

Faculty Senate Meeting

February 16, 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 *January 26, 2006* were unanimously approved.

RECOGNITION OF GUEST

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

ANNOUNCEMENTS

- ◆ Rumblings in Tallahassee about proposed 5% tuition increases. May be less.
- ◆ Lists for election for Faculty Senate for 2006-2007 have gone to Deans.
- ◆ Need to have another meeting next week so this meeting will be recessed for a continuation meeting next week at originally scheduled time.

Provost Hickey

Provost commented on the tuition issue. If less of tuition increases, there may be less new state support for enrollment growth. Percent increase may not impact number of students or applications but student government association is advocating for a lower tuition increases. We are 49th or 50th lowest tuition in the country. We have room to increase undergraduate instate tuition if needed and still remain highly competitively. Any increase in tuition also has an impact on Bright Futures and Tuition and Graduate and Out of state tuition meets or exceeds market.

Old Business

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

We will have a 45 minute discussion on this item if needed. Purpose of discussion is to provide input to ad hoc committee and steering committee. Ad hoc committee members were recognized and thanked for work on this project. The committee has been meeting to look at procedures for UCF TIP and address questions and concerns raised. Major change is to be more inclusive of faculty with assignments which have made them ineligible for awards in the past.

Retained original eligibility criteria based on good quality teaching of large numbers of students (high FTE generation) with an added option to allow those not meeting eligibility on this basis in a new ad hoc category. Encourage inclusion of criteria other than the student perception of instruction as evidence of quality teaching. Make eligibility every five years. But, if on sabbatical or other leave or non teaching assignment can use a prior year.

Some suggestions for portfolio were made but nature of most of portfolio must be determined by the college. Ad hoc category: If a college has only one award, will still have only one award with ad hoc and median category submissions being considered together. Internship issues: No teaching occurs. Amount of work for these is minimal. Leave it up to the college selection committees.

Will new colleges be reflected? Yes. Questions about letter for students currently enrolled. Any college can consider what criteria they will use. Contextualization of student perception data can be part of the criteria suggestion. Optional criteria for colleges for credit hours for internships. Instructors who are not eligible for SoTL may be allowed to put in for TIP here since they can not get a SoTL.

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Question asked about the TIP criteria procedures committee. Who has ultimate authority of documents?
Answer: The provost and oversight of college criteria. Eligibility review committee by Senate. Need information on voting on committees in colleges.

Apportionment issue: College-given criteria can apportion between nominal and ad hoc group. Total to any one college set but college can determine how many they give in each group. Committee members discussed over time. Objection that in some departments there will be disproportion because some departments have such small teaching loads. Would be better if College can determine number of ad hoc?

Question asked why all the titles are used (schools, departments). To reflect all possible titles for the academic unit. Traditionally about 65% of all faculty are eligible to apply each year. Materials which evaluate teaching must go beyond SPoI. Delete 10 % phrase. (In part B). Need college selection committee statement and how to vote on them. Criteria 5 (c) does already give ability to shift if not enough qualified candidates are found in a category.

Institutional research office did get data about eligibility and what caused faculty to drop out of eligibility. Final authority of who gets awards – provost and president's role. Punctuation corrections need to be made. The next meeting of the subcommittee will take place in Phillips Hall, Room 406I on March 1st at 11 AM. If only allocate 10% in the ad hoc category, it will discourage faculty from applying. Reallocation of awards in section 5 (c).

Contract says will not be rolled over so does that need or to be omitted consistent with contract. Contract says it will go into general wage increase pool for that year. Current contract does not allow roll over as included in the revised criteria. Suggested we leave this in to give sense of the Senate as to awards consistent with the role of the Faculty Senate. Rollover is not related to those who retire. It is only if not all awards given. If someone retires the award comes back to be awarded the next year. Please communicate with Ida Cook or other committee members with comments.

New Business

Proposed move of Liberal Studies program to Office of Undergraduate Studies.

Background: Dr. Schell informed the Senate that The Office of Undergraduate Studies was original home of Liberal Studies. When Office of Undergraduate Studies was abolished, the Liberal Studies program was moved to College of Arts and Sciences. With recent changes in CAS, we now see the value of moving it back to Office of Undergraduate Studies since it is reflective of many colleges. Dr. Schell is bringing this issue here in consulting mode. Interested in questions and discussion.

What is rationale for gauging the number of students for criteria for where program is housed? There are no budget implications for any college in this move. All credit hours go to the college of faculty teaching the course taking by students in Liberal Studies. Only two GIS courses are taught in Liberal Studies. Desire is to have those courses based in a Department or School and therefore in a college. What is the role of Advisory Council for Undergraduate Studies? This is not the council. It is an Advisory Council for Liberal Studies. Their function will not change. Details of administration not determined.

Dr. Koons raised the point that the issue of degree granting programs not in colleges has been addressed in past. Is that going to happen here? We would have a degree granting program in a college

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and missed that level of administration and supervision. Bachelor of Applied Science is also in Office of Undergraduate Studies. Office of Undergraduate Studies has a council which meets regularly and would continue to do that for liberal studies. Group with associate deans from all colleges would look at any new tracks.

Question rose about interdisciplinary studies groups remain in college of Arts and Humanities. Will be under the dean in that college. Initial concern with programs not in colleges was also a concern with faculty. There are no faculty in this entity.

There was an AS/BS program in Photography with faculty which was related to Liberal Studies. This program has been moved to College of Arts and Humanities. Faculty were housed in art department. Other individual faculty do have clear home in a department. What about graduate program in Liberal Studies. That will go to Office of Graduate Studies. It was suggested that most of courses in sciences should be housed in College of Science.

Question rose about why the Office of Undergraduate Studies was abolished in past. It was in response to SDES and thought that Office of Undergraduate Studies was redundant. It lacked academic integrity and rigor. This was corrected by move to a college where curriculum addressed as part of the work of the college. It had an academic committee and accommodated minors and concentrations. The masters' degree grew out of these efforts. Colleges gave the program academic respectability. Because the program is made up of minors and concentrations in departments, it will give the program overview.

Liberal studies does generate dollars via Pegasus model which looks at number of majors as well as enrollees. The college that has these students will get this money. If in Undergraduate Studies, the cost of salaries in the office to monitor this far exceeds income per major.

Office of liberal studies was interdisciplinary work in addition to simple liberal studies. Data based on intents to graduate. Have an N of 372 on which the data presented was based. It is not clear how percentages per colleges are determined. It reflects coursework done in major degree. Initial suggestions were to go to the new College of Arts and Humanities. But, then Dr. Schell came to realize that the students are from many areas. Ran the data and found this to be true.

Dean Siedel commented that this was a done deal. It was a broad discussion. Some in the sciences were concerned about some of the sciences based programs being reviewed by College of Arts and Humanities in the past.

Provost Hickey commented that when this came to his office it came from the Liberal Studies advisory office and the data supported the proposals to place it out of any one college. It could go to the college where most students host the program. Question: Would this mean that the program would be moved as the average change over time. Provost commented that his office did not go looking for this program. The program came to the Provost Office. Drs. Schell and Bishop will provide administrative home. Academic home is departments of majors and concentrations where the courses are housed.

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It will go to the advising program of liberal and interdisciplinary studies in a fixed location. If a decision is made to do this, there will be a home for liberal studies in space on 3rd floor of classroom building (CL).

Discussion: Another strong program with no faculty and that is Honors. Could this program be placed in the honors college? Yes, this was considered because there was a feeling these are very different programs. Both have the same issues in getting instructors to teach in some of the programs in the college. Addressing this in a way of purchasing instruction for Honors College. Have talked about using a similar model for Liberal Studies and interdisciplinary studies program. There is a need to provide the director with means to implement program.

Dr. Cook asked for additional information with better data about where most of courses are taken not just intent to graduate. Students need to have a sense of a home. If and when any faculty hired for this program, the Senate needs to be informed. Dr. Schell said that if that happens, he will come to the Senate. No intent to hire faculty to this program just as there are none hired to honors college program faculty. Provost Hickey stated agreement with this statement. This concluded discussion on this topic.

STANDING COMMITTEE REPORTS

- **Budget & Administrative** – Dr. Charles Kelliher
Will report on Feb 23rd.
- **Graduate Council** – Dr. Stephen Goodman
Will report on Feb 23rd.
 - **Policy and Procedures Subcommittee** (chaired by Stephen Goodman)
No report
 - **Graduate Curriculum Subcommittee** (chaired by Ram Mohapatra)
No report
 - **Graduate Appeals Subcommittee** (chaired by Jana Jasinski)
No report
- **Personnel** – Dr. Jeff Kaplan
Dr. Kaplan presented a resolution from the committee on Travel Reimbursement. He read as follows. The resolution was unanimously approved.

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.
- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington

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Will present at next meeting.

Other

NONE

ADJOURNED

Because of time of day, it was suggested by Dr. Chopra that the Senate recess after this discussion and continue with the rest of agenda next week. Motion made seconded and approved. The meeting recessed at or around 6:30 pm.

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*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.*



Dr. Lin Huff-Corzine

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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.

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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.](#)

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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