

**N
M E M O R A N D U M**

Date: January 29, 2009
TO: Members of the Steering Committee
FROM: Manoj Chopra
Chair, Faculty Senate
SUBJECT: STEERING COMMITTEE MEETING on February 5, 2009

Meeting Date: Thursday, February 5, 2009
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: Student Union Pensacola Board Room 222

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *January 8, 2009***
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**
 - Electronic Student Perceptions Forms – Committee updates from Drs. Wink and Huff-Corzine
6. **New Business**
 - Appointment of a selections committee for the University Excellence in Professional Service Awards
 - Textbook Affordability best practices from Budget and Administrative Committee
 - Agenda Item Approval – Keith Tribble, University Athletics
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. LiKamWa
 - Graduate Council – Dr. Kassab
 - Personnel Committee – Dr. Leigh
 - UPCC – Dr. Pennington
8. **Other**

Faculty Senate Steering Committee Meeting
January 8, 2009

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:07 p.m. The roll was circulated for signatures. The minutes of November 6, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra, Cook, Jewett, and Chase.

Steering Committee Members Present: Drs. Belfield, Daniell, Gause, Gunter, Kamrath, Kaufman, Koons, Kovach, Leigh, LiKamWa, Nutta, Pennington, and Quigley.

Administrators Present: Provost Terry Hickey, Drs. Diane Chase, Lin Huff-Corzine, and Alison Morrison-Shetlar.

Steering Committee Members Not Present: Drs. Carson, Covelli, Kassab, and LiKamWa, and Lynxwiler.

Recognition of Guests: None present.

PROVOST'S UPDATE

In a special legislative session, the Florida House and Senate reached an agreement on 4% cuts for 2008-2009, as expected. The vote will be early next week, and is expected to pass. In the past, each billion dollars of revenue shortfall has meant a 4% reduction. This year, the shortfall was \$2.3 billion, but dipping into state reserves and other funds allows the cut to only be 4%. No additional money will be removed from colleges and vice presidential divisions this year, but that will change for 2009-2010. For 2009-2010, the shortfall is projected to be \$5 billion, and could likely exceed that. There is discussion in the legislature of a 6%-8% cut for 2009-2010, and the provost fears it could be higher. The provost will send out a Provost Update after the regular session which will recommend an additional 4% (possibly 6%) cut from all budgets. University reserves are being held to help units get through potential layoffs, as there are significant costs associated with layoffs and program closures. It is difficult to project the duration of the situation. The first two quarters of 2009 are anticipated to be as bad as or worse than anything so far, but there could be a lessening of the decline in the third quarter. It is anticipated that things will bottom out in 2010, and new revenue could start coming in at that point. For 2009-2010, UCF is expected to increase differential tuition to the full 15%, which will generate \$5 million. These funds must be spent on things that directly impact student, such as faculty and advisors. The funds will be distributed according to the Pegasus model, with underfunded units getting funded first. The aim is to try to bring RCHM, the undergraduate component of COM, COS, and CAH up to the high 70% or 80% of where their funding should be. Each year, differential tuition applies to more students, as some students were grandfathered in. Ultimately, differential tuition is expected to bring in \$25 million a year.

In radio interviews, the provost has been stressing that the budget cuts have had no negative impact on the students, and that this is a direct result of faculty effort. FSU announced layoffs of

200 faculty and staff. Across the institution, UCF can probably absorb another 4-6% cut without significant layoffs. Because 85% of the budget is tied up in people, further cuts will impact personnel. So far, attrition has allowed the administration to avoid that.

A question was raised about the impact of cuts on the College of Medicine. The provost replied that the COM budget was also cut, but the administration is using auxiliary revenues to bring the budget up to what was projected. This is necessary because the LCME accreditation could be compromised if the COM deviates from the budget plan that was filed.

The president and the provost have been impressed by the spirit of UCF's faculty and staff stepping up to meet demands, and attribute to that the lack of negative impact on students. UCF remains an institution of choice. For fall 2009, FTIC applications are up 20% from 2008.

A question was raised about the hiring freeze. The provost replied that the "hiring frost" still allows for new hires, if unit have the funds and the request is crucial. Exception requests are submitted by deans and vice presidents, and the provost reviews them for approval.

A question was raised about PECO dollars and the status of the Classroom II building. PECO funding is done by bonding capacity, and is tied to a specific revenue stream. There are PECO curves showing the available bonding capacity and the estimated available funds have dropped significantly. However, it is possible that construction funding will become available from the Obama stimulus package. Universities have been asked to submit lists of buildings that might be constructed under the stimulus package. These must be projects that can be under construction by March.

ANNOUNCEMENTS

Governor Crist has proposed allowing all SUS universities to raise differential tuition by 15% or for seven years, until we get to the national average. Currently, UCF is one of only five SUS institutions able to charge differential tuition the there is a cap of 30% on increases. The new proposal does not have a cap.

UCF is on Kiplinger's 2009 list of Best Value Colleges, with a rank of 42.

President Maidique of FIU has stepped down.

UF's endowment is down 8.3% for this quarter.

UCF's College of Medicine is projected to have a \$7.6 billion economic impact over 10 years.

The Chancellor's search is underway.

OLD BUSINESS

Resolution 2007-08-05

Motion was made to send the resolution to the full senate. Motion seconded and approved.

**Resolution 2007-08-05 Appointment and Evaluation of School Directors and
Department Chairs (Revised)**

(From Personnel Committee)

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 a full-time 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 under special circumstances (e.g., as interim or acting) no one with another administrative appointment should serve concurrently as a director/department chair, and no director/department chair should serve concurrently in any other administrative position. Where an outside faculty member is considered for director/department chair appointment, 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 faculty, tenure-track faculty and full-time clinical faculty at the rank of assistant professor and above 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.

ACTION: Resolution will be added to the agenda of the next full Senate meeting.

NEW BUSINESS

BOG Lawsuit on Tuition

Dr. Chopra presented an update on the lawsuit by the BOG and other interested individuals against the legislature on who controls the ability to set tuition for state universities. The legislature argued that the plaintiffs did not have the standing to sue. The judge ruled that BOG does have the standing to sue on all counts and that individual plaintiffs have standing on four counts. The suit can now go forward.

Senate Agenda Item: Mentoring Initiative for Faculty

Dr. Huff-Corzine requested time to present the Mentoring Initiative for Faculty at the full Senate meeting. Motion was made to add this item to the Senate agenda. Motion seconded and approved. The presentation will be approximately ten minutes, and then the floor will be open for questions.

ACTION: The presentation will be added to the agenda for the January senate meeting.

Approval of TIP, RIA, & SOTL Documents

Three of the documents are unchanged (except for dates) from prior years, and three of the documents are new and apply only to the College of Medicine. A motion was made to approve the three existing documents. Motion was seconded and discussion ensued. The question was called and the motion was approved. A motion was made to approve three new College of Medicine documents. Motion was seconded and discussion ensued. A friendly amendment was added to the motion: motion to approve as long as the new awards are not disproportionate for College of Medicine and the existing in-unit program. Motion approved as amended.

A subcommittee of the Steering committee judges appeals for TIP Award Eligibility. A call was made for members. The committee will be Ida Cook, Chair; Tammie Kaufman; Henry Daniel.

Electronic Student Perception Forms and Media Enhanced Examinations

The College of Arts and Humanities forwarded a question regarding the status of electronic student perception forms, especially in light of the move to online grading. There is a subcommittee to look into this issue, which was formed several years ago. No conclusions have been announced. Concerns were raised about department chairs requiring faculty to administer both electronic and paper forms. Dr. Huff-Corzine said that there is a group looking at the practicalities and potential savings with implementing an online system. Questions were voiced about whether the electronic perception forms are pedagogically sound. Dr. Morrison-Shetlar briefly discussed a pilot program in which faculty administered both the current perception forms and the proposed new forms. Data from two semesters has been collected and is currently being analyzed.

ACTION: Dr. Chopra will invite Dr. Diane Wink, Chair of the subcommittee on electronic student perception forms, and Dr. Huff-Corzine to the next Steering committee meeting to present the status and findings of their committees.

The discussion of media enhanced examinations was deferred pending clarification of the question.

Dr. Morrison-Shetlar addressed a question about online grading. For Fall 2008, 74% of faculty opted in to online grading, and feedback has been positive. Online grading will be mandatory in fall 2009. Additionally, both students and faculty report positive experiences with the new online "I" grade form

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – Dr. Belfield reporting

The committee met December 18. Denise Berrios and Diane Chase joined the committee to discuss the Textbook Affordability Act. The committee has been working on a draft of best practices, which they will finalize at the January meeting. The draft will then be sent to the Steering committee.

Dr. D. Chase noted that there has been an improvement in faculty compliance with bookstore deadlines. Dr. Cook experienced a problem with her book orders, and expressed concern that there might be a communication breakdown in the bookstore. Dr. Hickey will ask Dr. Merck to stress to the bookstore, on the local and corporate levels, the importance of compliance.

Graduate Council

No representative present. No report.

Personnel – Dr. Leigh reporting

At the next meeting, the committee will be discussing annual evaluation of faculty on sabbatical.

Undergraduate Policy and Curriculum Committee – Dr. Pennington reporting

The Undergraduate Course Review committee met. The Program Review committee will be meeting next week. On the agenda is the suspension of four programs from the College of Engineering and Computer Science. They are being suspended for a lack of faculty and resources. A space studies minor in CECS is being deleted. A process was established to allow programs to be suspended for three years and then reviewed to see if they should be deleted. The UPCC Steering committee has been discussing when it is appropriate to add a track to a degree versus adding a new degree.

OTHER BUSINESS

Dr. Cook reported back from the ad hoc Constitutional Revision Committee. The committee has determined that, for the time being, any changes needed to committees should be made within the current constitution. Recommendations about possible future format changes will be made at a later time.

Dr. Chopra announced that there will be a distinguished speaker Norm Augustine who retired from Lockheed Martin and is currently on the faculty at Princeton. He will speak on K-12 Science and Technology education tomorrow in the Pegasus Ballroom at 9 a.m.

During the meeting, Provost Hickey received an overview of how the Florida House has handled the budget cuts. These total \$2.8 billion. There will be \$1 billion in cuts and \$1.8 billion in a transfer of funds. The funds transferred are mostly one time funds or will have to be repaid.

Provost Hickey has appointed Dr. Marwan Simaan as Interim Dean of the College of Engineering and Computer Science, to replace Neal Gallagher, who stepped down in December.

The College of Engineering and Computer Science will no longer have their own email system. They will now be using Groupwise system for email.

ADJOURNMENT

Motion to adjourn was made and seconded. The meeting adjourned at 5:52 p.m.

UCF Recommended Best Practices for Textbook Affordability¹

- 1) State law regulates that textbook information (title, author[s], year/edition, publisher, and ISBN number) be made available to students at least 30 days (Note: actual deadline to be established to insure compliance) prior to commencement of the semester in which the book(s) will be used. Instructors of courses must provide such information to the bookstore, which, in turn, will make the information available to students so they may shop for books to obtain the best price.
- 2) When practical, in Departments where multiple sections of the same course are routinely taught, the bookstore should be advised of this with the idea that the same book could be used across course sections and semesters. It is acknowledged that not all disciplines are amenable to using the same textbook for multiple sections because in some disciplines, the breadth of the course content is too extensive (which means, instructors have discretionary power to emphasize [i.e., teach] some topics while ignoring other topics). Also, in some disciplines, the subject matter for a course can be approached and studied from diverse orientations or perspectives. Instructors would retain the freedom to select books approached from an orientation consistent with their own preference.
- 3) Instructors should be cognizant of book costs when adopting books by proactively doing the following:
 - a. Inquiring from book publishers (prior to adopting a book) the expected retail cost of the book(s) to students (retail price includes bookstore add-on costs).
 - b. Considering ways to reduce the cost of the book(s) under consideration (e.g., ordering paperback instead of hardbound, de-bundling materials, using “loose-leaf” editions, black and white books, etc.).
 - c. Only adopting books or materials that will be used or needed by the students.
 - d. Considering the feasibility of assigning previous editions of books. It is acknowledged that the issue of adopting a new edition can be complicated by various pedagogical and market factors (e.g., some instructors may want books that contain the latest information for their course. Also, the bookstore must be able to obtain enough previous-edition books for all students if the instructor wishes to continue using an “out-dated” edition of the book).
 - e. Consider using “customized” textbooks, if feasible, to lower costs of books. It is noted that customized textbooks often are “consumable” products and often will not be bought back by the bookstore due to a lack of a national market for custom books.

¹ Some of the practices recommended for UCF are based on recommendations from other sources, such as the Minnesota Office of Higher Education, the Office of Program Policy Analysis & Government Accountability Report (OPPAGA; Florida Legislature), and the National Association of State Universities and Land Grant Colleges (NASULGC).

- 4) If permitted by law or publishing company policies, instructors may consider placing one or more copies (e.g., their “complimentary” copies) of the assigned book on reserve in the university library.
- 5) Students should be informed by instructors that books may be less expensive from private bookstores and from on-line bookstores compared to the university-affiliated bookstore. It is noted that a consequence of less books sold at the university-affiliated bookstore is less revenue to the university.
- 6) Establish a university-wide textbook advisory committee whose function will be to monitor the implementation of the textbook affordability best practices and recommend modifications to the university’s collective efforts at lowering textbook costs. The committee should meet at least once per academic year or semester to address on-going concerns.