

Faculty Senate Steering Committee Meeting
August 14, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 3:03 p.m. The roll was circulated for signatures. The minutes of April 15, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra, Cook, Jewett, and Chase.

Steering Committee Members Present: Drs. Belfield, Covelli, Daniell, Gause, Kamrath, Kaufman, Koons, Kovach, Leigh, LiKamWa, Nutta, and Quigley. Dr. Jeffrey Kaplan for Glenda Gunter.

Administrators Present: Provost Terry Hickey, Drs. Lin Huff-Corzine, Alison Morrison-Shetlar, Elliot Vittes, Patricia Bishop, and Diane Chase.

Steering Committee Members Not Present: Drs. Kassab, Lynxwiler, and Pennington.

Recognition of Guests: Dr. Aaron Liberman.

Announcements

Dr. Diane Chase was welcomed as the new Administration liaison to the Steering Committee, replacing Dr. John Schell. All Steering members introduced themselves.

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

The Board of Trustees and Board of Governors anticipate that the economy will remain down until 2010, and further budget cuts are expected.

New Business

Regulations on Graduate Admissions Criteria – *Dr. Aaron Liberman reporting*

Graduate admission criteria will now be set by each university's Board of Trustees. The Graduate Council has proposed UCF's new graduate admissions standards. These set the minimum standards for the university, but individual units can opt to apply more stringent criteria. This initiative to make the standards more flexible should allow programs to recruit and admit the types of students they are looking for. Procedurally, departments would fill out forms to establish more stringent standards, which would then go to the College Dean and then to Graduate Studies for approval.

The major proposed changes are that there will no longer be a requirement for a standardized test (such as GRE or GMAT) and that up to 20% of admitted students can be admitted as exceptions to the minimum GPA requirement of 3.0. Currently, 16% of admitted students have a GPA that is below a 3.0 but good standardized test scores, so these changes would reflect current practices. ETS reports that GRE scores only correlate with professor satisfaction of students, publication, and passage of comprehensive exams.

ACTION: Motion made to approve the new proposed rule on behalf of the full senate and to send it to the Senate as an informational item. Motion was seconded and passed unanimously.

Provost Update

The College of Graduate Studies has been established with Patricia Bishop as the founding Dean.

Budget update: Revenues continue to fall and another \$1.2-2 billion shortfall is expected. Each billion results in a 4% cut to UCF. There is a reserve trust fund that the Governor could dip into. A special session of the state legislature is expected after the election. Per the state constitution, the Governor must reduce expenditures to match revenues. The state withheld 1% in 1st quarter and UCF is withholding 4% and had already escrowed 2% from previous year – thus holding 6% back and can absorb up to that much without going back to the units. If cuts total more than 6% then UCF will need reserves or cut from units. A 2-4% cut is expected in 2009-2010 as well. Economists are predicting that in 2010-2011 university funding will be back to 2005 levels. Faculty losses have to date come through attrition, but it is unknown if staffing cuts will be necessary by 2009-2010.

Drs. Arlen Chase and Chopra provided additional information from the recent Board of Trustees/Board of Governors training. The state will begin to rely on shared services, including distributed learning.

Provost Hickey mentioned that if Amendment Five is passed it could have large repercussions for budgets. Potentially an \$11 billion cut could result that would have to be made up through increase in sales tax and/or expansion of taxes on services. There will be a 9% tuition increase this year, 6% of which is state-mandated and 3% from differential tuition. Enrollment will top 50,000 this fall, making UCF the 5th or 6th largest university in the country. No salary increase is expected this year (and quite possibly not for another 2 years if the economy stays bad). Each 1% increase costs UCF over \$2 million. The university doesn't want to expand payroll and end up having to lay off people in the future due to lack of budget. At the state level, there is concern about Brain Drain, especially those who have prominent grants.

Old Business:

Resolution Update

Resolution 2007-2008-2 ETD Dissemination Policy

Approved

Dr. Cook raised a Point of Order. Per the Faculty Senate Constitution, resolutions not approved must be returned to the full Senate with a report of the Provost's response. The Senate then has the option to return the resolution to committee or by $\frac{2}{3}$ rd vote send it forward to the President.

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

Declined by the Provost. The Provost explained that he cannot support a resolution that ties Library funding to a specific pot of money. However, he noted that he has used university reserves to keep library acquisitions from being cut further and to keep library hours where they were. (The same reserves were used to prevent cuts to the Burnett Honors College course budget.)

Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs.

Declined. The Provost agrees that in normal economic circumstances having Deans, Assistant Deans, and Associate Deans serve as department chairs is something to be avoided. However, currently units do not have the resources to hire new chairs. In addition, the language of the resolutions specifies tenure and tenure-track faculty; this may be problematic for Colleges of Medicine and Nursing which will have clinical faculty who should not be made second class citizens by not being allowed to participate.

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

Declined. The Provost applauds the SGA for their efforts but the resolution as written would be toothless, as this has to be dealt with on a state level through the Board of Governors. The Provost suggests that all SGAs across the state could lobby at the state level.

The Steering Committee noted that the resolution is just the endorsement of the concept. If a whereas clause about working statewide and with the Board of Governors was added, then the resolution might be acceptable

Resolution 2007-2008-6 Budget Management

Declined. Differential tuition must be spent on faculty and advisors (30% of all tuition including differential must go towards need based financial aid). Because the only increased funding coming in is coming from tuition dollars, some regular tuition is used and will be used for other purposes (like increased utility bills). The whereas statement that states that UCF has highest student faculty ratio in the nation presents a poor image. Overall the tone is troubling to the Provost.

ACTION: Motion is made to inform the full Senate of the disposition of the resolutions and see what further action they might want to take. Motion seconded and passed unanimously.

Announcement

Dr. Chopra announced that Rick Schell is looking for faculty goodwill ambassadors to interact with fans tailgating before games and be a helpful presence. This year, volunteers will receive tickets to the game.

Other New Business

Textbook Affordability Bill - *Dr. Cook reporting*

HB 1004.09 Textbook Affordability Bill was approved by the 2008 legislature. The Board of Governors has set up a statewide task force to help develop policies, procedures and guidelines for the academic institutions.

The primary focus of the bill is to assure greater affordability of textbooks for students, which will have an impact on when textbook orders are submitted. There is now the requirement (legal) to post information on any textbook or learning material not less than 30 days prior to the start of the first day of class for a semester. This will include the ISBN, title, author, edition, copyright date, etc. This requires enough time for bookstores to ascertain availability of new books, as well as used books. Faculty will be required to verify the extent to which any new edition varies from an older edition and the value of changing to the new edition. Also, if bundled books are ordered, faculty must verify the use of all books included in the bundled material. In addition, policies must address the availability of required textbooks for student otherwise unable to afford them.

The task force has developed a survey that will be sent to various academic and auxiliary units (bookstores, and later libraries) to determine current practice and policies. Based upon findings, the task force will begin to offer help in developing the required policies, procedures and guidelines. The bill allows for some exceptions, but those will have to be more specifically identified in any resulting Board of Governors rules.

Adjournment

Motion to adjourn was made and seconded. The meeting adjourned at 5:00 p.m.

(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.

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(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

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(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.

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(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.