

**Steering Committee Meeting
Minutes
February 10, 2005**

Dr. Naval Modani, Vice Chair, called this Steering Committee meeting to order at 4:05 p.m. Minutes of the *January 6, 2005* meeting were unanimously approved with minor corrections.

Members present: Drs. Naval Modani, Michael Mullens, Manoj Chopra, Diane Wink, Ida Cook, Robert Pennington, Bose Subir, Keith Koons, Rosie Joels and Dawn Trouard.

Members absent: Drs. Arlen F. Chase, Alain Kassab and Henry Daniels.

Guests: Dr. John Schell, Lin Huff-Corzine, Provost Terry Hickey and Carole Hinshaw.

ANNOUNCEMENTS AND SELECTED ITEMS DISCUSSED

- ⇒ Dr. Hitt has approved faculty constitution.
- ⇒ All resolutions need to be submitted to the next Steering Committee meeting so they can be considered at the March Senate meeting.

Provost Hickey Collective Bargaining

UFF and BOT have tentative agreement on contract. Work in progress on the implementation of programs such as TIP, RIA, and SoTL. Will need to meet to approve guidelines for these programs with timeline for this year. Verification process to validate FTE data for TIP has already begun. Plan for doing sabbaticals at college level (as agreed) is moving forward. Need to work to implement new approach and notify faculty of these changes. All items in articles 22 or 23 can be implemented now. Suggestion by Provost Hickey that future communications on this will be issued jointly to reflect collaborative work. Dawn Trouard agreed.

OLD BUSINESS

Examination Week

Dawn Trouard asked about hold on the final examination memo. General discussion about reasons for requirement that exams or alternative experiences on final examination days including the need for university to be open a certain number of days and the fact that the day of the final is counted in course hours. Very hard to enforce. If new memo is distributed, need to highlight that there is a change. Not just same memo being given out in many ways. The Deans and Chairs are responsible for enforcing this requirement. Also need to have discussion in department meetings. Members of steering committee can bring this discussion back to their departments. If violations are occurring (e.g. ending coursework with no classes after Thanksgiving) Dean's need to be made aware of the issue. Action has been taken in the past. Determination if for a traditional final examination is valid is best done at the department level where use of Web based testing, final papers or other culminating activity can be evaluated based on course characteristics. If failure to use final examination period properly is observed, members can bring back data to Steering Committee.

NEW BUSINESS

Leadership Week Awards 2005 program.

Need volunteers to serve on committee to choose. Dr. Wink, Joels, and Cook volunteered to look at files.

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Resolution Citation Indices - Carole Hinshaw

ISI and Web of Science are two citation search engines used by library. Resolution addresses concern that there is a lot of emphasis on outcomes of these citations searches and those alternative sources for this information, based on discipline, and need to be used. These data bases are very heavily weighted in hard sciences. Highly cited scientists list has few UCF faculty on list. Distributed handout with summary of what the ISI and Web of Science citation sources do and do not do and what their limitations are. Need education to reach members of groups making comparisons. Resolution reads as follows:

**Citation Indices
Resolution 2004-2005 – XX**

Whereas citation indices are being used by Florida's universities and by Florida's BOG to inform hiring, promotion, and tenure decisions and to make evaluative judgments concerning faculty and institutions, and

Whereas some journals in various fields, e.g. humanities, arts, and social sciences, are often excluded, journal articles in press are not included in databases, lag between appearance of a citation and appearance in the index occurs, and journals are not consistently indexed nor indexed retrospectively when added to databases, and

Whereas most citation indices only include peer-reviewed journals and frequently exclude incorporate peer-reviewed books, peer-reviewed book chapters, conference proceedings, technical reports, and dissertations, and

Whereas publication of books and of book chapters is highly desirable by much of the academic community and, in fact, serves as a more desirable form of publication than a journal article for some members of the academic community,

Be it resolved that if citation indices are used relative to the faculty or the institution of the University of Central Florida, their limitations will be addressed; for example, books and book chapters from university and reputable commercial presses shall be included along with other indicators of accomplishment.

This could occur at senate floor. Motion to send to full senate on March 31, 2005 approved unanimously.

STANDING COMMITTEE REPORTS

- ⇒ **Budget & Administrative** – Dr. Ida Cook reported.
Working on teaching equipment funds application and approval process. Resolution expected about providing support to faculty needing education/assist with WebCT and internet training.
- ⇒ **Graduate Council** – Dr. Subir Bose reported.
Course review and new program subcommittee looking at new tracks. Dr. Bishop examining tuition support at UCF when compared with other universities.
- ⇒ **Personnel** – Dr. Manoj Chopra reported.
Citations indices resolution discussed. Will not be meeting unless additional issues are raised.
- ⇒ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.
Did not meet in Feb. March deadline is Feb 17, 2005. Will meet March 8, 2005

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OTHER

P&T Committee review

College of Engineering has been working on standardization of college and department level committees. Have made departmental P&T committees a committee of the whole. Question has been raised about if we should have promotion and tenure determined at university level considering the differences among colleges. Need for university level committee not as clear as in past. Provost Hickey noted that last year the bulk of the comments at the university level mirrored comments made at college level. In addition, not all university level reviewers write a review on every file. (All files are reviewed by everyone.) Questions raised - Does review by Provost provide a university wide perspective? Does faculty prefer this high level (university level) review be by faculty? Gives a larger data set. University level committee members need ability to consider unique characterizes of each discipline. Provost spoke to process as he saw it with major concern about inconsistencies between yearly evaluations and tenure evaluation and/or between recommendations of different groups. With some new colleges, the department committee will be the college committee so university committee is only the second committee for those groups.

New Elections for 2005-2006

Faculty rosters for apportionment of senate for next year have gone to colleges. Some colleges will be losing a senate member based on how new colleges were formed. Expect rosters by early March. Question raised regarding the quorum for faculty assembly. Quorum for faculty assembly is 20%.

Timeline for raises?

Provost stated the timeline for raises will be done after contract is ratified. (Expect this before Spring break.) Paperwork will be sent to colleges at that time with raises retroactive to August 8, 2005. Market equity implementation will take time to calculate. Important that summer salary formula be implemented properly to be sure the new formulary is used. 12.5% 12.5% 8% for first second or third course. Some sub formulas if used they will be based on these new formulas. Contract provisions will be used this year. Process for TIP, RIA and SoTL are already in place. Plans to send a message to faculty that pending ratification there will be money for these programs. This will also apply to the excellence awards. Want to move quickly to get raises into faculty hands. Both BOT and UFF thanked for work over the last year and a half. Congratulations.

Senate Meetings

Question raised if the week of the senate meetings can be changed to make it possible for provost to attend Faculty Senate meetings. Right now it is hard because of the BOG meetings are the week of senate meetings. Will consider the meeting dates of BOG and BOT when Faculty Senate meeting schedule is set.

Cancellation of next Senate Meeting

Motion to cancel February senate meeting because of no time sensitive new business made and seconded and approved unanimously.

ADJOURNED

Motion to adjourn made and seconded and approved. Meet adjourned at 5:37 PM.