

MEMORANDUM

Date: January 28, 2011
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on February 3, 2011**

Meeting Date: Thursday, February 3, 2011
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 6, 2011***
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**
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6. **New Business**
 - Appointment of a selections committee for the University Excellence in Professional Service Awards
 - Provost's discussion items
 - Committee service
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Stephen Goodman*
 - Personnel Committee – *Jeffrey Kaplan*
 - Undergraduate Policy and Curriculum Committee – *Marie Léticée*
8. **Other Business**
9. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
January 6, 2011

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

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost, Academic Affairs
Kevin Haran, Assistant Professor and Personnel Committee Chair
Tom Cavanagh, Assistant Vice President, Center for Distributed Learning
Linda Futch, Associate Department Head, Instructional Design

ANNOUNCEMENTS

Provost's Update

Provost Waldrop was not able to attend the meeting. Dr. D. Chase had nothing to report on his behalf.

MINUTES

Motion to approve the minutes of November 4, 2010 was made, seconded and carried. The minutes were approved as recorded.

OLD BUSINESS

None.

NEW BUSINESS

Resolution from Personnel Committee – Kevin Haran

Kevin Haran, chair of the Personnel Committee, presented *Resolution 2010-2011-2 Revision of Regulation 3.001, Non Discrimination; Affirmative Action Programs*. At the November Personnel Committee meeting the committee reviewed the Board of Trustees' revision to UCF Regulation 3.001. The revision added gender identity and gender expression to the university's nondiscrimination policy. The Personnel Committee unanimously agreed to recommend that the Senate endorse this change.

A brief discussion followed. A friendly amendment was made to replace the phrase "UCF faculty endorses" with "UCF Faculty Senate endorses" in the "Be it resolved" clause. Friendly amendment accepted.

Motion made to add the resolution to the January 20 Senate agenda. Motion seconded and carried with unanimous support from the Steering Committee.

**Resolution 2010-2011-2 Revision of Regulation 3.001, Non Discrimination; Affirmative
Action Programs**

Whereas, the UCF Board of Trustees has recently approved a revision to extend the non-discrimination policy to include gender identity and gender expression as categories that are protected from discrimination, and

Whereas, peer and aspirational peer institutions have expanded their non-discrimination policies and regulations to include these two categories of individuals,

Be It Resolved, that the Faculty Senate Personnel Committee recommends that the UCF [faculty Faculty Senate](#) endorse these revisions to Regulation 3.001, Non Discrimination; Affirmative Action Programs, as approved by the UCF Board of Trustees.

Center for Distributed Learning – Tom Cavanagh & Linda Futch

Dr. Tom Cavanagh discussed the following initiatives that the Center for Distributed Learning (CDL) is developing in response to feedback from administrators and faculty:

IDL 6543 Redesign

IDL 6543 is the flagship program for teaching faculty for using Webcourses and teaching online at UCF. During Spring 2010, an objective review was conducted by a committee of program alumni, deans, and a representative from Faculty Center for Teaching and Learning (FCTL). Benchmarks were measured, visits were conducted and other models of faculty development were reviewed. A series of recommendations were produced, including allowing faculty with expertise to skip portions of the courses. Those surveyed overwhelmingly liked the Web Veterans and the perspective they brought.

Currently, CDL is in the process of redesigning the course and is 30% done. The new curriculum will be implemented Summer 2011. Most of the topics remain the same; however, the way in which it is presented will change. A high priority is to increase the online components and to reduce the number of face-to-face meetings.

Steering Committee members urged CDL to create a fully online version of IDL 6543 to accommodate rigid faculty schedules and those not based on the main campus. This would give participants the same experience our students have and would better prepare faculty to teach online. CDL is still looking into this possibility; however, it is unlikely that it will be offered fully online in the short-term. Dr. Cavanagh stated that it was part of the long-range plan to be fully online. The Steering Committee suggested that the number of face-to-face sessions could be reduced if those meetings last the entire day, rather than only five hours as they currently do. CDL is also considering developing a Web Vet Fellow help facilitate future training sessions. The details regarding this fellowship are still being worked out, but it is envisioned to be similar to the FCTL's Faculty Fellows program.

A question was raised about the role of Instructional Designers (IDs). Dr. Cavanagh stated that IDs are a resource available to faculty during their entire tenures at UCF, at whatever level of support the faculty member requires. He noted that CDL is also considering identifying Web Veterans to help faculty in their home units throughout the year, rather than just during IDL 6543.

Committee members commented on the effectiveness of the Tech Rangers, but asked that they provide better support for Mac users. Dr. Cavanagh mentioned that the Tech Rangers are no longer doing technical support, but only course production support. Technical support for both students and faculty is now through Online @UCF.

Online Faculty Readiness Assessment

This Online Faculty Readiness Assessment was developed to determine if faculty with pre-existing web experience have the expertise to be exempted from IDL 6543. Faculty may be exempted from the class completely but may also be exempted with the caveat that they need to complete remediation in certain areas. This assessment will also provide a way to determine if remote faculty are qualified to teach web courses. The assessment is now available. There is no stipend for taking this assessment.

Faculty Seminars for Online Teaching

The need for online teaching seminars emerged based upon requests for refresher IDL courses or advanced seminars for experienced web teachers. CDL has created 30-minute seminars so that faculty can choose predetermined (or custom) sessions. CDL will come to department to present seminars. The first session will be held January 27, 2011 and faculty can participate face-to-face or online. It will also be archived.

New Online Student Orientation

There is an existing orientation for online courses, but it has a technical focus and may be too long. CDL is revising the orientation so that it will have some technical focus, but will also focus on expectations and strategies for success in online courses. This orientation would be offered or required of all freshman students. It was suggested that this orientation also be offered to transfer students.

Migration to New Learning Management System

Learning 9.x is approximately 18 months away from being implemented. It's a combination of systems that Blackboard has purchased. In Dr. Cavanagh's opinion, it will be more stable and more user-friendly than Webcourses. CDL is planning for implementation, including building training and planning pilot classes. In Fall 2011, CDL and FCTL faculty (Kevin Yee, Kelvin Thompson, Tom Cavanaugh) will teach the three pilot classes using Learning 9.x. There will be three semesters of piloting before the full transition.

Webcourses for All

Learning 9.x would allow CDL to offer a shell for all courses regardless of modality, without the need for training. Access to some tools would be restricted for those without training, but all faculty would be able to use the online system for syllabi, grades, etc. This would replace *myUCF* Grades.

Mobile Initiatives

Mobile Central is a non-teaching oriented application that provides users maps to campus, schedules, and other campus information on their mobile devices. In addition, *Mobile Learn* is a version of the learning management system created for cell phones and tablets. These applications will be available summer 2011.

Pedagogical Repository

CDL will be building a repository of best practices for teaching online. This repository hopes to use video examples and a list of scholarly resources for each best practice. CDL would like to invite the broader faculty participation in order to build a world-class website.

Motion made to add Tom Cavanagh to the January 20 Senate agenda to briefly discuss some of the above topics. Motion seconded. A brief discussion followed in which it was suggested that the scope and length of the presentation be limited. Motion carried.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – Arlen Chase

As Dr. A. Chase was not present, there was no report.

Graduate Council– Stephen Goodman

As Dr. Goodman was not present, there was no report.

Personnel Committee–*Jeffrey Kaplan*

The committee worked on the above resolution.

Undergraduate Policy and Curriculum Committee– *Marie Léticée*

The committee approved equipment fees for the College of Science and the Burnett Honors College. The next meeting will be held January 11, 2011.

OTHER BUSINESS

Dr. Cook has been asked to serve on an Academic Integrity Committee due in part to the cheating in the College of Business Administration this past fall. The committee will review academic integrity at UCF. Dr. Cook will keep the Steering Committee updated and welcomes any input.

ADJOURNMENT

Motion to adjourn made and seconded. The meeting adjourned at 5:14 p.m.