

**Faculty Senate Steering Committee Meeting**  
Minutes of  
**February 6, 2014**

Reid Oetjen, chair, called the meeting to order at 4:03 PM. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of January 9, 2014 was made and seconded. The minutes were approved as recorded.

**GUESTS**

Elliot Vittes, Dean, Undergraduate Studies

Lucretia Cooney, Assistant Director, Faculty Relations

Mason Cash, Associate Professor, Philosophy and Chair, Personnel Committee

Bill Self, Associate Professor, Biomedical Sciences and Chair, Undergraduate Council

**ANNOUNCEMENTS**

Oetjen announced that interviews for director of the Office of Diversity Initiatives are being held this month.

The faculty representative for the Fee Appeals Committee has stepped down. Oetjen requested that the Steering committee members solicit a replacement from their colleges. The representative does not have to be a senator.

Oetjen solicited volunteers to serve on the selections committee for the Excellence in Professional Service Award. Oetjen will chair the committee. Senators Kelly Allred, Ida Cook, and Oliver Edwards volunteered. A motion to approve the committee was made and seconded. Motion carried.

**REPORT OF THE PROVOST**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

GEP Update – Elliot Vittes

Elliot Vittes discussed the new GEP requirements being proposed and voted on by the Board of Governors (BOG). He described the history of how this came about and distributed several documents related to the new GEP and how it impacts UCF. The proposed courses will be presented at the next BOG meeting and voted on at the meeting after that.

Resolution 2012-2013-10 Compliance Check for Awards Programs (Revised)

Mason Cash, chair of the Personnel Committee, provided background information on the resolution. After a brief discussion, a motion was made to add the resolution to the agenda for

the February Senate meeting. Motion seconded and carried. The resolution that will be sent forward reads:

**Resolution 2012-2013-10 Compliance Check for Awards Programs (Revised)**

**Whereas**, the TIP, RIA, and SoTL programs are designed to identify excellence in teaching, research, and SoTL areas; and

**Whereas**, the TIP, RIA, and SoTL programs require that faculty submit a substantial folder regarding teaching, research or SoTL areas; and

**Whereas**, each award is administered by a different committee, many at the College level, and thus each Committee applies award criteria according to its own procedures; and

**Whereas**, small formatting errors in the submission of the folder (e.g. 501 words vs. 500, not obscuring information about Faculty Annual Review categories other than teaching for TIP) have caused faculty who are otherwise excellent candidates to be excluded from consideration; therefore

**Be It Resolved** that each College Selection Committee give candidates the opportunity to correct such errors, if they are identified, within a reasonable period of time, so as to avoid rejecting candidates, for non-substantive reasons, from eligibility to be considered.

Resolution 2012-2013-12 SoTL Eligibility (Revised)

Cash provided background information on the resolution, and discussed the addition of a "whereas" clause to allow for the inclusion of all faculty, including librarians. There was some discussion about who should be included as eligible for this award. Motion made to add the resolution to the agenda for the February Senate meeting. Motion seconded and carried. The resolution that will be sent forward reads:

**Resolution 2012-2013-12 SoTL Eligibility (Revised)**

**Whereas**, the SoTL program rewards scholarship of teaching and learning; scholarship that can benefit the university community in many ways; and

**Whereas**, the first of three eligibility criteria currently requires "full-time 9 or 12 month appointment as an instructor or as a professor, associate professor, or assistant professor", yet UCF faculty have other titles not on this list (e.g. Associate and Senior Lecturer, Associate and Senior Instructor); and

**Whereas**, many other full time UCF faculty, such as librarians, can make a substantial contribution to the scholarship of teaching and learning; therefore

**Be It Resolved** that the restrictive criterion for eligibility to apply for a SoTL award, in Section III.1, to faculty with the title of Instructor, Lecturer, Assistant Professor,

Associate Professor or Professor should be removed. This criterion should read: "all UCF Faculty with a full-time 9 or 12 month appointment are eligible to apply for this award".

Resolution on the Chronicle of Higher Education Great Colleges to Work For Program:

Cash discussed the background and rationale for the resolution. Friendly amendment made to add the words "or similar instrument" to the end of the title. UCF administration was supportive, but they wanted to be sure the best survey to actually do. Motion made to add the resolution to the agenda for the February Senate meeting. Motion seconded and carried. The resolution that will be sent forward reads:

**Resolution: To encourage implementation of the Chronicle of Higher Education Great Colleges to Work For program (or similar instrument)**

**Whereas**, the University of Central Florida aspires to reach Carnegie Foundation Research I status; and

**Whereas**, to achieve this status the University must strive to attract and retain quality faculty; and

**Whereas**, the Great Colleges to Work For program, sponsored by the Chronicle of Higher Education, provides administrators with an assessment of the quality of the workplace experience and the competitiveness of the University's policies and benefits; and

**Whereas**, participation in this program would indicate that the UCF administration is concerned with addressing faculty morale and improving UCF's standing as a "Great College to Work For"; and

**Whereas**, registering in the program is simple, and the program is free to participate, and provides benchmarking data; therefore

**Be It Resolved** that the Faculty Senate of the University of Central Florida urges the University of Central Florida to join the Great Colleges to Work For program, or another similar instrument to achieve this purpose, and to share the results with the appropriate committees of the Faculty Senate, with the goal of using this information to work with the Faculty Senate in a genuine spirit of shared governance to improve and strengthen the workplace environment at the University of Central Florida.

**COMMITTEE REPORTS**

Budget and Administrative Committee – Oetjen reported that Bill Merck and Tracy Clark presented at the last meeting and provided an overview of the university budget.

Graduate Council – Jim Moharam reported that he and Bill Self, chair of the Undergraduate Council, met with an SGA representative regarding making course syllabi available online for students to access before registering for a class. Moharam also reported that the committee is

discussing an issue with the requirement of continuous enrollment for graduate students. The committee is looking at whether that requirement should continue to include the summer semester.

Parking Advisory Committee – Nothing to report.

Personnel Committee – Cash reported that the committee would like to invite the provost to the next meeting to discuss the TIP award and the eligibility for that award. Oetjen noted that the provost is planning to form a committee to look at issues related to all of the incentive awards. Steven Ebert volunteered to serve on that committee once formed.

Undergraduate Council – Bill Self reported that the committees are conducting normal business.

### **ADJOURNMENT**

The committee adjourned at 5:22 pm

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*Note: the intention is to include librarians, too. Our understanding is that Librarians are also 12 month Faculty. If this does not apply to Librarians, then the full list of titles might need to be substituted. We'd consider that a friendly amendment.*

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