

MEMORANDUM

TO: Faculty Senate Committee

FROM: Manoj Chopra
Chair, Faculty Senate

DATE: February 10, 2006

SUBJECT: Faculty Senate Meeting

DATE: Thursday, February 16, 2006

TIME: 4:00 p.m.

ROOM: Student Union Key West Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *January 26, 2006***
4. **Announcements and Recognition of Guests**
5. **Old Business** - None
6. **New Business**
 - TIP/RIA/SoTL Revisions for 2006-2007 – Dr. Cook
 - Liberal Studies Program in the Office of Undergraduate Studies – Dr. Schell
 - Resolution 2005-2006-4 Travel Reimbursement – Dr. Jeff Kaplan
 - Student Perception of Instruction Revisions – Drs. Wink and Huff-Corzine
 - Federal Research Priorities and FY 2007 Budget – Greg Schuckman
7. **Standing Committee Reports**
 - Budget & Administrative** – Dr. Charles Kelliher
 - Graduate Council** – Dr. Stephen Goodman
 - Personnel** – Dr. Jeff Kaplan
 - Undergraduate Policy & Curriculum** - Dr. Bob Pennington
8. **Other**

Faculty Senate Meeting

January 26, 2006

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 *November 17, 2005* were unanimously approved.

RECOGNITION OF GUEST

Dr. Chopra introduced guests Drs. Lin Huff-Corzine, Lynn Hawkins and Dennis Dulniak.

ANNOUNCEMENTS

- ◆ Board of Governors meeting is today in Gainesville.
- ◆ BOT has approved the bond financing of the UCF Stadium on Campus. It is an item on BOG meeting agenda for approval today. Construction is expected to begin in March.
- ◆ Two groups on campus are working on revisions to the Student Perception of Instruction Forms – one on process and the other on content. Both group will conference and bring a combined report to the Faculty Senate next month.
- ◆ The Senate Steering Committee discussed the issue of FTE or Release Time for service as a member of the Faculty Senate – it was determined that at present, this is worked out between individual faculty and the Department Chairs under the professional service category of FTE assignment. This issue will be forwarded to the Budget and Administration Procedures Committee for discussion.
- ◆ New Emeritus Award for librarians will be established.
- ◆ The Steering Committee discussed the problems encountered in late December and early January with GroupWise. We have invited Dr. Joel Hartman to come to the next Steering Committee meeting on February 9, 2006 to discuss this issue and he has accepted. For the long term, the Faculty Senate will discuss the issue of Technology and Computing Support (including GroupWise, Peoplesoft and WebCT) on campus as a factor influencing faculty productivity.

Old Business

None

New Business

Faculty Constitution Revision

The Constitution needs revisions to address reapportionment of seats in the Senate. A marked up draft has been brought to the meeting today and also sent out by email. The next Senate meeting will need to started as a Faculty Assembly to approve these changes. The revisions will then go to full senate if necessary. Dr. Cook reviewed changes:

- ◆ Change College of Arts and Science to College of Arts and Humanities and College of Sciences. Many committees had two representatives from College of Arts and Sciences and now each college has one representative on each committee.
- ◆ Page 29 Section 3.10.22 was called Undergraduate Common Prerequisites Committee. The name will be changed Undergraduate Program Common Prerequisites Committee. Pagination was corrected. A committee that no longer exists, namely the University Sabbatical Leave Committee, will be deleted since sabbaticals are now awarded at college level.

In the discussion that followed, no suggestions were made for changes or modification. All faculty senators are invited to bring this document to colleges and get suggested changes to Dr. Chopra before next meeting. These changes are needed to move forward on appropriation for next Faculty Senate.

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January 26, 2006

Question if we will have the needed 60 days. Amendment rules require 60 days and we will need to take them but plan to ask deans to move forward based on provisional approval in February and pending formal approval in March. The current proposal is for a constitution change which will allow voting for members of faculty senators for next year. If approved, deans will be told of provisional approval and to move ahead with elections. Next month, there will be a revision to the Faculty Constitution.

STANDING COMMITTEE REPORTS

- **Budget & Administrative** – Dr. Charles Kelliher
No report.

- **Graduate Council** – Dr. Stephen Goodman
 - **Policy and Procedures Subcommittee** (chaired by Stephen Goodman)
Met three times since the last Senate meeting. One of those meetings was a campus-wide, open forum in which issues related to graduate student funding were aired and shared. At its other meetings the subcommittee has continued its involvement with a variety of issues that have previously been brought to the attention of the Senate. Among those issues are:
 - Examination of the vexing problem of finding sufficient money to provide competitive stipends and tuition support for graduate students.
 - Establishing a consistent policy regarding full time status for graduate students.
 - Procedural matters related to the use of split level classes.
 - Use of undergraduate courses in graduate programs of study.This subcommittee will continue to meet weekly throughout the semester.

 - **Graduate Curriculum Subcommittee** (chaired by Ram Mohapatra)
Has met twice since the last Senate meeting. During those two meetings the subcommittee dealt with the following:
 - 98 Course Action Requests (30 additions, 14 deletions, 42 revisions, and 12 special topics)
 - Revisions to 2 graduate certificate programs
 - Revisions to 6 master's programs
 - Revisions to 1 Ph.D. program
 - Proposed name change to 1 Ph.D. program
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 - Proposals for 3 accelerated master's programsThis subcommittee is scheduled to meet again tomorrow, when it will consider 8 more course action requests (4 additions and 4 revisions), and proposals for 2 new graduate certificate programs, 1 master's program name change, and 1 master's program revision.

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- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington
November, December, January meetings have been very full. Today was deadline for February meeting. Agenda will be out January 31st with meeting February 14, 2006. Approvals of programs in multiple colleges. The 2006-2007 catalog is set. For revisions, good to get started in Spring so approvals in place in time for next catalog year.

Other

Ad-hoc committee UCF-TIP/RIA/SoTL- Dr. Cook

Dr. Cook will circulate draft recommendations for the procedures next month. Copies will be sent to all the Chairs. Next meeting of the Senate, we will hold a discussion on the proposed changes. All faculty are invited. Senators are encouraged to contact Dr. Ida Cook changes or any representatives from your college with specific recommendations.

Faculty concerned about lack of faculty consultation into the CAS split

Dr. Chopra addressed Dr. Hawkins regarding her issue with the Provost not consulting with faculty of the splitting of College of Arts & Sciences. He responded that the Provost had discussed this issue at the Senate meeting in November, laid down his reasons for the split and responded to the concerns of the Senators. The issue of consultation versus informing was raised by some senators. This was discussed at Steering on January 18, 2006. There was a resolution passed last year stating that faculty will have input into establishment of new colleges. Provost was asked to consult with the Senate (see Resolution below). The Steering Committee agreed that based on the spirit of the resolution, he did not consult with the Senate before the determination was made to split the colleges. A letter has been sent to him that has requested him to consult with us before any decisions are made in the future. The Provost is not here to address this issue at this point. Dr. Wink read the resolution as follows from 2004-2005.

RESOLUTION 2004-2005-5 Creation of Colleges, Schools, and Other Academic Units

Whereas, the administration is responsible for establishing and supporting structural growth, creating and enforcing university operational policies, and acting as the final authority responsible for efficient and effective use of resources,

And

Whereas, the faculty senate is the basic legislative body of the University and plays a critical advisory role to the president and Board of Trustees regarding university growth and prosperity that effects academic and general educational policies,

Be it resolved that the university administration shall consult with the Faculty Senate when a determination is being considered to alter the university educational environment through the creation and administration of colleges, schools, and other degree granting units; and that whenever possible affected faculty, with consultation, be given the choice of which unit to be affiliated with when such institutional change takes place.

Faculty Senate Meeting

January 26, 2006

Approved by the Faculty Senate on January 27, 2005. Forwarded to the Provost for approval on January 28, 2005. Approved: Memo from Provost Hickey on March 17, 2005:

Arlen, I am returning Faculty Senate Resolution 2004-2005-5 [Creation of Colleges, School, and Other Academic Units] forwarded to me on January 31, 2005. I support the intent of this resolution; i.e., that the administration "consult with the Faculty Senate when a determination is being considered to alter the university educational environment through the creation and administration of colleges, schools, and other degree granting units." However, concern remains regarding the statement that "whenever possible affected faculty, with consultation, be given the choice of which unit to be affiliated with when such institutional change takes place." I anticipate that instructional assignments alone would make it difficult, if not impossible, for faculty to choose their academic affiliation independent of departmental, college, and university needs.

Therefore, I propose replacing the third paragraph of the resolution with the following:

Be it resolved that the university administration shall consult with the Faculty Senate when a determination is being considered to alter the university educational environment through the creation and administration of colleges, schools, and other degree granting units. Even though instructional responsibilities and other related factors may make it impractical or impossible for affected faculty members to choose their academic affiliation when such changes take place, the university administration agrees to consult with the affected faculty members. In those instances where a faculty member's instructional and scholarly expertise makes it possible and appropriate to change academic units, and when the directly involved administrative officials agree to the proposed change in academic affiliation, the university administration will consider allowing a faculty member to choose his or her academic unit-of-affiliation.

Dr. Moharam pointed out that since this resolution was not approved in the form passed by the Senate last year and the Provost had suggested some changes, it needed to go back to the referring committee (Personnel) to be discussed again. The committee needs to determine if the changes proposed by the Provost should be made in order to modify this resolution. This was found to correct and Dr. Chopra will return the resolution to the Personnel committee for revision.

Next, a question was raised if the Senate has any teeth and ability to influence the outcomes. The response was that the role of the Senate is advisory in nature. There is no legal requirement by the Provost to take the advice. Many feel that the split of the College of Arts and Sciences was more of a financial management decision and did not impact educational structure with a few minor exceptions.

Question raised as to when did split actually happen? Was it at the Board of Trustees meeting or before. A comment was made that the Senate may need to alter its calendar to allow Provost to attend senate meeting to address these issues. Members requested to see letter from the Steering committee that was sent to the Provost. Dr. Chopra will send it to the senators.

Motion made to change the next meeting date to February 16, 2006 to avoid conflict with the BOG meetings. Motion was seconded, and approved.

ADJOURNED

Motion made seconded and approved. The meeting adjourned at or around 5:30 pm.

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Dr. Lin Huff-Corzine

*Assistant
Vice-
President,*

*Faculty Relations
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DRAFT of [February 8, 2006](#)

UCF Teaching Incentive Program (UCF-TIP) 2006-07 Procedures

(Approved by the Faculty Senate Steering Committee on [date](#))

I. Program Overview

The UCF-TIP award recognizes faculty with high quality performance in teaching large numbers of students. This program was designed to encourage and reward faculty who demonstrate exemplary scholarly teaching practices and student learning at all levels in their programs (entry, upper division, graduate). Faculty are eligible for the award every five years. The award is based on performance over the prior five years.

Faculty can apply using one of two options:

- Median Based Option: Eligibility based on meeting criteria and surpassing median as described in section III.5.a.1, 2. (the median category)
- Ad Hoc Option: Eligibility based on meeting criteria but not surpassing median (the ad hoc category) as described in section III.5.b.1.

The Office of Academic Affairs provides the funding for these awards and for academic year 2006-2007 will sponsor up to 40 new UCF-TIP awards. In addition, in any given academic year, if a former recipient of state-funded TIP or UCF-TIP awards leave their employment at UCF, their award(s) will remain within their respective colleges or units for "recycling" as additional UCF-TIP awards for the following academic year.

Regardless of contract length (9-months or 12-months), award recipients receive a \$5,000 increase to their base salary retroactive to August 8, 2006, the start of the 2006-2007 academic year contract.

UCF-TIP awards are allocated to colleges or units in proportion to their total number of faculty candidates determined by productivity criteria (rounded to the nearest integer). Each college shall have a minimum of one award. The number of new and "recycled" UCF-TIP awards for each of the colleges and units will be communicated to the

colleges/units and to the Faculty Senate Steering Committee as soon as this information becomes available. If a college is eligible for only one UCF-TIP award, all faculty portfolios (Median and Ad_Hoc Options) will be considered and reviewed in the same group.

This award is authorized in the UCF BOT/UFF 2004-2007 Collective Bargaining Agreement.

II. Application deadline

Nominees who are candidates for a UCF-TIP award must submit a UCF-TIP portfolio to their dean's office by the date in each year's UCF-TIP schedule.

III. Eligibility Criteria

1. To be considered "eligible" for the UCF-TIP award the faculty member must be:
 - a. On a full-time 9 or 12 month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor OR
 - b. On a full-time appointment as an instructor or a lecturer OR under a multi-year non tenure-track appointment
 - c. Be classified as a candidate based on criteria in section III. 5 below
2. The following types of faculty are not eligible for these awards:
 - a. Faculty on visiting (or similar temporary) appointments
 - b. Faculty on less than full-time appointments
3. The faculty member must have at least five years of continuous service at UCF.
 - Specifically, a faculty member must be employed at UCF **on or prior** to August 8, 2001, for the 2006-2007 award year.
 - If a faculty member had an approved leave of absence or sabbatical during the previous five years (e.g. for the 2006-2007 award year this would be in 2005-2006, 2004-2005, 2003-2004, or 2002-2003 academic years) they may elect to substitute FTE generation for the year 2001-2002 for FTE generation for the year of the sabbatical or LOA.
 - Other exceptional situations should be directed to the eligibility committee
4. No faculty member may receive the award more than **once every five years**.
 - For example, any faculty member who received a UCF-TIP (or TIP, the predecessor to the TIP program) that became effective August 8, 2001 or later is not eligible for a UCF-TIP in the 2006-2007 school year.
 - Consequently, any faculty member who received a UCF-TIP (or TIP) increase that was effective August 8 2001, or earlier is eligible for a UCF-TIP in the 2006-2007 school year.

5. Of the eligible faculty (see III.1 a and b above), faculty “candidates” can submit a portfolio for consideration for the UCF-TIP award in one of the following categories:

- Median Based Option: Eligibility based on meeting criteria and surpassing median as described in section III. A below (the “median” category) (90 % of awards to each college will be in this category)
 - Ad Hoc Option: Eligibility based on meeting criteria in section III. 1. A and b above but not surpassing median (the “ad hoc” category) (10 % of awards in each college, but not less than one per college, will be available in this category unless there is only one UCF-TIP award in the college)
 - In a college eligible for only one UCF-TIP award, the portfolios of all faculty (Median and Ad Hoc Options) will be considered as a group.
- a. Median Based Option: Faculty are candidates to submit a portfolio if they meet the following teaching productivity criteria:
1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) for the last four academic (Fall, Spring) years of FTE generation used in the calculation must be at or above the college or department (or school) or “unit” median for eligible faculty. A unit is defined as any degree granting academic unit not within an established college.
 - a. CHP and GHP are defined as the sum of all classroom, web and media-enhanced credit hours (SCH) generated for the four academic (Fall, Spring) years of FTE generation used in the calculation as shown on the final end of semester assignment reports. All FTE for credit earning courses, including thesis, dissertation and independent study hours can be included in this calculation.
 - b. SCH excludes student credit hours for overload and summer assignments.
 2. The total number of candidates for the UCF-TIP in a given college or in a unit is equal to the number of candidates based on CHP criterion plus the number of candidates based on GHP criterion.
- b. Ad Hoc Option: Faculty are candidates to submit a portfolio but do not surpass median (the ad hoc category)
1. All faculty who meet criteria but do not surpass the medians as described above can submit a portfolio for consideration in the ad hoc category
- c. Reallocation of Awards
1. In the event there are fewer qualified candidates for UCF-TIPs in either category than the number of available awards, the college committee can reallocate the awards to candidates in the other category
- d. No college is required to give all available UCF-TIPs if candidates do not meet criteria
1. Any UCF-TIPs not awarded in an academic year because of an insufficient number of qualified candidates in a college will be available to be awarded by the college in the next academic year.

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IV. Award Criteria

The criteria for UCF-TIP Award are:

- a. Teaching quality and effectiveness as demonstrated by a description of teaching strategies and evidence of student learning (not simply student evaluations).
- b. Continuing commitment to instruction as evidenced by participation in and attendance at faculty development events at state, national or international meetings.
- c. Consideration of methodologies based on the unique characteristics of the course.
- d. Innovation and creativity in instruction as demonstrated by a description of teaching strategies and evidence of student learning.

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V. Required Sections of the Application/Portfolio

- Portfolios will contain both university-mandated and college mandated materials
- Except for the Curriculum Vitae, materials should reflect work and accomplishments **only** in the last five years
- Each year the Faculty Senate will review requirements for university materials
- Each year each college will review requirements for college requirements.
 - This review will be done by the faculty who served on the UCF-TIP selection committee for the college the year before.
 - If a committee member is eligible to submit a UCF-TIP portfolio an alternate committee member should be selected from their department.
- Revisions in the university and college applications requirements will be submitted to the Office of Academic Affairs for approval before implementation

University Materials

- a. Table of contents
- b. Nomination letter written specifically in support of the UCF-TIP from the chair of the department or a colleague. The letter should stress the nominee's achievements in teaching.
- c. Statement of teaching philosophy (250 words, maximum, 12 point type).
- d. Curriculum Vitae.
- e. Narrative on the impact of the applicant's teaching practices on student learning outcomes.

Deleted:

College Materials (Specific requirements and content to be determined by each college)

- a. Combination of hard copies of teaching strategies, assignments, evaluation of teaching, documentation of student learning
- b. Materials which evaluate teaching must go beyond the *Student Perceptions of Instruction*. (It is recommended Student Perception of Instruction be used as no more than 10% of such evidence.)
- c. Because *Scholarship of Teaching and Learning* is evaluated in a separate award, activities related to SoTL (research, presentations, publications, grants) should not be a major part of the UCF-TIP portfolio.
- d. Maximum portfolio size will be established by the college.
- e. FTE productivity should not be a consideration in the portfolio review. Faculty will be evaluated against others in their group ("median" or "ad hoc") regardless of individual productivity.)

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VI. Evaluation and Award Process

The selection of UCF-TIP recipients from the faculty portfolios submitted by candidates in the “median” and “ad hoc” groups will be the responsibility of a college or unit Selection Committee.

- This committee will be composed of elected faculty from each department and school in the college.
- For “units,” as defined above, these committees will have no less than three and no more than five members.
- To the extent possible, committee members should be former recipients of the UCF-TIP or TIP awards.
- Faculty candidates for the award are not eligible to serve on the Selection Committee.
- The Selection Committee for each college or unit will review faculty portfolios and recommend award recipients to the Provost.
- [In the event there are fewer qualified candidates for UCF-TIPs in either category than the number of available awards, the college committee can reallocate the awards to candidates in the other category.](#)

Deleted: If a college does not have enough candidates qualified for the number of awards that can given, the excess awards can go to applicants in the other category.

VII. Appeals:

- The Faculty Senate UCF-TIP Oversight/Appeals Committee will be composed of members of the Faculty Senate Steering committee.
- This committee will
 - Receive college or unit criteria
 - Review faculty appeals related to their eligibility for a UCF-TIP
 - Make recommendations to the Provost.
- No appeals of Selection Committee’s recommendations will be considered.
- This committee will also review the data on allocation of new awards to colleges and units as well as the data on “recycled” awards

VIII. Schedule

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UCF-TIP 2006-2007 Schedule (*Draft*)

September 1, 2006	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to faculty and chairs for review
September 21, 2006	Chairs/faculty return corrected term eligible UCF-TIP courses and student credit hour production histories to Barbara Davis, Academic Affairs, Millican Hall, Suite 351
October 1, 2006	Faculty Senate completes review of university requirements for UCF-TIP

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October 1, 2006	Colleges elect UCF-TIP Criteria review committee
October 30, 2006	Colleges provide UCF-TIP document to Academic Affairs for approval
November 1 2006	Identification and notification of UCF-TIP eligible faculty candidates
November 1, 2006	Colleges elect UCF-TIP Selection Committees
January 4, 2007	UCF-TIP portfolios due in deans' or directors' offices
February 4,, 2007	UCF-TIP Selection Committee recommendations to Academic Affairs
February 15, 2007	Office of Academic Affairs to notify the award winners

Resolution 2005-2006-4 Travel Reimbursement

Whereas, the University expects faculty to travel as an essential part of their duties and responsibilities - for the enrichment and enlightenment of their professional development in teaching, service and research.

Be it resolved that the University of Central Florida will relentlessly pursue avenues that will lead to:

- a) an increase in the per diem rate for meals to be consistent with the current federally established guidelines.
- b) an increase in the mileage rate for faculty using their own vehicles to be consistent with the current federally established guidelines.
- c) a streamlining of the procedure to file a claim for reimbursement of expenses incurred while on university business.

*Forwarded from the Personnel Committee
UCF Personnel committee respectfully submits this amendment to the Faculty
Senate so that these recommendations will be considered and endorsed by this
elected body.*