

*Faculty Senate Meeting  
February 28, 2008*

*Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of January 17 and 31, 2008 were approved as recorded by unanimous vote.*

**Recognition of Guests**

Drs. Huff-Corzine, Dulniak, Dr. Michael Stern, Graduate Studies

**Announcements**

Dr. Chopra welcomed Lisa Sklar to the Faculty Senate as Administrative Assistant.

Update on Florida State Legislature - Dr. Chopra reporting

Legislators are discussing a proposed constitutional amendment that would alter the current BOG structure to become an administrative body with a reduction in members and an elected Education Commissioner.

**Old Business**

Amendment to FS Resolution 2007-08-2 ETD Dissemination Policy; Scope of Resolution - Graduate Studies, FS Resolution 0708-2-R - Dr. Liberman reporting

*Resolution 2007-2008-02 ETD Dissemination Policy **withdrawn 2.28.2008**  
Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and*

*Whereas, the university is mindful of protecting the rights of our students with regard to their original work,*

*Be it resolved, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation*

- Immediate worldwide dissemination with no restrictions.*
- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.*
- Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of*
  - o \_\_\_one year*
  - o \_\_\_three years*

- o \_\_\_five years
- Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
  - o \_\_\_one year
  - o \_\_\_three years
  - o \_\_\_five years

The Resolution is presented today following committee revisions to address previous concerns of faculty. As discussion continued on the resolution, there was confusion regarding the current library policy regarding electronic storage of the thesis/dissertation works that are delayed from public dissemination.

**ACTION:** The resolution was withdrawn by Dr. Liberman pending further clarification of policy. Dr. Chopra will invite the library administration officials to the next Faculty Senate Steering Committee meeting.

Revised Resolution from Personnel Committee on Appointment and Evaluation of School Directors and Department Chairs, FS 07-08-5 - Dr. Chakrabarti reporting

*Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs*  
 (From Personnel Committee) *includes friendly amendments 2.28.2008*

*Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,*

*Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.*

*All schools/departments must have an appointed director/department chair.*

*Service Eligibility*

*A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except in rare occasions, college deans, associate deans, and assistant deans should not serve as directors/department chairs. Where an outside faculty member is considered for director/department chair, customary academic search procedures should be followed.*

*Appointment*

*Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for*

*director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured and tenure-track faculty but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.*

#### Review & Reappointment

*The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.*

Dr. Chakrabarti presented the resolution. The resolution was restructured in to three separate categories: service eligibility; appointment; and review & appointment. He reviewed that the revision was to clarify language with rephrasing and that the title of school director was not in the original document.

Friendly amendments were offered:

- In the first whereas statement, change to read as, "the University of Central Florida seeks to sustain growth, productivity and excellence in education and research."
- Under Review & Appointment, first sentence insert the word "whom" in the second sentence to read as, "Department/school faculty and others whom the dean deems appropriate will conduct the review."
- Under Review & Appointment, last sentence change to read as, "The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review."

The vote was called and the resolution with the friendly amendments was unanimously approved.

#### Update on Constitution - Dr. Cook reporting

Dr. Cook reviewed the recommended changes from the Graduate Council; of note, in the Faculty Constitution on page 14 of 31, the process is clearly outlined that after the Graduate Council makes recommendations, there is an administrative review. The vote was called for approval of the revised amended constitution - vote was unanimous approval.

**ACTION:** Dr. Chopra will send forth the document to Faculty. Dr. Chopra advised the colleges/ departments can hold provisional senator elections; then await the Faculty Assembly vote on adopting the revised Faculty Constitution. Dr. Chopra will notify the colleges this week.

## New Business

### Provost's update - Provost Hickey reporting

Provost Hickey announced the renaming of the Department of Civil and Environmental Engineering to the **Department of Civil, Environmental, and Construction Engineering**.

Budget update: There are two important data points that translate to no additional budget cuts for this academic year:

- Conditional cuts this fiscal year in spring - in the previous update, cash disbursements were reduced and at this time, the House and Senate higher education budget committees have aligned around a smaller reduction.
- Last fall, the legislators allotted nonrecurring money, however \$1.6 million in nonrecurring funds will not be given this spring. The \$3.6 left in the pool will be used to meet the \$3.6 deficit for this spring.

The next issue regarding the budget is from July forward. It will be late April or early May before UCF will know the 2008-2009 funding. All indications are that the cuts in the next fiscal year will range from 4-10%. UCF will escrow another 2% (\$5.4 million) with the \$6 million still in reserve. A 4% reduction will be a cut of \$10 million, which UCF could absorb with the escrow account. There is hope that higher education funding will be spared some of the cuts in the coming year. The next revenue estimating conference is scheduled in June. There were no questions of Dr. Hickey today.

### Cellular Telephone Acquisition and Use Policy - Dr. Chopra reporting

Review of the policy and a reminder that phone means voice and data; this is an IRS policy that applies state-wide.

### Resolution FS 2007-08-6 Budget Management- Dr. Cook reporting

#### *Resolution 2007-08-06 Budget Management Faculty Senate Steering Committee*

*Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and*

*Whereas, the University of Central Florida has one of the worst student faculty ratios in the nation, and*

*Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and*

*Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,*

*Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.*

*Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of Central Florida through, amongst other things, the use of future funds obtained from increases in tuition and differential tuition.*

#### Online Grading Update - Dr. Dulniak reporting

The pilot test was successful. Feedback was incorporated into the planned roll out scheduled for this spring. Faculty, on an individual basis, can submit grades via online; paper rosters will still be available this spring. Dr. Dulniak anticipates that the Incomplete Grade Form will be available online by summer semester, thus eliminating the paper format. Dr. Dulniak announced that FCTL will assist with training of faculty. Fall 2008 is the target goal for full online grading. At present, WebCT and PeopleSoft do not link thus there is no availability of importing grades from WebCT. Faculty must submit the grades to the system, not graduate assistants. Attendance data must still be submitted for grades of F, I or U.

**ACTION:** Dr. Chopra will request training sessions with ample notice for faculty to attend and learn about the procedure.

#### **Standing Committee Reports**

##### Budget and Administrative Committee - Dr. Belfield reporting

The committee met to discuss and rank the undergraduate equipment requests and forwarded recommendations to Dr. Schell. This year is probably the last time that these monies will be available as there are now more equipment fees at the program level.

##### Graduate Council Committee - Dr. Liberman reporting

The committee is working on two proposed policy statements - one with use of title of emeritus and regarding visiting faculty qualifications and utilization of services for assignments. The next meeting is scheduled in the first week of March.

The Graduate Council Curriculum Subcommittee has met twice since the last Senate meeting to approve two new graduate certificate programs: Systems Engineering, ECS, and Software Engineering for Web-Based Application, ECS. Revisions to the Urban Education graduate certificate program were approved. Revisions in five existing masters programs were approved: Criminal Justice, track additions and curriculum revisions; Health Services Administration track, curriculum revision; Physical Education, name change and multi-track creation; English Technical Writing track, name change and curriculum revision; and Curriculum and Instruction, name change and curriculum revision. The subcommittee approved the deactivation of the doctoral program in MIS. Multiple course action requests were reviewed. The next meeting of the Curriculum Subcommittee will be held on March 5, 2008.

Personnel Committee - Dr. Chakrabarti reporting

The committee continues to work on revision of the Promotion & Tenure document. Paul Newman from HR will meet with the committee regarding retirement options. The next meeting is scheduled for March 4, 2008.

UPCC - Dr. Pennington reporting

The Undergraduate committee met on Feb 12<sup>th</sup> and adopted a new policy and procedure for sending items to the committee. The next meeting is scheduled on April 8<sup>th</sup> - the deadline for submissions is three weeks prior to the meeting date.

**Other Business**

No additional business today.

**Adjournment**

Meeting adjourned at 5:24 p.m.

## **Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs**

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*Approved by the Faculty Senate on February 28, 2008.*

**Resolution 2007-08-06 Budget Management  
Faculty Senate Steering Committee**

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**Whereas**, the University of Central Florida has one of the worst student faculty ratios in the nation, and

**Whereas**, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

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