

Faculty Senate Meeting
Minutes of
February 16, 2012

Faculty Senate Vice Chair Robert Pennington called the meeting to order at 4:06 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of January 26, 2012 was made and seconded. Motion carried.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost, Academic Affairs
John Weishampel, Biology and Faculty Fellow, Academic Affairs
David Kuhn, Faculty Development, Faculty Affairs
Lyman Brodie, Interim Director, Faculty Affairs
Joel Hartman, Vice Provost, Information Technologies and Resources

REPORT OF THE PROVOST

Provost Tony Waldrop discussed some administrative issues currently pertaining to the budget. He reported that the state House and Senate have proposed budgets that differ greatly in terms of higher education, but both contain significant cuts for universities. He mentioned that the UCF administration is working to represent our needs to the legislature, but has decided not to be as public and vocal about the budget at this time. Other state universities are being more publicly vocal about the prospective cuts.

Waldrop reported that the search committee for the dean of Graduate Studies has been formed. Marwan Simaan, dean of the College of Engineering Computer Sciences, is chairing that committee.

OLD BUSINESS

Electronic Promotion and Tenure files update

Faculty volunteers have been pilot testing the electronic promotion and tenure (EP&T) system. Lyman Brodie, Interim Director of Faculty Affairs, discussed progress on this and said the process is currently undergoing streamlining and improvement. He announced that for the 2012-2013 College of Sciences candidates only, the first book of the promotion and tenure dossier will be submitted electronically. All other colleges will continue to use the old system of paper-based documentation. To use the EP&T system, faculty must log in through the MyUCF website, so all of the documents uploaded will be secure and password protected. Candidates using the EP&T system will have support from the Faculty Center for Teaching and Learning and the Faculty Multimedia Center. Workshops will be scheduled beginning this semester for all of those using the new system, candidates and reviewers.

Change to the *Bylaws of the Faculty Constitution*: Second reading of Resolution 2011-2012-4
Guidelines for Staffing Joint Committees and Councils

The second reading of the resolution was made per the bylaws. Pennington announced that modifications can be made at this time. He opened the floor for discussion. None followed. As it had been approved at the last meeting and no changes were made, it did not require a vote. The change will adopted as part of the bylaws.

Change to the *Bylaws of the Faculty Constitution*: Second reading of Resolution 2011-2012-5
Calling Meetings of Joint Committees and Councils

The second reading of the resolution was made per the bylaws. Pennington opened the floor for discussion. None followed. As it had been approved at the last meeting and no changes were made, it did not require a vote. The change will adopted as part of the bylaws.

Student Perception of Instruction Update

Pennington reported that, due to a hardware failure, Computer Services was delayed in completing the programming to analyze the data from the pilot test of the new Student Perception of Instruction (SPoI). The Steering Committee felt that there was no need for another trial set of data at this juncture. If a second set is recommended after the pilot data has been analyzed, another pilot can be scheduled for summer.

Senators raised concern about the low response rates for the online SPoI. Joel Hartman, Vice Provost for Information Technologies and Resources, provided statistical data on the response rates of the traditional paper-based SPoI versus the online SPoI. He stated that the response rates were roughly comparable, and noted that the response rates for the online SPoI were consistently slightly higher than the paper-based SPoI. Several senators stated that those numbers do not reflect their experiences. Waldrop said that they will look at the response rates for different units.

A question was raised about the time period that students have to take the SPoI, and whether it could be extended. Pennington stated that he will take the issue back to the Steering Committee, which will bring forth a resolution at the next Senate meeting.

OTHER BUSINESS

Pennington announced that Senate elections should be underway; all colleges should be holding elections for open Senate positions for next year.

COMMITTEE REPORTS

Budget and Administrative Committee – Michael Moshell

The committee met and will be sending forward an issue to Steering.

Personnel Committee – Mason Cash (for Niels da Vitoria Lobo)

The committee is looking at several issues regarding emeritus status, including the whether the current criteria are too specific to research and to what extent service elements should be considered.

Parking Advisory Committee – *Cory Watkins*

The committee is working on a carpooling policy and should have a draft for their meeting next week.

Undergraduate Council – *Kelly Allred*

The meeting was cancelled this month because there were no agenda items.

Graduate Council – *Jim Moharam*

Detailed activities of Graduate Council Committees (meeting schedule, agenda, and minutes) are available at <http://www.graduatecouncil.ucf.edu/>.

Appeals Committee met once on 2/9. Next meeting is scheduled for 3/1.

Curriculum Committee met once on 2/6. Next meeting is scheduled for 2/20.

Program Review and Awards Committee met once on 1/27. Next meeting is scheduled 3/2.

- A proposal for the Ph.D. degree in Criminal Justice was not approved.

Policy Committee met once on 2/8. Next meeting is scheduled for 2/22.

- A final draft of the revisions to the Graduate Faculty Policy will be voted on in the next meeting.
- The revised policy is expected to be presented to the faculty Senate next meeting.

ADA Compliance and Technology (ad hoc) – *Lisa Mills*

The committee has not met.

ADJOURNMENT

Meeting adjourned at 4:51 p.m.

Graduate Council Report December/January 2011

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Resolution 2011-2012-4 Guidelines for Staffing Joint Committees and Councils

Whereas, it is important to ensure that the responsibilities of Faculty Senate committee representatives are clear, and

Whereas, the identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean, and

Whereas, the process whereby the members of the Committee on Committee and college dean's representatives interact in identifying nominees to joint university committees and council should be clear,

Be It Resolved, that the *Bylaws* of the *Faculty Constitution* be amended as follows:

Bylaws Section VI.A.5.a

a. Committee on Committees.

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

- i. To solicit committee preferences from senators for membership on the committees of the Senate and to review and recommend committee membership.
- ii. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - a. The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - b. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - c. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.

- iii. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.
- iv. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

Approved by the Faculty Senate on February 16, 2012.

Resolution 2011-2012-5 Calling Meetings of Joint Committees and Councils

Whereas, it is important to ensure that the meetings of all joint committees and councils be scheduled in a timely manner, and

Whereas, it is currently unclear who is responsible for calling the meetings,

Be It Resolved, that the *Bylaws* of the *Faculty Constitution* be amended as follows:

SECTION VIII. Joint Committees and Councils

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils will hold meetings at least once a semester during the regular academic year. The first meeting of the academic year will be held upon the call of the administrator(s) to whom the committee reports. Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the second month in the semester, the Faculty Senate chair will, upon the request of any member of the committee, arrange for a meeting location and time, and notify members. No action can be taken at committee meetings unless a majority of the voting membership is present.

Approved by the Faculty Senate on February 16, 2012.