty Research**

Whereas, the University of Central Florida recognizes the great importance of research performed by its faculty and the need to afford the research community at UCF with all the necessary facilities to maximize productivity and excellence, and

Whereas, the UCF Library performs a vital function of providing access to journals and publications in support of sponsored research being performed by the faculty,

Be it resolved, that the Faculty Senate of the University of Central Florida recommends to the university administration that the overhead returns generated by research grants, along with other sources of funding, be reviewed for helping overcome the downward spiral of funding for the library's procurement of materials and subscriptions.

Approved by the Senate on March 20, 2008.

Forward to the Provost on March 24, 2008.

MC/lc

cc: John Schell



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-8 –Endorsement
of Student Government Green Fee**

A handwritten signature in red ink, appearing to read 'Terry L. Hickey', is written over the 'FROM:' line of the memorandum.

Manoj, I applaud the students for their interest in establishing a sustainability fund. Given student support of a fee dedicated to green efforts on campus, the university would be pleased to join efforts to seek passage of the fee at the state level. While I understand what the students hope to accomplish, their goal cannot be achieved in the way described in this resolution. To assist all involved in finding a more effective strategy, I would be pleased to ask Vice President Holsenbeck to meet with student leaders and the Faculty Senate to offer advice on how we might better work to achieve this goal.

Attachment

c: President John C. Hitt
Dr. Daniel C. Holsenbeck
Dr. Diane Z. Chase
Dr. John Schell



MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-8 Endorsement of Student Government Green Fee**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

Resolution 2007-2008-8 Endorsement of Student Government Green Fee

Whereas, the University of Central Florida has previously endorsed the Focus the Nation initiative toward environmental concerns, and

Whereas, the Student Government and Student Body of the University of Central Florida has supported creation of a Sustainability Fund through the implementation of a "Green Fee,"

Be it resolved, that the Faculty Senate of the University of Central Florida endorses the concept of environmental sustainability on the UCF campus, and supports the efforts of the Student Government Association to establish a "Green Fee" to generate a Sustainability Fund.

We further urge the Student Government Association to work with the University of Central Florida administration to guarantee reasonable control and proper utilization of such funds.

*Approved by the Senate on March 20, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell

(1) This regulation applies to all students who seek to be admitted to graduate programs at UCF.

(2) Each student admitted to a graduate degree program or to a post-baccalaureate professional program must have earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution and also meet at least one of the following:

(a)

Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, or

(b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or

(c) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Additionally, all applicants to doctoral programs must meet the following specific requirements:

(a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the Graduate Record Examination or GMAT unless it is required by the program.

(b) In addition, doctoral applicants must submit three letters of recommendation, a resume or a curriculum vita, and a written essay.

(c) The submitted materials must be used in the context of a holistic credential review process.

(d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be published annually in the Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.

(e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(4) Additionally, all applicants to master's programs must meet the following specific requirements:

(a) A score on standardized exams such as the GRE or GMAT is not required by the university, although individual programs may still require the exams for admissions purposes for admission to a master's degree program.

(b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by a master's program must be published annually in the Graduate Catalog and on the website of the master's program; further, such requirements shall be reviewed, and if necessary updated, annually.

(c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(d) For international students to be admitted in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a credential evaluation service recommended by UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

Deleted: transcript translation

(5) In addition to the above requirements, international students must show proficiency in written and spoken English by

(a) proving they are from a country where English is the only official language; or

(b) establishing that a prior bachelor's, master's or doctoral degree was earned from a regionally accredited college or university in the United States; or

(c) establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the official language, or a university at which English is the only official language of instruction; or

Deleted: b

(d) submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information must be included in the Graduate Catalog and program website information for that specific program.

Deleted: c

(e) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the SPEAK exam administered by the UCF Center for Multilingual Multicultural Studies before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

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(6) Exceptions to the above requirements:

(a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).

(b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit post-baccalaureate non-degree seeking students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(7) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.

ENROLLED

HB 603, Engrossed 1

2008 Legislature

1 A bill to be entitled
 2 An act relating to textbook affordability; creating s.
 3 1004.09, F.S.; prohibiting certain actions of community
 4 college or state university employees that relate to
 5 student purchase of required textbooks; authorizing
 6 receipt of certain instructional materials, compensation,
 7 and training; requiring student notification of required
 8 textbooks; requiring adoption of specified policies and
 9 practices to minimize the cost of textbooks; providing an
 10 effective date.

11
 12 WHEREAS, textbooks are an essential part of a comprehensive
 13 and high-quality postsecondary education, and

14 WHEREAS, the availability and affordability of textbooks
 15 directly impact the quality and affordability of postsecondary
 16 education, and

17 WHEREAS, the United States Government Accountability Office
 18 recently reported that in the last two decades college textbook
 19 prices have increased at twice the rate of inflation, and

20 WHEREAS, the United States Government Accountability Office
 21 reported that, while many factors affect textbook pricing, the
 22 increasing costs associated with developing instructional
 23 supplements to accompany textbooks best explain price increases
 24 in recent years, and

25 WHEREAS, the United States Government Accountability Office
 26 reported that college textbook prices in the United States may
 27 exceed prices in other countries because prices reflect market

ENROLLED

HB 603, Engrossed 1

2008 Legislature

28 | conditions found in each country, such as the willingness and
 29 | ability of students to purchase the textbook, and

30 | WHEREAS, the cost of textbooks is one component considered
 31 | in making federal and state-funded financial aid awards, and, as
 32 | such, escalating textbook prices can impact federal and state
 33 | spending, and

34 | WHEREAS, state universities and community colleges should
 35 | consider the least costly practices in assigning textbooks when
 36 | such practices are educationally sound, NOW, THEREFORE,

37 |

38 | Be It Enacted by the Legislature of the State of Florida:

39 |

40 | Section 1. Section 1004.09, Florida Statutes, is created
 41 | to read:

42 | 1004.09 Textbook affordability.--

43 | (1) No employee of a community college or state university
 44 | may demand or receive any payment, loan, subscription, advance,
 45 | deposit of money, service, or anything of value, present or
 46 | promised, in exchange for requiring students to purchase a
 47 | specific textbook for coursework or instruction.

48 | (2) An employee may receive:

49 | (a) Sample copies, instructor copies, or instructional
 50 | materials. These materials may not be sold for any type of
 51 | compensation if they are specifically marked as free samples not
 52 | for resale.

53 | (b) Royalties or other compensation from sales of
 54 | textbooks that include the instructor's own writing or work.

55 | (c) Honoraria for academic peer review of course

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HB 603, Engrossed 1

2008 Legislature

56 materials.

57 (d) Fees associated with activities such as reviewing,
58 critiquing, or preparing support materials for textbooks
59 pursuant to guidelines adopted by the State Board of Education
60 or the Board of Governors.

61 (e) Training in the use of course materials and learning
62 technologies.

63 (3) Community colleges and state universities shall post
64 on their websites, as early as is feasible, but not less than 30
65 days prior to the first day of class for each term, a list of
66 each textbook required for each course offered at the
67 institution during the upcoming term. The posted list must
68 include the International Standard Book Number (ISBN) for each
69 required textbook or other identifying information, which must
70 include, at a minimum, all of the following: the title, all
71 authors listed, publishers, edition number, copyright date,
72 published date, and other relevant information necessary to
73 identify the specific textbook or textbooks required for each
74 course. The State Board of Education and the Board of Governors
75 shall include in the policies, procedures, and guidelines
76 adopted under subsection (4) certain limited exceptions to this
77 notification requirement for classes added after the
78 notification deadline.

79 (4) By March 1, 2009, the State Board of Education and the
80 Board of Governors each shall adopt policies, procedures, and
81 guidelines for implementation by community colleges and state
82 universities, respectively, that further efforts to minimize the
83 cost of textbooks for students attending such institutions while

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HB 603, Engrossed 1

2008 Legislature

84 maintaining the quality of education and academic freedom. The
85 policies, procedures, and guidelines shall provide for the
86 following:

87 (a) That textbook adoptions are made with sufficient lead
88 time to bookstores so as to confirm availability of the
89 requested materials and, where possible, ensure maximum
90 availability of used books.

91 (b) That, in the textbook adoption process, the intent to
92 use all items ordered, particularly each individual item sold as
93 part of a bundled package, is confirmed by the course instructor
94 or the academic department offering the course before the
95 adoption is finalized.

96 (c) That a course instructor or the academic department
97 offering the course determines, before a textbook is adopted,
98 the extent to which a new edition differs significantly and
99 substantively from earlier versions and the value of changing to
100 a new edition.

101 (d) That the establishment of policies shall address the
102 availability of required textbooks to students otherwise unable
103 to afford the cost.

104 Section 2. This act shall take effect July 1, 2008.

Textbook Affordability Survey

As you know the Florida Legislature approved [a Textbook Affordability \(603\) law](#). In order to [comply with the law](#), a Textbook Affordability subcommittee has been established to compile information about the current practices on the SUS campuses regarding this topic and to facilitate development of policies and procedures where necessary. These questions are being directed to directors of academic units, senate chairs or directors, auxiliary services/bookstore offices, and other pertinent units of the university that impact textbook availability and affordability.

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Deleted: the BOG offices

We are asking you to respond to the following questions as soon as possible.

Deleted: that have been developed

- Where several options are provided, please check or circle the item that most closely matches your choice or when noted, mark any that apply.
- If there are specific documents, forms, policies relating to any items, please also provide copies of them or identify them. We may request copies at a later date.
- Please send your answers to the following BOG address:
www.Carole.Hayes@flbog.org. or fax them to this office...address is

Timing of Submission of Textbook Information:

1. What is the current established timeline according to which textbook orders must be submitted ([to whom or by whom?](#)) at your institution this past academic year?
 - a. Fall term _____ (month/day)
 - b. Spring term _____ (month/day)
 - c. Summer term _____ (month/day)

Carole: I thought I'd ask the general question regarding terms, but if it's confusing, then we could ask it the following way:

These next questions asks about the established timeline for textbook orders at your institution during this past academic year?

2. When were they due at the bookstore this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required
3. When were they due at the your college office this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required
4. When were they due at the your department office this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required

Generally, how many days are orders due?

5. Textbook Orders Due:

- a. At Bookstore:
 - i. _____ Days/months prior to start of semester
- b. In Department Chair/Director's office:
 - i. _____ Days/months prior to start of semester

6. Course schedules submitted to Registrar/Course Scheduling Office:

- a. Due in College Office:
 - i. _____ Days/months prior to start of semester
- b. Due in Department Chair/Head Office:
 - i. _____ Days/months prior to start of semester

7. Course selections for academic program finalized:

- i. _____ Days/months prior to start of semester
Circle one : days months
- ii. _____ Instructor for courses selected
Circle one: days months

8. How is your office/unit informed of the textbook order deadlines?

- a. () Formal policy (Mark all that apply. Please provide copies or identify _____ yes)
 - i. () Notification sent by Academic Affairs office
 - ii. () Notification sent by College office
 - iii. () Notification sent by Department office
 - iv. () Notification sent by bookstore(s) good
- b. Briefly describe the process. _____

Deleted:)Formal

9. Is there any mechanism for enforcing these deadlines? Please identify/describe: _____

Policies, Procedures for book orders:

10. Are costs of textbooks (and/or bundled text packages) readily available to faculty when ordering textbooks?

- a. () No (If no, why not? _____)
- b. () Yes (If yes, what is the source of the cost information?)
 - () Online bookstore site
 - () Publisher's text site

- () Books in Print site
- () Other (specify) _____
- c. Is notification of textbook costs provided soon enough to allow alternative selection?
 - () No (If no, what is the problem?) _____
 - () Yes

11. Is there an official, formal policy/procedure that addresses issues of compensation to individuals for selection of textbooks? yes

- a. () No
- b. () Yes (If yes, which of the following does it address? (mark all that apply))
 - i. () Royalty as author of textbook
 - ii. () Incentives, rewards, reimbursement, bonus from publisher for selection of textbook(s)
 - iii. () How is that reward/incentive reported/recorded to administrators? (mark all that apply)
 - 1. () Conflict of Interest form
 - 2. () Annual report
 - 3. () Department report
 - 4. () College report
 - 5. () Bookstore order form
 - 6. () Other (specify) _____

12. Is there a policy regarding ordering of textbooks for new faculty members who have just been hired and not yet on campus?

- a. () No
- b. () Yes (If yes, describe it.): _____

13. Is there a policy regarding ordering of textbooks for faculty who are not part of the scheduling process, that is they have been hired as an instructor or adjunct?

- a. () No
- b. () Yes (If yes, describe it.): _____

14. In cases where textbook selection is made by committee, is there a policy regarding determination of cost? (Does this question mean does the committee take cost into account in making a selection?) I would assume it meant that. Perhaps we might ask about it.

- a. () No
- b. () Yes (If yes, describe it.): _____

Change question to read:

In cases where textbook selection is made by committee, does the committee take cost into account in making a selection?

Deleted: s

Inserted: sses where textbook selection is made by committee, does the committee take cost into account in making a selection?¶
() No¶
() Yes (If yes, describe it.): _____

- a. No
- b. Yes (If yes, describe it.): _____

Publication of lists of textbooks for students:

15. Is there a policy or procedure regarding public notification of required textbook lists to students for a given semester?

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Deleted: s

- a. No
- b. Yes (If yes, explain): _____

c. How are textbook lists made available to students?

By bookstore

- i. At (geographic) location
- ii. Online by bookstore

In department office:

- iii. At department office
- iv. online department website

Other _____

Please provide any other comments or suggestions regarding this topic and/or survey below:

Respondent Characteristics:

We understand that different university offices deal with textbook issues in different ways. In order to assure that we have responses to the survey from a wide range of offices, please provide the following information:

16. Name of Institution: _____

17. Respondent Area (Choose one):

- Bookstore representative
- Department Chair/Head/Director
- Academic Affairs
- Registrars/Undergraduate Studies/ Other _____

Thank you for assisting our office in gathering information about
Textbook Affordability and Access.

Please return your completed survey to the following address:
Name, address, etc.

Faculty Senate Steering Committee Meeting
April 15, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures. The minutes of March 6, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra and Cook

Steering Committee Members Present: Drs. Chase, Daniell, Howard, Jewett, Kamrath, Kassab, Koons, Liberman, LiKamWa, Muller, Orooji, and Pennington.

Steering Committee Members Not Present: Drs. Ark, Gunter, Lynxwiler

Recognition of Guests Dr. Schell; Denise Berrios, Helena Falcon, Joseph Michener, and Stuart Hostler, UCF Bookstore.

Announcements

Drs. Chase and Chopra provided an update on the budget situation.

Old Business

None

New Business

Bookstore update – *Denise Berrios reporting*

Ms. Berrios gave her annual update on the state of the UCF Bookstore. She explained that requests for early adoptions and book orders are to allow greater book buy backs from students. The Faculty Center Network (www.facultycenter.net) was recommended as a resource for independent evaluations of textbooks. Dr. Schell offered to have a distribution list compiled of office managers and secretaries to facilitate book order response. The incentive program for departments getting 100% of their book orders in by a specified date has offered some success. The automated book order system went live in April, and is now available to faculty.

College of Medicine course review – *Dr. Chopra reporting*

Item added to the agenda by Dr. Chopra. Dr. Chopra asked for clarification of statements made by the Associate Dean of the College of Medicine regarding College of Medicine course review. Dr. Daniell clarified that anything BCBS-related will go through the UPCC, but medical school issues will not. Dr. Schell said that the medical school is working on a proposal to create a course review procedure.

ACTION: Dr. Koons recommended that this issue be put on the agenda for next year's senate. If no committee exists that can handle these questions, an ad hoc committee should be formed. The recommendation was made to examine how other Florida schools handle these issues.

2008-2009 Senate Election – Dr. Chopra reporting

The results of the 2008-2009 Senate election were distributed. It was noted that Colleges of Science, Business Administration, and Humanities and Fine Arts did not have all of their returns in.

Nominating Committee – Dr. Chase reporting

The Nominating Committee recommended the following individuals as election candidates: Chair: Manoj Chopra; Vice Chair: Ida Cook; Secretary: Aubrey Jewett.

Procedures for caucusing at the first senate meeting to select steering members were discussed. Steering members were asked to encourage their colleges' senators to attend the first Senate meeting.

Standing Committee Reports

Budget and Administrative Committee – Dr. Jewett reporting

No report

Graduate Council Committee – Dr. Liberman reporting

No report.

Personnel Committee – Dr. Orooji reporting

No report.

UPCC – Dr. Pennington reporting

The committee approved the following: a revised Educational Studies Certificate, offering the College of Education Sports and Fitness program at the main campus in addition to its current campus, new procedures for online forms for the UPCC, and the AS to BS applied science variance in the general education program.

Other

Dr. Koons reminded the committee that Reporting Committees must send year-end reports to the Steering Committee.

Dr. Chopra announced that Martin Quigley is the new chair of the Master Planning Committee.

Dr. Koons proposed a resolution to commend Drs. Chopra and Cook for their leadership of the 2007-2008 Senate.

Dr. Schell gave an update on changes in parking for football games. He discussed the 2008-2009 football schedule, and noted that only three games will interfere with courses. A policy for Friday games has yet to be established. Dr.

Chopra noted that the Department of Civil, Environmental, and Construction Engineering has been collecting data on the stadium vibration since the first home game, and that a consultant has been hired to work on retrofitting the stadium.

Adjournment

Meeting adjourned at 5:05 p.m.



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

A handwritten signature in blue ink, appearing to read 'T. Hickey', is written over the 'FROM:' line.

SUBJECT: Faculty Senate Resolution 2007-2008-5 – Appointment and Evaluation of School Directors and Department Chairs

Manoj, I cannot support this resolution as currently worded. I agree that the university is best served when deans do not act as department chairs and could support that part of the resolution. However, our current fiscal constraints may make it appropriate for an associate or assistant dean to fulfill the responsibilities of a chair or director. I could support a resolution that included that change and would be happy to meet with the Faculty Senate Steering Committee or the Faculty Senate to explain my concerns.

Finally, the guidelines for the appointment and evaluation of school directors and department chairs and other university procedures need to recognize the appointment of clinical faculty in medicine and, hopefully, nursing.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Personnel Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs

Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.

All schools/departments must have an appointed director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/department chair, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured and tenure-track faculty



but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



Office of the Provost and Executive Vice President


August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: Faculty Senate Resolution 2007-2008-6 – Budget Management



Manoj, I agree that faculty and advisors are critical to the mission of the university, but I am unclear on the intent of this resolution. I would be happy to meet with the Faculty Senate Steering Committee to discuss this resolution.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: Resolution 2007-2008-6 Budget Management

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-06 Budget Management

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, amongst



Office Of The Faculty Senate

other things, the use of future funds obtained from increases in tuition and differential tuition.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



Office of the Provost and Executive Vice President

August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-7 –Funding of the Library Materials and Subscriptions in Support of Faculty Research**

A handwritten signature in black ink, appearing to be 'Terry L. Hickey', written over the printed name in the 'FROM' field.

Manoj, the UCF Library is clearly a key component of the university, but I cannot support this resolution as currently worded. Many sources of revenue will be needed to address our budget shortfalls, including those impacting the Library. Asking that any one source be used to address those shortfalls is neither reasonable nor effective. I have already taken steps to at least partially protect Library acquisitions from further budget cuts and would be happy to meet with the Faculty Senate Steering Committee to discuss what is being done.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

**Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions
in Support of Faculty Research**

Whereas, the University of Central Florida recognizes the great importance of research performed by its faculty and the need to afford the research community at UCF with all the necessary facilities to maximize productivity and excellence, and

Whereas, the UCF Library performs a vital function of providing access to journals and publications in support of sponsored research being performed by the faculty,

Be it resolved, that the Faculty Senate of the University of Central Florida recommends to the university administration that the overhead returns generated by research grants, along with other sources of funding, be reviewed for helping overcome the downward spiral of funding for the library's procurement of materials and subscriptions.

*Approved by the Senate on March 20, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: Faculty Senate Resolution 2007-2008-8 –Endorsement
of Student Government Green Fee

A handwritten signature in black ink, appearing to read 'Terry L. Hickey', is written over the printed name of the sender.

Manoj, I applaud the students for their interest in establishing a sustainability fund. Given student support of a fee dedicated to green efforts on campus, the university would be pleased to join efforts to seek passage of the fee at the state level. While I understand what the students hope to accomplish, their goal cannot be achieved in the way described in this resolution. To assist all involved in finding a more effective strategy, I would be pleased to ask Vice President Holsenbeck to meet with student leaders and the Faculty Senate to offer advice on how we might better work to achieve this goal.

Attachment

c: President John C. Hitt
Dr. Daniel C. Holsenbeck
Dr. Diane Z. Chase
Dr. John Schell



MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-8 Endorsement of Student Government Green Fee**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

Resolution 2007-2008-8 Endorsement of Student Government Green Fee

Whereas, the University of Central Florida has previously endorsed the Focus the Nation initiative toward environmental concerns, and

Whereas, the Student Government and Student Body of the University of Central Florida has supported creation of a Sustainability Fund through the implementation of a "Green Fee,"

Be it resolved, that the Faculty Senate of the University of Central Florida endorses the concept of environmental sustainability on the UCF campus, and supports the efforts of the Student Government Association to establish a "Green Fee" to generate a Sustainability Fund.

We further urge the Student Government Association to work with the University of Central Florida administration to guarantee reasonable control and proper utilization of such funds.

*Approved by the Senate on March 20, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell

Textbook Affordability Survey

As you know the Florida Legislature approved [a Textbook Affordability \(603\) law](#). In order to [comply with the law](#), a Textbook Affordability subcommittee has been established to compile information about the current practices on the SUS campuses regarding this topic and to facilitate development of policies and procedures where necessary. These questions are being directed to directors of academic units, senate chairs or directors, auxiliary services/bookstore offices, and other pertinent units of the university that impact textbook availability and affordability.

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Deleted: the BOG offices

We are asking you to respond to the following questions [as soon as possible](#).

Deleted: that have been developed

- Where several options are provided, please check or circle the item that most closely matches your choice or when noted, mark any that apply.
- If there are specific documents, forms, policies relating to any items, please also provide copies of them or identify them. We may request copies at a later date.
- Please send your answers to the following BOG address:
www.Carole.Hayes@flbog.org. or fax them to this office...address is

Timing of Submission of Textbook Information:

1. What is the current established timeline according to which textbook orders must be submitted ([to whom or by whom?](#)) at your institution this past academic year?
 - a. Fall term _____ (month/day)
 - b. Spring term _____ (month/day)
 - c. Summer term _____ (month/day)

Carole: I thought I'd ask the general question regarding terms, but if it's confusing, then we could ask it the following way:

These next questions asks about the established timeline for textbook orders at your institution during this past academic year?

2. When were they due at the bookstore this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required
3. When were they due at the your college office this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required
4. When were they due at the your department office this past academic year?
 - a. Fall term _____ (month/day) () not required
 - b. Spring term _____ (month/day) () not required
 - c. Summer term _____ (month/day) () not required

Generally, how many days are orders due?

5. Textbook Orders Due:

- a. At Bookstore:
 - i. _____ Days/months prior to start of semester
- b. In Department Chair/Director's office:
 - i. _____ Days/months prior to start of semester

6. Course schedules submitted to Registrar/Course Scheduling Office:

- a. Due in College Office:
 - i. _____ Days/months prior to start of semester
- b. Due in Department Chair/Head Office:
 - i. _____ Days/months prior to start of semester

7. Course selections for academic program finalized:

- i. _____ Days/months prior to start of semester
Circle one : days months
- ii. _____ Instructor for courses selected
Circle one: days months

8. How is your office/unit informed of the textbook order deadlines?

- a. () Formal policy (Mark all that apply. Please provide copies or identify _____ yes)
 - i. () Notification sent by Academic Affairs office
 - ii. () Notification sent by College office
 - iii. () Notification sent by Department office
 - iv. () Notification sent by bookstore(s) good
- b. Briefly describe the process. _____

Deleted:)Formal

9. Is there any mechanism for enforcing these deadlines? Please identify/describe: _____

Policies, Procedures for book orders:

10. Are costs of textbooks (and/or bundled text packages) readily available to faculty when ordering textbooks?

- a. () No (If no, why not? _____)
- b. () Yes (If yes, what is the source of the cost information?)
 - () Online bookstore site
 - () Publisher's text site

- () Books in Print site
- () Other (specify) _____
- c. Is notification of textbook costs provided soon enough to allow alternative selection?
 - () No (If no, what is the problem?) _____
 - () Yes

11. Is there an official, formal policy/procedure that addresses issues of compensation to individuals for selection of textbooks? yes

- a. () No
- b. () Yes (If yes, which of the following does it address? (mark all that apply))
 - i. () Royalty as author of textbook
 - ii. () Incentives, rewards, reimbursement, bonus from publisher for selection of textbook(s)
 - iii. () How is that reward/incentive reported/recorded to administrators? (mark all that apply)
 - 1. () Conflict of Interest form
 - 2. () Annual report
 - 3. () Department report
 - 4. () College report
 - 5. () Bookstore order form
 - 6. () Other (specify) _____

12. Is there a policy regarding ordering of textbooks for new faculty members who have just been hired and not yet on campus?

- a. () No
- b. () Yes (If yes, describe it.): _____

13. Is there a policy regarding ordering of textbooks for faculty who are not part of the scheduling process, that is they have been hired as an instructor or adjunct?

- a. () No
- b. () Yes (If yes, describe it.): _____

14. In cases where textbook selection is made by committee, is there a policy regarding determination of cost? (Does this question mean does the committee take cost into account in making a selection?) I would assume it meant that. Perhaps we might ask about it.

- a. () No
- b. () Yes (If yes, describe it.): _____

Change question to read:

In cases where textbook selection is made by committee, does the committee take cost into account in making a selection?

Deleted: s

Inserted: sses where textbook selection is made by committee, does the committee take cost into account in making a selection?¶
() No¶
() Yes (If yes, describe it.): _____

- a. No
- b. Yes (If yes, describe it.): _____

Publication of lists of textbooks for students:

15. Is there a policy or procedure regarding public notification of required textbook lists to students for a given semester?

Deleted: publication and provision
Deleted: s

- a. No
- b. Yes (If yes, explain): _____

c. How are textbook lists made available to students?

By bookstore

- i. At (geographic) location
- ii. Online by bookstore

In department office:

- iii. At department office
- iv. online department website

Other _____

Please provide any other comments or suggestions regarding this topic and/or survey below:

Respondent Characteristics:

We understand that different university offices deal with textbook issues in different ways. In order to assure that we have responses to the survey from a wide range of offices, please provide the following information:

16. Name of Institution: _____

17. Respondent Area (Choose one):

- Bookstore representative
- Department Chair/Head/Director
- Academic Affairs
- Registrars/Undergraduate Studies/ Other _____

Thank you for assisting our office in gathering information about
Textbook Affordability and Access.

Please return your completed survey to the following address:
Name, address, etc.

ENROLLED

HB 603, Engrossed 1

2008 Legislature

1 A bill to be entitled

2 An act relating to textbook affordability; creating s.
3 1004.09, F.S.; prohibiting certain actions of community
4 college or state university employees that relate to
5 student purchase of required textbooks; authorizing
6 receipt of certain instructional materials, compensation,
7 and training; requiring student notification of required
8 textbooks; requiring adoption of specified policies and
9 practices to minimize the cost of textbooks; providing an
10 effective date.

11
12 WHEREAS, textbooks are an essential part of a comprehensive
13 and high-quality postsecondary education, and

14 WHEREAS, the availability and affordability of textbooks
15 directly impact the quality and affordability of postsecondary
16 education, and

17 WHEREAS, the United States Government Accountability Office
18 recently reported that in the last two decades college textbook
19 prices have increased at twice the rate of inflation, and

20 WHEREAS, the United States Government Accountability Office
21 reported that, while many factors affect textbook pricing, the
22 increasing costs associated with developing instructional
23 supplements to accompany textbooks best explain price increases
24 in recent years, and

25 WHEREAS, the United States Government Accountability Office
26 reported that college textbook prices in the United States may
27 exceed prices in other countries because prices reflect market

ENROLLED

HB 603, Engrossed 1

2008 Legislature

28 | conditions found in each country, such as the willingness and
 29 | ability of students to purchase the textbook, and

30 | WHEREAS, the cost of textbooks is one component considered
 31 | in making federal and state-funded financial aid awards, and, as
 32 | such, escalating textbook prices can impact federal and state
 33 | spending, and

34 | WHEREAS, state universities and community colleges should
 35 | consider the least costly practices in assigning textbooks when
 36 | such practices are educationally sound, NOW, THEREFORE,

37 |

38 | Be It Enacted by the Legislature of the State of Florida:

39 |

40 | Section 1. Section 1004.09, Florida Statutes, is created
 41 | to read:

42 | 1004.09 Textbook affordability.--

43 | (1) No employee of a community college or state university
 44 | may demand or receive any payment, loan, subscription, advance,
 45 | deposit of money, service, or anything of value, present or
 46 | promised, in exchange for requiring students to purchase a
 47 | specific textbook for coursework or instruction.

48 | (2) An employee may receive:

49 | (a) Sample copies, instructor copies, or instructional
 50 | materials. These materials may not be sold for any type of
 51 | compensation if they are specifically marked as free samples not
 52 | for resale.

53 | (b) Royalties or other compensation from sales of
 54 | textbooks that include the instructor's own writing or work.

55 | (c) Honoraria for academic peer review of course

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HB 603, Engrossed 1

2008 Legislature

56 materials.

57 (d) Fees associated with activities such as reviewing,
58 critiquing, or preparing support materials for textbooks
59 pursuant to guidelines adopted by the State Board of Education
60 or the Board of Governors.

61 (e) Training in the use of course materials and learning
62 technologies.

63 (3) Community colleges and state universities shall post
64 on their websites, as early as is feasible, but not less than 30
65 days prior to the first day of class for each term, a list of
66 each textbook required for each course offered at the
67 institution during the upcoming term. The posted list must
68 include the International Standard Book Number (ISBN) for each
69 required textbook or other identifying information, which must
70 include, at a minimum, all of the following: the title, all
71 authors listed, publishers, edition number, copyright date,
72 published date, and other relevant information necessary to
73 identify the specific textbook or textbooks required for each
74 course. The State Board of Education and the Board of Governors
75 shall include in the policies, procedures, and guidelines
76 adopted under subsection (4) certain limited exceptions to this
77 notification requirement for classes added after the
78 notification deadline.

79 (4) By March 1, 2009, the State Board of Education and the
80 Board of Governors each shall adopt policies, procedures, and
81 guidelines for implementation by community colleges and state
82 universities, respectively, that further efforts to minimize the
83 cost of textbooks for students attending such institutions while

ENROLLED

HB 603, Engrossed 1

2008 Legislature

84 maintaining the quality of education and academic freedom. The
85 policies, procedures, and guidelines shall provide for the
86 following:

87 (a) That textbook adoptions are made with sufficient lead
88 time to bookstores so as to confirm availability of the
89 requested materials and, where possible, ensure maximum
90 availability of used books.

91 (b) That, in the textbook adoption process, the intent to
92 use all items ordered, particularly each individual item sold as
93 part of a bundled package, is confirmed by the course instructor
94 or the academic department offering the course before the
95 adoption is finalized.

96 (c) That a course instructor or the academic department
97 offering the course determines, before a textbook is adopted,
98 the extent to which a new edition differs significantly and
99 substantively from earlier versions and the value of changing to
100 a new edition.

101 (d) That the establishment of policies shall address the
102 availability of required textbooks to students otherwise unable
103 to afford the cost.

104 Section 2. This act shall take effect July 1, 2008.

(1) This regulation applies to all students who seek to be admitted to graduate programs at UCF.

(2) Each student admitted to a graduate degree program or to a post-baccalaureate professional program must have earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution and also meet at least one of the following:

(a)

Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, or

(b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or

(c) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.

(3) Additionally, all applicants to doctoral programs must meet the following specific requirements:

(a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the Graduate Record Examination or GMAT unless it is required by the program.

(b) In addition, doctoral applicants must submit three letters of recommendation, a resume or a curriculum vita, and a written essay.

(c) The submitted materials must be used in the context of a holistic credential review process.

(d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be published annually in the Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.

(e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(4) Additionally, all applicants to master's programs must meet the following specific requirements:

(a) A score on standardized exams such as the GRE or GMAT is not required by the university, although individual programs may still require the exams for admissions purposes for admission to a master's degree program.

(b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by a master's program must be published annually in the Graduate Catalog and on the website of the master's program; further, such requirements shall be reviewed, and if necessary updated, annually.

(c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(d) For international students to be admitted in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a credential evaluation service recommended by UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

Deleted: transcript translation

(5) In addition to the above requirements, international students must show proficiency in written and spoken English by

(a) proving they are from a country where English is the only official language; or

(b) establishing that a prior bachelor's, master's or doctoral degree was earned from a regionally accredited college or university in the United States; or

(c) establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the official language, or a university at which English is the only official language of instruction; or

Deleted: b

(d) submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information must be included in the Graduate Catalog and program website information for that specific program.

Deleted: c

(e) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the SPEAK exam administered by the UCF Center for Multilingual Multicultural Studies before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

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(6) Exceptions to the above requirements:

(a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).

(b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit post-baccalaureate non-degree seeking students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(7) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.