

MEMORANDUM

Date: January 31, 2012
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on February 2, 2012**

Meeting Date: Thursday, February 2, 2012
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of January 5, 2012**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - Appointment of a selections committee for the University Excellence in Professional Service Awards
 - Strategic Planning Council update
7. **New Business**
 - Senate agenda item: Comparison of SPol response rates
8. **Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Reid Oetjen*
 - Personnel Committee – *H.G. Parsa*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
January 5, 2012

Ida Cook, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 1, 2011 was made and seconded. Motion carried.
Motion to approve the minutes of December 1, 2011 was made and seconded. Motion carried.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost, Academic Affairs
Michael Deichen, Director of Health Services
Maribeth Ehasz, Vice President, Student Development and Enrollment Services
Thomas Hall, Director, Alcohol and Other Drug Prevention Programming
Patricia MacKown, Associate Vice President, Student Development and Enrollment Services
Max Poole, Senior Associate Dean, College of Graduate Studies
Mary Schmidt-Owens, Coordinator of Management Analysis, Health Services
Michael Stern, Associate Dean, College of Graduate Studies
Elliot Vittes, Interim Vice-Provost and Dean of Undergraduate Studies

REPORT OF THE PROVOST

Diane Chase, Executive Vice Provost of Academic Affairs, reported the following:

- Provost Tony Waldrop couldn't attend because he was in Atlanta for the Athletic Director search. They are hoping to make the decision very soon.
- The Student Perception of Instruction (SPoI) results are back, and they are looking at the test questions from the pilot SPoI. The regular SPoI results have gone to the colleges.
- Another test of the electronic Promotion and Tenure system is scheduled for next week.
- UCF President John C. Hitt has been invited to speak before the Florida legislature in January.

OLD BUSINESS

Joint report on Academic Integrity initiative – UPCC and Graduate Policy Committee

During the fall semester, the Undergraduate Policy and Curriculum Committee (UPCC) and the Graduate Policy Committee (GPC) made recommendations for revisions to the proposed procedures for academic misconduct. Kelly Allred and Jim Moharam, chairs of the UPCC and GPC, respectively, met to discuss and reconcile the reports and recommendations. Elliot Vittes, Interim Vice-Provost and Dean of Undergraduate Studies, and Michael Stern, Associate Dean of College of Graduate Studies, were also in attendance. The final recommendations incorporate the recommendations from both committee and take into account the concerns earlier expressed by Maribeth Ehasz, Vice President of Student Development and Enrollment Services.

The UPCC and GPC focused on the involvement of the faculty and department. They tried to separate academic misconduct sanctions from course sanctions, and tried to streamline the process to encourage faculty to get involved. Both committees felt strongly that the definitions of

the infractions in the Golden Rule are very difficult to comprehend, and that a knowledgeable group should work to simplify and clarify the definitions. The definitions of the infractions should be re-written before the new policy is implemented.

Ehasz thanked both committees for their work. She explained that they must use the same nomenclature on the form as they do in the Golden Rule. She expressed a willingness to have a small committee begin revising the definitions of the infractions, but cautioned that the process might take several months. Patricia MacKown, Associate Vice President of Student Development and Enrollment Services, asked who should determine the course of action when the chair and faculty member differ on whether to submit the complaint. The committee agreed that it was the faculty member's right to do so. MacKown noted that currently, the form must be forwarded to the Office of Student Conduct from the department chair. The committee suggested that the form should come from the faculty member, with a signature from the chair that verifies that he or she has been informed. The chair should not be indicating approval or disapproval. The committee also suggested that there should be a record of when the student declined to sign the form.

Cook complimented all involved in developing the new policy and procedures. The committee agreed to add a report from the UPCC and GPC to the January Senate agenda as an informational item.

NEW BUSINESS

Non-Smoking Policy

The committee agreed to amend the agenda to address the non-smoking policy as the next order of business.

Michael Deichen, Director of Health Services, provided an overview of the initiative that aims to make the campus smoke free in fall 2012. More than 500 colleges have to date become smoke free. The program will be non-punitive, and aims to create a change in the social norm on campus. Thomas Hall, Director of Alcohol and Other Drug Prevention Programming, will be working with the smoking cessation programs for faculty and staff. Mary Schmidt-Owens, Coordinator of Management Analysis, Health Services, explained how the policy has been developed and reviewed the tentative timeline for implementation. Orange County was recently given a grant to support smoking prevention and cessation, and UCF will be receiving part of those funds. A suggestion was made that, given the controlled burns on campus, the initiative should be titled "Smoking Free", rather than "Smoke Free". Ehasz clarified that the policy and its title have not yet been approved; there is still time to make changes before the policy goes before the Board of Trustees in the spring.

Cook suggested that the Senate create a resolution endorsing the policy. A question was raised about why UCF is only prohibiting smoking, as opposed to all tobacco. Hall explained that it can be a bigger battle to ban all tobacco, as some forms of tobacco do not infringe on the health of others. Motion made to create a resolution endorsing the policy. Motion seconded and carried. Ehasz volunteered to craft a draft of the resolution to be shared with Steering.

OLD BUSINESS (continued)

Strategic Planning Council report

Cook reported that the Strategic Planning Council has met. The council formed two subcommittees, the Visions and Goals committee and the Imperatives and Initiatives committee. The work done by each subcommittee will ultimately be voted on by the entire council before changes are incorporated into the plan.

Cook passed out a document containing the imperatives and initiatives her subcommittee is working on, and requested feedback on whether to add, omit, or amend the items included. She will be emailing the document and request for feedback to all of the senators. She noted that, while she will be sharing the feedback she receives with the committee, the request was from her alone; she was not asking on behalf of the committee. Cook encouraged the senators to share the document and request for feedback with their colleagues.

A senator noted that the plan currently does not include any reference the size of the student body. As that impacts many areas of the university, it should not be possible to plan strategically without taking that into account. A senator commented that the plan does not identify strengths, weaknesses, or threats, and those issues should be fundamental to strategic planning.

NEW BUSINESS (continued)

Appointment of a selections committee for the University Excellence in Professional Service Awards

Three steering committee members plus the Senate chair serve as the selections committee for the University Excellence in Professional Service Awards. The Steering committee agreed to defer the appointment of the selections committee until the February Steering meeting, as more members will be in attendance.

Joint Committees and Committees on Committees language in Constitution

Cook provided an overview of the function of the Committee on Committees. Current practice in staffing joint committees does not always reflect the spirit of the Constitution. She proposed that the Senate clarify the language in the Constitution to clarify the roles of the college deans and the Committee on Committees members. The committee agreed to bring the issue forward to the Senate with proposed revisions to the language in the Constitution.

Cook noted that there has been some confusion regarding who is responsible for calling meetings of joint committees and councils. The committee agreed to bring the issue forward to the Senate with proposed revisions to the language in the Constitution.

Cook noted that, for some of the joint committees and councils, the voting status of the members is not designated in the Constitution. This is not currently an issue, but may need to be examined at a future date.

OTHER BUSINESS

Cook reported that the Libraries has recently implemented a new search engine which will allow users to search across all databases at once. She asked the committee if a representative from the Libraries should be invited to demonstrate the new system at the Senate meeting. The senator from the Libraries noted that the system is being rolled out slowly, and the full rollout won't take

place until summer. The committee agreed to defer a Senate presentation until it is closer to the full rollout.

COMMITTEE REPORTS

Budget and Administrative Committee – *Arlen Chase*

Nothing to report.

Graduate Council – *Jim Moharam*

The committees have been continuing with their normal work. The Policy committee is still looking at the issues regarding graduate faculty status.

Parking Advisory Committee – *Reid Oetjen*

As Oetjen was not present, there was no report.

Personnel Committee – *Arlen Chase*

Nothing to report.

Undergraduate Council – *Kelly Allred*

Nothing to report.

Cook reported that the ad hoc ADA Compliance and Technology (ACT) Committee have been meeting. They are working with disability services and distributed learning to gather information. She also reported that the Information Technology Resource Advisory Committee has been meeting, with good participation from the colleges' representatives.

ADJOURNMENT

Motion to adjourn was made and seconded. The committee adjourned at 5:17 p.m.