

MEMORANDUM

Date: August 27, 2008
TO: All Faculty Senate Members
FROM: Manoj Chopra
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on August 28, 2008

Meeting Date: Thursday, August 28, 2008
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *April 24, 2008***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - ◆ Report of Provost's response to Resolutions Following Resolutions:
 - Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs.
 - Resolution 2007-2008-6 Budget Management
 - Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research
 - Resolution 2007-2008-8 Endorsement of Student Government Green Fee
6. **New Business**
 - ◆ Provost's Update
 - ◆ New Regulations on Graduate Admissions Criteria (Information Only)
 - ◆ Update on BOG Textbook Availability Taskforce Activities – Dr. Cook
 - ◆ Unifying Theme – The Environment – Presentation by Alison Morrison-Shetlar
7. **Adjournment**

Faculty Senate Meeting
April 24, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of March 20, 2008 were unanimously approved with no revisions.

Recognition of Guests

President John Hitt, Dr. John Schell, and Ana Petkov and Shannon O'Donoghue of Constituent Relations.

Announcements

Dr. Chopra provided an update on the Board of Governors lawsuit against the state on the issue of the ability to set tuition. The judge will soon begin hearing the case, and the legislature is no longer contesting the standing of individual plaintiffs in the suit.

A reception hosted by the President will immediately follow the Senate meeting.

Old Business

None.

New Business

Introduction of Members

All members of the Senate introduced themselves.

Election of Officers

Dr. Chase, the Chair of the Slate Committee, announced the slate for elected officers for the 2008-2009 Senate, based on nominations from the Steering Committee. He made a call for additional nominations from the floor. There were none. Motion was made that the nomination be closed. It was seconded and approved unanimously. Motion was made to accept the slate of nominees by acclamation. It was seconded and approved unanimously.

The Officers elected for the 2008-2009 Senate are:

Chair: Manoj Chopra, College of Engineering and Computer Sciences
Vice Chair: Ida Cook, College of Sciences
Secretary: Aubrey Jewett, College of Sciences

Dr. Chopra thanked the Senators for their continued support and commented that he is looking forward to another productive year. He expressed his gratitude to Dr. Pamela Ark for an excellent job as the Secretary and welcomed Dr. Jewett to that position. He also thanked Dr. Cook for her continued partnership in the leadership of the senate.

President's Address

Dr. Chopra introduced President John Hitt, who addressed the Senate. He welcomed the 2008-2009 Senate and thanked the members for their service.

Provost's Update

Dr. Hickey reported that they expected more clarity on the budget situation in the following week. They are anticipating 6-6% budget cuts at the start of the fiscal year and a tuition increase of 6%. In addition, UCF will be charging differential tuition. A fee for online courses is also anticipated.

Establishment of Steering and Committee on Committees

Dr. Chopra welcomed the Libraries and the Colleges of Medicine and Nursing to their new seats on the Steering Committee. He then discussed the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees. He briefly discussed the role and duties of the Steering Committee.

Each College met to caucus and elect members to the Steering Committee. The following senators were elected by the Senate to serve on the Steering Committee from each of the colleges:

College of Arts and Humanities	Keith Koons, Mark Kamrath, Keith Kovach
College of Business	William Leigh, Robert Pennington
College of Education	Glenda Gunter, Joyce Nutter
College of Engineering & Computer Science	Alain Kassab
College of Medicine	Henry Daniell
College of Nursing	Maureen Covelli
College of Optics	Patrick LiKamWa
College of Sciences	Kevin Belfield, John Lynwxiller, Martin Quigley
Libraries	Richard Gause
Rosen College of Hospitality Management	Tammie Kaufman

The College of Health and Public Affairs did not elect a representative the Steering Committee at the time of this meeting.

The Committee on Committees, chaired by the Dr. Ida Cook, Vice Chair of the Senate, has one Steering Committee member from each college. These members are selected when the college caucuses for Steering Members. The following Steering Committee members were elected by their Colleges to serve on the Committee on Committees:

College of Arts and Humanities	Keith Koons
College of Business	Robert Pennington
College of Education	Glenda Gunter
College of Engineering & Computer Science	Alain Kassab
College of Medicine	Henry Daniell
College of Nursing	Maureen Covelli
College of Optics	Patrick LiKamWa
College of Sciences	John Lynwxiller,
Libraries	Richard Gause
Rosen College of Hospitality Management	Tammie Kaufman

Adjourned

Motion to adjourn made at 4:40 p.m. Seconded and approved.



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

A handwritten signature in black ink, appearing to read 'T. Hickey', is written over the 'FROM' line.

SUBJECT: Faculty Senate Resolution 2007-2008-5 – Appointment and Evaluation of School Directors and Department Chairs

Manoj, I cannot support this resolution as currently worded. I agree that the university is best served when deans do not act as department chairs and could support that part of the resolution. However, our current fiscal constraints may make it appropriate for an associate or assistant dean to fulfill the responsibilities of a chair or director. I could support a resolution that included that change and would be happy to meet with the Faculty Senate Steering Committee or the Faculty Senate to explain my concerns.

Finally, the guidelines for the appointment and evaluation of school directors and department chairs and other university procedures need to recognize the appointment of clinical faculty in medicine and, hopefully, nursing.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Personnel Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs

Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.

All schools/departments must have an appointed director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/department chair, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured and tenure-track faculty



but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



Office of the Provost and Executive Vice President


August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-6 – Budget Management**



Manoj, I agree that faculty and advisors are critical to the mission of the university, but I am unclear on the intent of this resolution. I would be happy to meet with the Faculty Senate Steering Committee to discuss this resolution.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: Resolution 2007-2008-6 Budget Management

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, February 28, 2008.**

Resolution 2007-08-06 Budget Management

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, amongst



Office Of The Faculty Senate

other things, the use of future funds obtained from increases in tuition and differential tuition.

*Approved by the Senate on February 28, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-7 –Funding of the Library Materials and Subscriptions in Support of Faculty Research**

A handwritten signature in black ink, appearing to be 'Terry L. Hickey', written over the printed name in the 'FROM' field.

Manoj, the UCF Library is clearly a key component of the university, but I cannot support this resolution as currently worded. Many sources of revenue will be needed to address our budget shortfalls, including those impacting the Library. Asking that any one source be used to address those shortfalls is neither reasonable nor effective. I have already taken steps to at least partially protect Library acquisitions from further budget cuts and would be happy to meet with the Faculty Senate Steering Committee to discuss what is being done.

Attachment

c: President John C. Hitt
Dr. Diane Z. Chase
Dr. John Schell

MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

**Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions
in Support of Faculty Research**

Whereas, the University of Central Florida recognizes the great importance of research performed by its faculty and the need to afford the research community at UCF with all the necessary facilities to maximize productivity and excellence, and

Whereas, the UCF Library performs a vital function of providing access to journals and publications in support of sponsored research being performed by the faculty,

Be it resolved, that the Faculty Senate of the University of Central Florida recommends to the university administration that the overhead returns generated by research grants, along with other sources of funding, be reviewed for helping overcome the downward spiral of funding for the library's procurement of materials and subscriptions.

*Approved by the Senate on March 20, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell



August 1, 2008

MEMORANDUM

TO: Dr. Manoj Chopra
Chair, Faculty Senate

FROM: Terry L. Hickey, Ph.D.
Provost and Executive Vice President

SUBJECT: **Faculty Senate Resolution 2007-2008-8 –Endorsement
of Student Government Green Fee**

A handwritten signature in red ink, appearing to read 'Terry L. Hickey', is written over the 'FROM:' line of the memorandum.

Manoj, I applaud the students for their interest in establishing a sustainability fund. Given student support of a fee dedicated to green efforts on campus, the university would be pleased to join efforts to seek passage of the fee at the state level. While I understand what the students hope to accomplish, their goal cannot be achieved in the way described in this resolution. To assist all involved in finding a more effective strategy, I would be pleased to ask Vice President Holsenbeck to meet with student leaders and the Faculty Senate to offer advice on how we might better work to achieve this goal.

Attachment

c: President John C. Hitt
Dr. Daniel C. Holsenbeck
Dr. Diane Z. Chase
Dr. John Schell



MEMORANDUM

TO: Terry Hickey, Provost
FROM: Manoj Chopra, Chair
DATE: March 24, 2008
SUBJECT: **Resolution 2007-2008-8 Endorsement of Student Government Green Fee**

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forth from the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on **Thursday, March 20, 2008.**

Resolution 2007-2008-8 Endorsement of Student Government Green Fee

Whereas, the University of Central Florida has previously endorsed the Focus the Nation initiative toward environmental concerns, and

Whereas, the Student Government and Student Body of the University of Central Florida has supported creation of a Sustainability Fund through the implementation of a "Green Fee,"

Be it resolved, that the Faculty Senate of the University of Central Florida endorses the concept of environmental sustainability on the UCF campus, and supports the efforts of the Student Government Association to establish a "Green Fee" to generate a Sustainability Fund.

We further urge the Student Government Association to work with the University of Central Florida administration to guarantee reasonable control and proper utilization of such funds.

*Approved by the Senate on March 20, 2008.
Forward to the Provost on March 24, 2008.*

MC/ls

cc: John Schell

- (1) This regulation applies to all students who seek to be admitted to graduate programs at UCF.
- (2) Each student admitted to a graduate degree program or to a post-baccalaureate professional program must have earned a bachelor's degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution and also meet at least one of the following:
 - (a) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an undergraduate student working for a baccalaureate degree, or
 - (b) Earned a 3.0 GPA (or equivalent) or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or
 - (c) Earned a previous graduate degree or professional degree or equivalent from a regionally accredited U.S. institution or its equivalent from a foreign institution in a field related to the discipline of the program to which the applicant is applying.
- (3) Additionally, all applicants to doctoral programs must meet the following specific requirements:
 - (a) Each applicant to a doctoral degree program shall present scores that are acceptable for the program to which the student is applying on the Graduate Record Examination (verbal, quantitative, and writing), or an equivalent measure on the GMAT, whichever is deemed most appropriate to the program. Students, including international students, who already have a graduate degree obtained from a regionally accredited institution in the same or in a related area are not required to take the Graduate Record Examination or GMAT unless it is required by the program.
 - (b) In addition, doctoral applicants must submit three letters of recommendation, a resume or a curriculum vita, and a written essay.
 - (c) The submitted materials must be used in the context of a holistic credential review process.
 - (d) Each doctoral program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by doctoral programs must be published annually in the Graduate Catalog and on the website of the doctoral program; further, such requirements shall be reviewed and updated annually.
 - (e) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.
- (4) Additionally, all applicants to master's programs must meet the following specific requirements:
 - (a) A score on standardized exams such as the GRE or GMAT is not required by the university, although individual programs may still require the exams for admissions purposes for admission to a master's degree program.
 - (b) Each master's program may determine other requirements for admission, consistent with their mission and purpose. Any additional admissions requirements so imposed by a master's program must be published annually in the Graduate Catalog and on the website of the master's program; further, such requirements shall be reviewed, and if necessary updated, annually.
 - (c) These requirements shall not include preferences in the admissions process for applicants on the basis of any category protected by law.

(d) For international students to be admitted in master's programs that do not require a GRE or GMAT, a course-by-course evaluation of the student's official transcript must be submitted by a credential evaluation service recommended by UCF that shows a GPA equivalent from an earned degree equivalent to a U.S. bachelor's degree.

Deleted: transcript translation

(5) In addition to the above requirements, international students must show proficiency in written and spoken English by

(a) proving they are from a country where English is the only official language; or

(b) establishing that a prior bachelor's, master's or doctoral degree was earned from a regionally accredited college or university in the United States; or

(c) establishing that a prior bachelor's, master's or doctoral degree was earned from a country where English is the official language, or a university at which English is the only official language of instruction; or

Deleted: b

(d) submitting a qualifying score on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Qualifying scores are: a TOEFL computer-based score of 220; a TOEFL internet-based score of 80 (or equivalent score on the paper-based test); or an IELTS score of 6.5. Specific programs may establish higher scores for qualification, and such information must be included in the Graduate Catalog and program website information for that specific program.

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(e) Students who are non-native speakers of English (and do not have a degree from a U.S. institution) must pass the SPEAK exam administered by the UCF Center for Multilingual Multicultural Studies before they will be permitted to teach as a Graduate Teaching Associate or Graduate Teaching Assistant.

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(6) Exceptions to the above requirements:

(a) In any academic term, up to 20 percent of the graduate students may be admitted in a given degree program as exceptions to the minimum requirements for graduate admissions as defined in (2).

(b) Students who do not meet the admissions criteria and who wish to enroll in courses but not degree programs at the post-baccalaureate level may enroll under the classification of non-degree seeking students. Graduate programs wishing to admit post-baccalaureate non-degree seeking students to graduate degree programs after the students have satisfactorily completed up to nine hours of graduate course work may do so provided that the number so admitted is included as part of the 20 percent exception, as defined in paragraph (6)(a), above.

(7) Applicants may appeal an admissions decision by following the university admissions appeal procedure. Information regarding this procedure is available in the Graduate Catalog.