

# MEMORANDUM

**Date:** February 18, 2010  
**TO:** All Faculty Senate Members  
**FROM:** Ida Cook  
Chair, Faculty Senate  
**SUBJECT:** **Faculty Senate Meeting on February 25, 2010**

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Meeting Date: Thursday, February 25, 2010  
Meeting Time: 4:00-6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *November 19, 2009***
4. **Announcements and Recognition of Guests**
  - Provost's Update
  - Approval of Resolution 2009-2010-1 Promotion Streams for Instructors/Lecturers
5. **Old Business**

None.
6. **New Business**
  - Online Library Resources – *Athena Hoeppe*
  - Revised Graduate Credit Policies (*from the Graduate Council*)
    - ◆ Transfer Credit Policy
    - ◆ Dual Degree Shared Credit Policy
7. **Standing Committee Reports**
  - Budget and Administrative Committee – *Annette Khaled*
  - Graduate Council – *Jim Moharam*
  - Personnel Committee – *Kevin Haran*
  - UPCC – *Jill Fjelstul*
8. **Adjournment**

**Faculty Senate Meeting  
Minutes of  
November 19, 2009**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures. The minutes of October 29 were approved as recorded. Dr. Cook reminded senators to check the online attendance roll and contact the Senate office with any corrections.

**RECOGNITION OF GUESTS**

Richard Beary, Diane Chase, Elizabeth Hale, Joel Hartman, Lin Huff-Corzine, Jeff Morgan, Alison Morrison-Shetlar, José Vázquez, Lisa Wayte, George Gordon Worley, Michael Zelanés.

**ANNOUNCEMENTS**

Provost's Update

Today, the Board of Trustees (BOT) approved eliminating the one-time money from the budget over a five year period rather than the previously mandated two year period. Under this plan, UCF will utilize institutional reserves to maintain the budget until tuition makes up the hole left in the budget by the one-time money. It is estimated that, with the anticipated growth in tuition revenues, it will take seven years to recover the \$77 million that was cut from the recurring budget. UCF could absorb up to an additional 4% budget cut from the State. As a result of the enrollment growth this year there will be a second allocation to budgets before the December commencement. Distribution of funds will be directly based on student credit hours. Colleges will keep 65% of tuition revenue, 25% will be kept for administration, and 10% will be kept for investments, mainly in undergraduate education.

Dr. Cook offered a reminder that Commencement is approaching and encouraged faculty to attend.

**OLD BUSINESS**

College of Medicine TIP, RIA, and SoTL

Dr. Cook reported that the Steering Committee approved the College of Medicine's TIP, RIA, and SOTL documents.

Online Student Perception of Instruction – *Joel Hartman and Elizabeth Hale*

Effective this semester (fall 2009), all Student Perception of Instruction (SPoI) will be conducted online. A handout showing the online process was distributed. The SPoI will go live on Monday (11/23) at 8:00 a.m. and will close on December 7. Instructions for completing SPoI will go out to students by email on Monday. Instructions will also be displayed in MyUCF, as will reminders for students to complete the SPoI. Once submitted, the SPoI cannot be edited by student. Results will be sent to the colleges for distribution to the faculty in January 2010. Data will be sent to the colleges electronically so that statistics can be computed by colleges as they desire. Reports will be richer in statistical feedback information. Faculty should contact the Service Desk if they encounter any problems with the online system.

**NEW BUSINESS**

Emergency Management Plan & Recent Bomb Threat – *Jeff Morgan and Richard Beary*

Jeff Morgan, Coordinator of Emergency Management, discussed the Emergency Management for Higher Education (EMHE) Grant and the UCF Emergency Alert system. UCF

was awarded the \$475 thousand EMHE grant, which covers an 18 month period and will allow UCF to upgrade its emergency management in terms of plans, and training, and the establishment of a campus emergency response team. Mr. Morgan provided an overview of the various components of the UCF Alert System. An emergency guide has been developed and will be placed in key locations on campus.

Richard Beary, Chief of Police, discussed the bomb threat incident that occurred in the Classroom building last week. He provided a timeline of events and discussed the logistical response and the information disseminated to the community. The affected building was evacuated, a bomb sweep was carried out, and the buildings were cleared to be re-entered within an hour after the incident. Fire alarms were not set off during the bomb scare in order to avoid creating panic, activating the device, and distracting the bomb sniffing dog. Text messages went out campus-wide regarding closure of Parking Garage III once the bomb sniffing dog alerted on the suspect's car. Faculty should not release classes unless specifically told to do so by police or emergency managers.

#### Resolution from Personnel

Kevin Haran, Chair of the Personnel Committee, read aloud Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers. Discussion followed. Friendly amendments were made clarifying the language, as indicated below. The vote was called and the motion carried with all friendly amendments in place.

#### **Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers**

**Whereas**, instructors and lecturers are actively engaged in teaching at UCF, and  
**Whereas**, instructors and lecturers are integral parts of many UCF departments, and  
**Whereas**, instructors and lecturers currently have no formal promotion stream at the university, and  
**Whereas**, instructors and lecturers should have incentives to excel, and  
**Whereas**, at least five other universities in Florida and many others nationwide have created promotions streams for instructors and lecturers, and  
**Whereas**, such promotions would make UCF competitive for the highest quality educators, and  
Recognizing that this resolution will need to be bargained between the UFF and the UCF **administration Board of Trustees**,  
**Be It Resolved**, that the UCF Faculty Senate recommends that the UCF administration develop policy and procedures giving all full-time instructors and lecturers an opportunity for advancement. Promotion could be in the form of a title change (EX: Lecturer to Instructor) or via a "career ladder" with levels within a given title (EX: Senior Lecturer, Master Lecturer, Level 1 Instructor, Level 2 Instructor) and **should** be accompanied by an appropriate salary increase.

#### STANDING COMMITTEE REPORTS

Budget and Administrative Committee – *Ida Cook on behalf of Annette Khaled*

No report.

#### Graduate Council

The Appeals and Awards Committee met twice and reviewed approximately 20 student petitions per meeting.

The Curriculum Committee met twice and acted on the following course action and special topics requests: review of Music split classes; curriculum revisions to the MA Clinical Psychology program; review of Graduate Equipment Fee Requests; review of Material and Supplies Fee requests; addition of an American Humanics option to the Master of Nonprofit Management; course revision to the Emergency Management and Homeland Security certificate; course revisions to the Medical-Speech Language Pathology certificate; deletion of the Multicultural/Multilingual Speech-Language certificate; course deletion to the Corrections Leadership Certificate ; course revision to the Criminal Justice Master's Professional track.

The Policy Committee met twice. The committee approved recommendation for revisions to the Faculty Senate Constitution to transfer the Awards review and selection responsibilities from the Graduate Appeals and Awards Committee to the Graduate Program Review Committee and to revise the committee names accordingly. The committee approved a revision to the credit transfer policy.

The Program Review Committee met once and discussed the process to review graduate faculty credentials for reappointment.

#### Personnel Committee

The committee developed the resolution discussed above.

#### Undergraduate Policy and Curriculum Committee

The following were approved: *B.A. in French*: 1 class moved from elective to requirement; *B.S. in Photography*: Name changes in course titles, additions/deletions to upper division required courses, change from 39 to 42 required credits; *Cognitive Sciences Minor*: Added 2 philosophy courses to the foundation offerings, increased required credit hours from 10 to 12; *Art-Studio Minor*: Addition of portfolio review class to required courses; *B.A. in Digital Media*: Revision to program description, removed courses from Visual Language Core due to approval of new track in Emerging Media; *Addition of the Studio Art Track and the Emerging Media Track*. Program description changes and additions/deletions of courses; *B.A. in English – Creative Writing Major*: Eliminated 1 course and added "required gateway course in creative writing"; "Required gateway course in creative writing" added for *B.A. in English: Literature Major*, *Technical Communication Major*, *Creative Writing Minor*, and *Writing Minor*; Reduced language science curriculum from 10 to 8 credit hours and increased electives from 6 to 9 credit hours for *B.A./B.S. in Communication Science and Disorders* and *Communication Science and Disorders Accelerated Undergraduate-Graduate Program*; *Communication Science and Disorders Minor* reduced the language science curriculum from 10 to 8 credit hours and changed from a 24 hour minor to a 22 hour minor; *Communication Science and Disorders Certificate* reduced the language science curriculum from 10 to 8 hours and changed from a 13 hour certificate to an 11 hour certificate; *B.A. in Journalism* removed requirement that students specialize in 1 of the 3 tracks; *B.S. in Statistics* added and deleted courses, changing the credit hours from 51 to 47 credits.

#### **OTHER BUSINESS**

Dr. Cook reported that:

- The University Parking Committee has a meeting with the other (non-Senate) parking committee.
- Reporting Committee membership lists are being posted.
- Constitutional revisions are underway. There may be a special meeting in January to discuss changes to the constitution.

#### **ADJOURNMENT**

Motion to adjourn made and seconded. Meeting adjourned 5:35 P.M.