M E M O R A N D U M

Date: August 7, 2014

TO: Members of the Steering Committee

FROM: Reid Oetjen
Chair, Faculty Senate

SUBJECT: **STEERING COMMITTEE MEETING on August 14, 2014**

Meeting Date: Thursday, August 14, 2014

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of** *April 3, 2014*
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**

   None

7. **New Business**
   - Resolution: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution
   - Recording academic engagement
   - Committee assignment update
   - Senate committee liaisons
   - Call for topics for Senate committee action

8. **Other Business**

9. **Adjournment**

Reid Oetjen, chair, called the meeting to order at 4:05 PM. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of March 13, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Gordon Chavis, Associate Vice President, Student Development and Enrollment Services
Melody Bowdon, Director, Faculty Center for Teaching and Learning

ANNOUNCEMENTS
Oetjen offered congratulations to Martha Marinara for winning the Excellence in Professional Service Award. He announced that the Finance and Facilities Committee of the Board of Trustees has approved a plan to build a replacement for Colbourn Hall.

REPORT OF THE PROVOST
Diane Chase, Interim Provost, said that there were no further updates on the budget from the legislature. She said that the number of students with "excess" hours is likely to be part of the performance expectations of state universities. USF has had some success with reducing this figure. UCF is studying areas where excess hours are a problem; one area that seems to be a problem is students with double majors who don't complete both majors.

In response to a question, Chase said that UCF should plan for "appropriate" budget reserves going forward. In response to a question about whether faculty are permitted to use library ebooks as textbooks, Chase referred those with concerns to Assistant Vice Provost Ronnie Korosec.

OLD BUSINESS
Nominations of slate of officers
Ida Cook reported the slate of officers put forward by the Nominating Committee: Reid Oetjen, Chair; Keith Koons, Vice Chair; and Tom Bryer, Secretary. She noted that other nominations may be submitted prior to the Senate meeting or made from the floor at the Senate meeting. Motion made to approve this slate of officers for the ballot of the 2014-2015 Faculty Senate. Motion carried.

NEW BUSINESS
New procedures for verifying student attendance (Gordon Chavis)
Due to federal regulations concerning the disbursement of financial aid, UCF needs to document student attendance in cases of a W grade. Our compliance is critical to receiving financial aid help from the federal government; only 25% of UCF students do

not receive financial aid. Email messages were sent to faculty for the current semester in which a student has withdrawn and shows a W grade. The faculty members were asked to fill out an online form, similar to the grade report form, indicating if the student has had minimal participation in the class. Faculty have shown good response to this request, and followup emails will be sent after April 8. There are over 9000 W grades in the spring 2014 semester.

In addition, the university needs to respond to W grades in Fall 2012, Spring 2013, Summer 2013, and Fall 2013. Information about student activity in online classes can be captured from the Canvas system; faculty will be questioned about others.

Chavis said that the university needs to draft a policy to record "academic events" early in the semester – probably in the second week after the drop deadline. Ida Cook, Bernardo Ramirez, and Linda Walters volunteered to serve on a committee to work on this policy. Kathy Seidel made the suggestion to add the academic event on the university academic calendar.

<u>Call for topics for 2014-2015 Senate</u>
Oetjen asked for suggestions for topics for the next Senate year. Committee members made the following suggestions: library resources, revisions of 2012-2014 resolutions that were not accepted, salary compression, establishing a faculty club, process of administrator evaluations, budget model, uneven summer teaching opportunities, reconsidering the service award, and issues related to SACS.

ADJOURNMENT
The meeting was adjourned at 5:25 PM.

Resolution 2014-2015-1 Amend the Definition of Faculty in the Bylaws of the Faculty Constitution

Whereas, Section I of the Bylaws of the Faculty Constitution defines faculty as follows:

A. Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:

    1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).

    2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws, Section I.A.1*).

    3. Lecturer.

    4. Instructor or Instructor Librarian; and

Whereas, new ranks were created in order to establish a promotion pathway for Instructors and Lecturers; therefore

Be It Resolved, that the new ranks of Associate Lecturer, Senior Lecturer; Associate Instructor, and Senior Instructor shall be added to the definition of faculty in the Bylaws of the Faculty Constitution.

Proposed amendment to the Bylaws of the Faculty Constitution:

SECTION I. Definition of Faculty

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    3. Senior Lecturer, Associate Lecturer, or Lecturer.

    4. Senior Instructor, Associate Instructor, Instructor, or Instructor Librarian

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3. Senior Lecturer, Associate Lecturer, or Lecturer.

4. Senior Instructor, Associate Instructor, Instructor, or Instructor Librarian