

Faculty Senate Steering Committee Meeting
February 5, 2009

Dr. Ida Cook, Faculty Senate Vice Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of January 8, 2009 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Cook and Jewett.

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

Administrators Present: Drs. Diane Chase and Lin Huff-Corzine.

Steering Committee Members Not Present: Drs. Carson, Chase, Chopra, Gunter, and Quigley.

Recognition of Guests: Diane Wink, Richard Harrison, and Tace Crouse.

Dr. Cook made a motion to amend the agenda to move the discussion of Student Perception of Instruction forms to the top of the meeting. Motion seconded and approved.

OLD BUSINESS

Student Perception of Instruction forms – *Dr. Diane Wink reporting*

Dr. Wink provided a brief overview of the history of the Student Perception of Instruction (SPoI) Ad Hoc Committee. Over the last two years, the committee has developed a new, multi-part SPoI form. The first section asks about the student's general attitude toward the class and behaviors in the class (e.g., did the student buy the book, do the homework.) The second section part asks about the overall UCF experience, and enables students to discuss non-class issues (e.g., parking, technical issues) without it impacting the evaluation of the instructor. The third section focuses on the specifics of the course and the instructor. There are different versions of the form for the different modes of class delivery (web classes, web-mediated classes, and face-to-face/ITV classes.) Twelve professors have piloted the new forms in their classes.

The proposed form is longer and more comprehensive, but will not necessarily be delivered online. A number of issues remain with the possibility of administering the form online, especially the low student response rate on WebCT. Due to the cost of printing new forms, it might take a significant amount of time to switch over to them even if they are approved. The committee suggests that implementation issues be worked out separately from the approval of the new form.

Dr. Huff-Corzine and her committee were looking at implementation issues, and what would be involved to switching to online implementation. As things currently stand, it is difficult to get paper forms processed in time to meet the terms of contracts, primarily due to equipment breakdown. The Senate had asked her committee to wait until the content had been updated before moving on implementation issues, so it has not met for the last two years. The committee

would like to see SPoI delivered electronically. Other universities have implemented programs to improve student compliance rates, using both carrots and sticks (e.g. drawing for I-pods for those who complete or withholding the grades of those who don't.) Currently, forms cost \$15-20 thousand a year to process. Online implementation would not be more than that. The committee is ready to move forward when instructed to do so. In other institutions that transitioned to electronic delivery, the response rate varied. In some universities, the response rate went up, and at others it went down or stayed about the same.

The motion was made to submit the new SPoI form as a discussion item for February Senate meeting with the intention of having it as an action item for the March Senate meeting. Motion seconded and approved.

ACTION: The SPoI will be added to the agenda of the February Senate meeting as a discussion item. Copies of the proposed forms will be circulated to senators prior to the meeting so that they can solicit feedback from their colleagues.

ANNOUNCEMENTS

Provost's Update – Dr. Diane Chase reporting

- Barring the addition of new funds into the state, it is anticipated that there will be 10-15% cuts next year. They are waiting to see what the impact will be of the stimulus package, but money from the stimulus package will not be recurring. The administration intends to institute the maximum tuition differential allowed, but that help will be limited because current students will be grandfathered in. Differential tuition will be used toward student credit hour production and increases in the credit hour production. Money is not going to come in as fast as it is going out.
- There has been an issue with Knights Mail. Students who had not logged in after 180 days had their accounts deactivated. They are looking to extend that to 365 days. The intention is to have all students use Knights Mail for official UCF correspondence, and for it to be the email address that is on eCommunity and on MyUCF class rosters.
- The bookstore has not been keeping information in a way that tracks whether book orders were turned in on time to comply with the textbook affordability statute. It instead tracks when the order was placed, and as a result the current ordering list will not be accurate. The bookstore will be tracking the date the order was placed from this point forward. There was a substantial number (approximately 25%) of book orders that were not complete in time for the university to be in compliance with the statute.

NEW BUSINESS

Recommended Best Practices on Textbook Affordability – Dr. Kevin Belfield reporting

The Budget and Administrative Committee has drafted recommended best practices for textbook affordability. Dr. Belfield briefly discussed some of the recommendations. There was some disagreement within the committee on the items recommended, and the only thing that was unanimous was with Item #1. All of the remaining items had caveats, including faculty freedom issues, the weight that should be given to the cost of a book, and whether faculty should be responsible for knowing copyright law. Because of the lack of consensus, the committee did not feel comfortable submitting these to become binding rules and does not recommend that it goes

forth as a resolution. A motion was made to present the document to the full Senate as an informational report rather than as recommended best practices. Motion seconded and approved. **ACTION:** The Budget and Administrative Committee report on textbook affordability will be added to the agenda of the February Senate meeting.

University Excellence in Professional Service Award

A call was made for committee members to serve on the selections committee for the University Excellence in Professional Service Award. The committee will be: Manoj Chopra, Chair; Jon Lyxnwiler; Tammy Kaufmann; Maureen Covelli.

Agenda Item Approval

Keith Tribble, Director of UCF Athletics, would like to speak to the full Senate and present and update on athletics. Motion made to add this to the agenda. Motion seconded and approved.

ACTION: Keith Tribble will be added to the agenda of the February Senate meeting to present a University Athletics update.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – *Dr. LiKamWa reporting*

The committee has been working on textbook affordability.

Graduate Council – *Dr. Kassab reporting*

The Graduate Program Review committee is looking at program review procedures for PhD programs and discussing drafting procedures to review the progress of PhD students toward graduation. Whether there is a need for such procedures is still being debated by the committee.

Personnel – *Dr. Leigh reporting*

The committee is working through the new regulations for the university Promotion and Tenure committee. These will go to Academic Affairs and then to the full Senate.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*

The UCRC is reviewing proposed changes to the College of Science Advertising and Public Relations BA; requirements for Speech 1600; Journalism BA; BS in Undergraduate Studies.

OTHER BUSINESS

The announcement of Senate elections has gone out to all colleges.

Richard Gause reminded the committee that when award criteria specify that the applicant be within a college, it makes librarians ineligible to apply. He asked that committees establishing such awards be aware of this, as librarians hold academic rank and would like to be included in incentive programs.

Webcourses Problems

Faculty have been experiencing major problems with Webcourses, and there is a lot of frustration among the faculty. Questions have been raised about the efficacy of the system. The

primary problems involve the system freezing, crashing, and kicking students and faculty out of the system. Faculty have reported these problems without seeing improvement. The committee asked Dr. Chase to relay the extent of the problem to the provost and request that action be taken. Dr. Chase polled the committee, and of the Steering members using Webcourses this semester, all are experiencing problems.

College of Medicine RIA Deadline

Dr. Henry Daniell made a request on behalf of the College of Medicine to extend the deadline for submitting Research Incentive Awards (RIA) in the College of Medicine. Due to confusion over the establishment of the selections committee, the deadline for the formation of that committee was extended from January 30, 2008 to February 9, 2009. The deadline for application submissions was February 2nd, but due to confusion over the deadline, the college had only received two applications by that date. The College of Medicine requests that the deadline for submitting RIA applications be extended to coincide with the current deadline for the formation of the selections committee, February 9, 2009. Extending that deadline will allow for a greater applicant pool and make the award more competitive, as it is intended to be. The motion was made to extend the deadline to February 9. Motion seconded and approved unanimously.

ADJOURNMENT

Motion to adjourn was made and seconded. The meeting adjourned at 5:45 p.m.