

FACULTY SENATE STEERING COMMITTEE

MINUTES

August 19, 1999

The Faculty Senate Steering Committee was called to order by Dr. Ida Cook, Chair, at 4:06 p.m. Minutes of the April 29, 1999 meeting were unanimously approved. Members present: Drs. Lee Cross, Cynthia Hutchinson, Richard Tucker, Lee Armstrong, Karl-Heinrich Barsch, Glenn Cunningham, K. Phillip Taylor, Naval Modani, Patricia Higginbotham, Michael Mullens, Jamal Nayfeh, Aaron Liberman, Provost Gary Whitehouse, Vice Provost Frank Juge, and Dr. Lin Huff-Corzine, Interim Assistant VP of Academic Affairs.

ANNOUNCEMENTS

Dr. Cook announced that the Faculty Assembly is scheduled for August 24, 1999 at 3:00 p.m. in the Student Union, Cape Florida Ballroom - 316. The Faculty Senate reception and meeting is scheduled for Thursday, August 26, 1999 in the Student Union, Key West Room - 218.

The University Parking and Traffic Committee has requested a representative to serve from the Faculty Senate. Dr. Cook stated that Dr. John Leeson has volunteered to serve. It was agreed that Dr. Leeson was a good choice.

The Student Evaluation of Instruction Committee are continuing their work on the new form. They have received information from Dr. Dan Coleman, and funding has been provided. A report is scheduled soon.

Dr. Cook has received an invitation for two individuals to the United Way Kickoff Breakfast to be held on September 10, 1999 at the Orlando Expo Center. Dr. Tucker volunteered to attend with her.

Dr. Cook distributed a revised meeting schedule for the Faculty Senate and Steering Committee meetings. Spring Break is now scheduled for March 13 - 18, 2000.

Dr. Lin Huff-Corzine was welcomed by Dr. Cook. Dr. Huff-Corzine has been appointed Interim Assistant Vice President for Academic Affairs and will be attending the Faculty Senate Steering Committee meetings.

Provost Whitehouse announced that there have been 12 focus group meetings chaired by Dr. Frank Juge to discuss the possibility of combining the School of Computer Science with the Department of Electrical Engineering. The formal committee included representatives from Computer Science, Electrical and Computer Engineering, Engineering Technology and MIS. Meetings held included the Deans, Chairs, and department faculty. Provost Whitehouse expects a report from Dean Marty Wanielista and Dr. Erol Gelenbe very soon which will be shared with the Faculty Senate. A question arose if there would be a college name change to "Engineering and Computer Science." Provost Whitehouse stated that if there were a name change, it would be announced at a later date. He reported on two presentations by the department chairs. Provost Whitehouse stated that various options have been discussed and no definite decisions have been made at this time.

OLD BUSINESS

Dr. Cook thanked the Constitution Revision Committee, with a special thank you to Dr. Naval Modani for his tremendous contribution to this effort. Dr. Cook announced that the revised Constitution is now on the Faculty Senate Web site. Dr. Modani reported on the major changes to the Constitution. Dr. Cook asked about the proposed open meeting schedule for UCF faculty. The open meetings are designed to answer any questions and review the revisions. It was moved and seconded to adopt the proposed open meeting schedule for faculty input. The motion passed unanimously. It was suggested that an e-mail message be sent via UCF NEWS to all faculty and a hard copy memorandum mailed by Distribution F to alert faculty of the open meetings and the major changes to the Constitution. Dr. Modani suggested that hard copies be delivered to all Deans.

NEW BUSINESS

Dr. Cook distributed the lists of Standing and Reporting Committees developed by the Committee on Committees. Dr. Cook commended the Committee for a job well done. Dr. Lee Cross stated that the Standing Committees are complete. The Reporting Committees still need student representatives and some administrators.

Dr. Cook explained that the Faculty Senate Chair is responsible for attending the first meeting of the four Standing Committees. The Steering Committee liaisons for the Standing Committees are:

Budget and Administrative Procedures	Dr. Glenn Cunningham
Graduate Council	Dr. Jamal Nayfeh
Undergraduate Policy and Curriculum	Dr. Karl-Heinrich Barsch
Personnel	Dr. Aaron Liberman

Dr. Cook distributed a list of topics for consideration by the Standing Committees.

Undergraduate Policy and Curriculum Committee (UPCC)

- Admissions and Standards catalog revisions: Colleges have requested approval for revisions in academic criteria for graduates.
- NC Grades: The Mathematics Department requests permission to institute the NC grades for Math courses. A motion was made to approve the proposal to place a statement in the syllabus (pending Faculty Senate approval) that NC grades could be awarded for a particular course. The motion was seconded and unanimously approved.
- Large class requirements: A Mathematics Department memorandum regarding the perspective of large lectures and teaching loads was distributed.
- Make up allowance for religious observances. It was unanimously agreed to forward to the UPCC.
- Carnegie research level I status - excellence in teaching (see below).

Personnel Committee

- To consider Dean's involvement in third year progress toward tenure evaluation.
- To consider appointments of faculty spouses - equity issues.
- Parking privileges for area campus faculty. Should this be considered?
- Regalia for graduation - who should purchase?

Budget and Administrative Procedures

- Travel policy - streamlining the payment/reimbursement issue.
- The use of extra dollars (see below)
- First paychecks for new faculty (see below)
- Computer use and phones (see below)

Other Topics

- Student Evaluation of Instruction
- Free hour on Thursdays 4:00 p.m. No decision has been reached.
- Spring Break to coincide with area schools - will be discussed in future Steering Committee meeting.
- Plus/Minus implementation: The "People Soft" software has not been installed, therefore there will be no +/- grading this semester.

Dr. Cook inquired if there were other topics to be discussed.

Dr. Richard Tucker asked where the extra dollars are being spent, for example: auxiliary. It was decided that this subject would be handled by the Budget and Administrative Committee.

Dr. Lee Cross stated that new faculty were waiting far too long for their first paychecks, approximately six weeks. Dr. Gary Whitehouse stated that the problem is being taken into consideration. It may be necessary to allow colleges more decision making authority to expedite the process. There has been some discussion with Janet Balanoff on drafting procedures on the subject. The Budget and Procedures Committee will look further into the matter.

Dr. Modani stated that there is a need to charge for computer use and phones. The Budget and Administrative Committee will handle.

Dr. Mullens inquired about the retirement funding. He would like a better explanation on the reduction of state contributions, and the disappearance of insurance without notification to faculty or staff. This issue will be forwarded to the Faculty and Staff Benefits Committee.

Dr. Mullens questioned how the University can maintain a balance between research and excellence in teaching as we move toward Carnegie Research Level I status. This issue will be forwarded to the UPCC.

Dr. Aaron Liberman stated a concern about the University reversing itself after contracts have been negotiated and signed for internships in the Central Florida community with the College of Health and Public Affairs. Dr. Frank Juge stated that he would talk to the University attorney and report back to Dr. Liberman. Dr. Liberman stated that he will e-mail Dr. Juge more detailed information on the matter.

Dr. Cook announced that she needed a replacement for Dr. Rosie Joels on the Faculty and Staff Sick Leave Pool Committee. Dr. Lee Cross volunteered to serve.

TIP Awards

Dr. Lin Huff-Corzine distributed a draft on the UCF TIP criteria. for 1999-2000. The proposal was discussed at length.

- It was unanimously approved to proceed with TIP this year and follow the proposed calendar.

- It was unanimously approved that all candidates be asked to submit three years of evidence (prior experience) when applying for TIP awards.
- It was unanimously approved that TIP procedures be continued as they have in the past and that all eligible faculty be allowed to apply.

Colleges will be alerted to the policy that only 20% of the awards may be given to faculty who teach exclusively graduate courses. Provost Whitehouse suggested that the separate colleges decide on individual criteria for awards. TIP appeals relate only to eligibility. A committee will be appointed after the eligibility pool is announced.

The meeting was adjourned at 5:45 p.m.