

M E M O R A N D U M

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: September 6, 1994
SUBJECT: Minutes of Fac. Sen. Steering Meeting of August 25, 1994

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The meeting was called to order by Dr. Naval Modani, Chair, at 4:08 p.m. The roll was passed. The minutes of June 2, 1994 Steering Committee meeting were unanimously approved. Members present were Drs. Armstrong, Cook, Cunningham, Hatfield, Hosni, Koons, Murray, Sheridan, Taylor, and Wood. Provost Gary Whitehouse and Dr. Frank Juge were also in attendance.

OLD BUSINESS:

Dr. Modani announced that Dr. John Hatfield is substituting for Dr. Brian Rungeling for the fall semester as Dr. Rungeling is on sabbatical leave.

Dr. Modani distributed a summary of last year's survey of Senate members regarding effectiveness of Standing Committees. The summary was prepared by Dr. Rungeling. The summary indicated a general satisfaction with committee operations with some suggestions for improvement. The recommendations for improvement included setting goals for each of the committees and getting started earlier during the year.

Dr. Modani reported that the initial meetings of all the Standing Committees have been scheduled for next week to elect chairs and to discuss issues. Several members said that close monitoring of committee activities and setting deadlines for committee decisions would improve effectiveness.

NEW BUSINESS:

Dr. Modani announced that Dr. Shirley Leckie has replaced Dr. Richard Crepeau on the Senate. Some of the Senate members have been assigned classes on Thursday afternoons. This would interfere with their attending Senate meetings. Dr. Modani said it may be appropriate to send a note to the chairs asking that class assignments for Senate members be made in such a fashion that there is no conflict with Senate meetings.

After some discussion, the following members were designated as liaisons to the Standing Committees: Dr. Lex Wood, Undergraduate Policy and Curriculum Committee; Dr. Brian Petrasko, Graduate Policy and Curriculum Committee; Dr. Ida Cook, Personnel Committee; and Dr. John Hatfield, Budget and Administrative Procedures Committee.

Dr. Modani presented a report from the Committee on Committees. Membership lists for the Standing Committees were distributed. Dr. Modani indicated that the committee members were selected after input and recommendations from college Deans and others. All the non-Senate members have indicated their consent to serve on the various committees. The Steering Committee was unanimous in endorsing the membership of these committees.

Dr. Modani reported that the formulation of most of the Reporting Committees is also complete. Elections for replacing the members of the Sabbatical Leave Committee and the University Promotion and Tenure Committee are underway. After careful deliberations, the Committee on Committees has selected the membership of several other Reporting Committees and faculty are being called to seek their consent. The Steering Committee endorsed the actions of the Committee on Committees and asked Dr. Modani to proceed with finalizing the membership of these committees.

The latest draft of the Teaching Incentive Program for 1994-95 was discussed. Dr. Modani pointed out that this version is essentially the same as the one circulated earlier. Some additional wording was inserted for the purpose of clarity. Some members raised questions about the format and the content of the candidate portfolios. Provost Whitehouse responded that a meeting of the chairs of the Selection Committees for last year indicated that there was a great variation in candidate portfolios. Other variations, strengths, and weaknesses of the process last year were also discussed at this meeting. However, the content and the format of the portfolios is a matter for the College Criteria and Procedures Committees to address. Colleges may hold workshops to help candidates prepare their portfolios.

In response to questions, Provost Whitehouse also indicated that the three year period is essentially for calculating productivity. An assessment of the quality of teaching may, however, look at a longer time period. Again, the length of time period should be decided by the College Criteria and Procedures Committees. Members suggested that Dr. Juge go to the initial meeting of each college Criteria and Procedures Committee and brief them on some of these issues.

Provost Whitehouse stated that if a TIP winner should leave UCF service, that award remains with the college resulting in one additional award to be given in the following year. In response to another question, Dr. Juge responded that faculty with tenure track appointment this year would be eligible for the award regardless of their status in the previous years as long as other eligibility conditions are met.

Motion was made, seconded and unanimously approved to endorse the TIP document. Dr. Juge was asked to proceed with the election of the Criteria and Procedures Committees and the Selection Committees for the colleges.

Dr. Modani announced that the following members have consented to serve on the TIP Oversight Committee: Dr. Ida Cook, Dr. Kathy Sheridan, Dr. John Hatfield, Dr. Lex Wood, Dr. Brian Petrasko, and Dr. Diane Wink. Dr. Modani would chair this committee. This committee would review allocation of awards to colleges, faculty appeals of their eligibility, and data on productivity. No appeals of the Selection Committee's recommendations will be considered.

Provost Whitehouse asked the Senate to consider the issue of starting classes at 7:30 for the Monday, Wednesday, Friday schedule and at 7:00 a.m. for the Tuesday, Thursday schedule and to make a recommendation by November 7, 1994. This would permit better utilization of classroom space. Members agreed to refer this issue to the Undergraduate Policy and Curriculum Committee for review.

Dr. Modani stated that several faculty were concerned about the shortage of classrooms and about the quality of classroom space. Provost Whitehouse said that \$150,000 has been set aside this year to improve classrooms and this effort would continue in the future. A committee is looking into various innovative ways of having more classroom space. The efforts to increase classroom space include three new classrooms in the Education building, more portable classrooms, plans for possible classroom space in a new parking garage, and possible acquisition of buildings in the Research Park and at the Naval Training Center. Enrollment growth is likely to continue and more classroom space would have to be found to accommodate

this growth. Provost Whitehouse also provided an update on the fall enrollment and shared with the members a brochure to recruit students. This brochure was prepared by Dr. Huddleston's office. Many members complimented Dr. Huddleston for the high quality of the brochure and for his efforts.

Provost Whitehouse asked the Senate to review the policy requiring 48 UCF credit hours for graduating with baccalaureate honors. Members agreed to refer this issue to the Undergraduate Policy and Curriculum Committee for review.

Dr. Modani announced that the Faculty Assembly is rescheduled for September 29, 1994. Provost Whitehouse is sending a memo to all faculty reminding them of the final exam policy and the need to give final exams as per the schedule. The administrative reviews for this year will include three deans and several chairs. The Personnel Committee would proceed with initiating these reviews. Provost Whitehouse said that there is a possibility of tuition increase next year and a committee would be asked to look at this issue. This committee would have faculty and student representation and would look at the amount of increase as well as how to spend the funds generated. Dr. Modani reminded the members of the first Senate meeting on September 8, 1994.

Meeting adjourned at 5:10 p.m.