

**UNIVERSITY OF CENTRAL FLORIDA**  
**FACULTY SENATE**  
**MINUTES**  
August 28, 2003

Dr. Arlen Chase, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of April 24, 2003 were unanimously approved.

**ANNOUNCEMENTS AND RECOGNITION OF GUESTS:**

Dr. Chase introduced the new/returning Senate members. Dr. Bob Pennington will be the Parliamentary of the Faculty Senate. If Senate members miss two meetings in a row, your department will be notified.

Dr. Modani recognized and thanked for his work as VP of Faculty Senate to lead the Committee on Committees which is setting up composition of all standing and reporting committees of the senate.

**OLD BUSINESS**

None

**NEW BUSINESS**

Dr. Modani stated the reporting committees are being developed. (There are 17.) Many more requests for some committees than can be accommodated. Some committees have specific academic rank and tenure status requirements.

**Chairs of Committees were introduced and the Chairs/VP was recognized:**

Dr. Bob Pennington, Chair of Undergraduate Policy Curriculum Committee (Liaison for the Steering Committee)

Elizabeth Killingsworth, Vice Chair and Chair Undergraduate Course Review Committee

Dr. Stephen Goodman, Chair of Graduate Committee

Dr. Chuck Reilly, Vice Chair

Dr. Randy Upchurch, Chair of Personnel Committee

Dr. Richard Tucker, Chair of Budget and Administrative Review Committee

**Issues from Steering Committee:**

**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 which was approved by their Board of Trustees. Dr. Chase suggested we adopt the wording used at University of Florida. All resolutions from last year died at the end of last year's senate session and the anti-discrimination 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.

### **Constitution Ratification**

Faculty Constitution developed last year needs to be ratified at a Faculty Assembly. Faculty Senate can call a Faculty Assembly and will do so in association with the October 23, 2003 Faculty Senate meeting.

### **Advising Structure**

Organization of Faculty Senates suggested examination of Advising Structure. Specifics of how advising is completed across colleges and departments varies. 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. The UPCC will form a sub-committee to look at the 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. Changes in Administrative Review Process are needed because many new administrators are not covered in the current administrative review process. This will be referred to the Personnel Committee.

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

There are multiple issues to discuss. Convocation is a relatively new event which is popular and growing. Faculty are not currently formally involved in convocation. Question as to if we should participate and/or in what way we should participate. Also looking at alternatives to multiple commencements, especially in Spring. There is current exploration of the possibility of use of the Civic Center for Spring graduation where there would be a major university event followed by smaller college events in the same location. Gown policy also has been raised.

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

There are concerns about how Trustee Chairs were administered last year. Awards being examined. Procedures in place for some but need additional faculty involvement in development of procedures and actual selection of awards as is done with RIA and TIP. Other new awards being considered are Scholarship of Teaching. No information on Scholarship of Teaching Award.

### **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. This would come down to the Board of Trustees at UCF or to the Board of Governors. Will be examined by UPCC subcommittee

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

Registrar office is having trouble processing grades if they are all turned in at the last minute. There is a rule that you should turn grades in 48 hours after end of exam period. This is problematic for some faculty with large classes, many classes, or difficulty to grade finals. Question asked regarding the potential for electronic submission of grades as a way to address these issues. Dr. Dennis Dulniak (University Registrar) spoke to an attempt to tie grades to a grade book. Currently do not have needed interface but are working on this. Will take at least a year to occur. May be tied to next version of PeopleSoft which would make first time it could be used December 2004.

## **STANDING COMMITTEE REPORTS:**

**Budget and Administrative** – Dr. Richard Tucker reported on the committee had an organization meeting. This committee does not generally bring forward many resolutions because many of the concerns are directly addressed by key staff and administrators at UCF. Will defer all parking issues to Personnel Committee. Issues related to the one day not under the summer or fall contract being addressed. Will invite provost to meet with committee. Other current concerns is flow and timeliness of work between Office of Research and the office of Finance and Accounting. Issues related to People Soft. Had a brief presentation on the university budget overview.

**Graduate Council** – Dr. Stephen Goodman reported on the Subcommittees have not yet met. New item will be continuation of discussion on funding of graduate students.

**Personnel Committee** - Dr. Richard Upchurch reported that the committee has not met. Issues to be reviewed include Parking issues, Antidiscrimination, Salary equity, Research incentive and other awards; Administrative Review Process.

**UPPC** – Dr. Bob Pennington reported the committee will meet on September 9th. Approval of GEP course in biotechnology and genetic engineering from COPHA. A Census on Advising Activities. Sign Language as option for foreign language requirement. All members asked to forward course requests as soon as possible so catalog and other changes can be made in a timely manner. Others items to discuss from Steering is the English Competency.

## **OTHER**

Dr. Chase asked that suggestions of other business to be addressed, be forwarded to the Standing Committee Chairs or the Chair/Vice Chair of the Faculty Senate.

Dr. Modani discussed issue of conflicts between class schedules and senate meetings. Members reminded to check Spring schedules to be sure there are no conflicts.

## **ADJOURNED**

Meeting adjourned at 5:00 p.m.