

**Executive Steering Committee  
Minutes  
August 26, 2003**

Dr. Arlen Chase, Chair, called the Steering Committee to order at 4:10 p.m. Minutes of the May 8, 2003 meeting were unanimously approved.

**Members present:** Drs. Keith Koons, Rufus Barfield, Diane Chase, Cynthia Young, Naval Modani, Robert Pennington, Rosie Joels, Manoj Chopra, Alain Kassab, Dawn Oetjen and Provost Terry Hickey.

**Members absent:** Dr. Ida Cook

**Guests:** Drs. John Schell and Lin Huff-Corzine.

**ANNOUNCEMENTS AND RECOGNITION OF GUEST**

An introduction of members on the Steering Committee. Welcomed Provost Hickey to the first Steering meeting this semester.

Dr. Modani thanked the Committee on Committees who helped organize all committees. All Standing committees will have met by next Thursday. Work on reporting committees in progress. A few committees are still being finalized. There was concern about failure of faculty to come to Senate meetings or committee meetings. If can not attend, should be replaced. Suggested person be contacted before notification about missing meeting sent.

**OLD BUSINESS**

**2002-2003 Resolutions**

Dr. Chase commented on Anti-discrimination and Parking resolutions that were put forward at last year's senate meeting but not accepted by the Provost's office. Mr. Cole (University Counsel) indicated the Anti-discrimination resolution was not accepted because of some issues with the resolution wording. University of Florida passed a similar statement in June, 2003 and this was approved by their Board of Trustees. Dr. Chase suggested we adopt the wording used at University of Florida. Because all the resolutions from last year died with the end of last year's senate session, this resolution will need to be brought forward again.

The Anti-discrimination resolution will be sent to Personnel committee with request that the committee forward any new resolution for consideration at the next Steering Committee meeting. Dr. Joels requested that any response from the Provost's office be sent to Personnel Committee along with a copy of the resolution from last year and the material from University of Florida Board of Trustees. The Personnel committee will be asked to send a copy of the University of Florida statement to Mr. Coles and invite him to their meeting.

**Constitution Ratification**

Dr. Chase stated that the Faculty Assembly will need to ratify changes in Faculty Constitution. Suggested calling Faculty Assembly in association with the October 23, 2003 Senate meeting to increase chances of getting a quorum. A quorum is with 20% of faculty. Faculty defined as all persons holding regular full-time tenured, tenure-earning, multi-year appointments or visiting appointments, professional librarians of comparable rank, and full-time instructors.

## **NEW BUSINESS**

### **Advising Structure**

Organization of Faculty Senates suggested examination of Advising Structure. Specifics of how advising is completed across colleges and departments varies. Question asked about if we should look at this and how this should be integrated with the services of Student Support offices in each of the Colleges. In some colleges the Student Support services are very integrated with advising within the majors and in some cases they are not. Arts and Sciences may be most varied because of the diversity of majors. Engineering has a mandatory advisement process for some majors. Other colleges have well organized and supported advisement.

This concern may have been raised because Legislators who are concerned about inability of students to see an advisor and may want to document structure as an accountability measure. It was recommended that this issue be sent to UPCC for review and discussion with possibility of a subcommittee. Suggestion that Departments examine and document advising structure.

### **Administrative Reviews**

Procedures for Administrative Review of members in Academic Affairs are needed. Need to clarify who needs to be reviewed, who should implement it and how it should be completed. Titles of some administrators and scope of practice of some administrators have changed since procedure written. This will be referred to the Personnel Committee

### **Convocation/Commencement/Gown Policy**

There are multiple issues to discuss. Convocation is a relatively new event. Question asked about if faculty should/must be involved at convocation. At this year's convocation, faculty were not recognized as a group. There are no gowns required except for platform committee. It's usually a very short event (34 minutes) with big sorority and fraternity participation. Is a popular and growing event. Questions asked: how we could get faculty more involved, how many ceremonies should faculty attend? Suggested the university pay for gowns in exchange for attendance at a fixed number of commencements. There is current exploration of the possibility of use of the Civic Center in the Spring where there would be a major university event followed by smaller college events in the same location with a reception for each college. These issues will be referred to the Commencement, Convocations, and Recognitions Committee.

### **Trustee Chairs / University Chairs**

Other new awards being considered are Scholarship of Teaching. No information on Scholarship of Teaching Award. There are concerns about how Trustee Chairs were administered last year. Question asked if we need to be more involved. It was suggested that this award be handled more like RIA and TIP awards with high degree of faculty involvement. Some concerns being raised from Engineering. Need faculty senate involvement and procedures. Dr. Mullens is gathering information for a report on the procedure and process last year.

Dr. Hickey requested a standard mechanism for recommendation of award recipients to the President. Concerns have been raised about perceived inconsistencies in the process and how individuals were judged. Dr. Hickey has been examining issues. Need a well understood and publicized approach. Provost asked if there is an intent to continue these awards. Dr. Hickey indicated this is desired as funding allows. This will be discussed again after report from Dr. Mullens.

Dr. Hickey would like a new award associated with the Scholarship of Teaching and Learning. Suggested that it should be based in the FCTL with a process and review group there. Start with three to five in first year and grow slowly. Different from TIP in that this will be focused on the Scholarship of Teaching and Learning, with Research and Scholarship/Publication in this area as focus. Based on Earnest Boyer model. Would be an identifiable groups of journals. Suggested that Faculty Senate be involved in development of award and process. Suggested that college representation on working committee be obtained. Would need clear education of committee developing criteria on what Scholarship of Teaching and Learning is. Comments that in some departments/colleges have formal processes which have journals for research on the Scholarship of Teaching and Learning are ranked clearly lower than publications in discipline specific journals. Possibility of award on Technology of Teaching raised. Dr. Hickey feels this could be a part of the TIP award or the Scholarship of Teaching and Learning.

Comment that PEP awards (predecessor of RIA) were done at the University level. Question if a new award like Scholarship of Teaching and Learning would potentially cause loss of existing RIA and TIP awards? Dr. Hickey stated he sees them all as a high priority. Would build program slowly. Establishment of a committee at the next Steering Committee meeting.

### **Instruction and English Competency**

Concerns have been raised about English Fluency of GTAs. Would like this addressed. Board of Regents has a very tight procedure on this for Faculty. Would this come down to Board of Trustees at UCF or to the Board of Governors. This will be examined by UPCC subcommittee

### **48 Hour Final Exam Returns**

Registrar would like this examined. Some units are holding up all final grades until all grades are submitted. Would like this done on a rolling basis. Some issues may be related to how grades are submitted if office managers send up grades as finished and colleges send them over as finished. Would also encourage faculty to turn in grades as quickly as possible.

### **International Issues**

Issue related to how we accommodate families of family of visiting faculty from overseas. Do not have mechanism for things like housing etc. Question asked if the university could reserve housing for visitors. It was suggested referral to Housing Office. There are nine empty rooms on campus and may have 70 available rooms in Pegasus Landing. If we reserved apartments, university would need to pay for apartments. Possibility of setting up mechanism to help overseas faculty and family find housing in area would be possible. Payment for the housing is problematic. This may need to be paid for by the unit who is bringing visiting faculty in. Currently the guests pay for housing. Another option might be special rates in Suite Type hotels in the area. Information on exact number of placements needed at any one time not available. Major issue when person brings a family along. This will need to be referred to Mathilda Harris in Office of International Studies/Study Abroad.

### **ADJOURNED**

Meeting Adjourned 5:35 p.m.

***Next Steering Meeting  
September 11, 2003 at 4:00 p.m.***