

University of Central Florida
Faculty Senate Executive Steering Committee
Minutes
Thursday, February 7, 2002

Dr. Naval Modani, Parliamentarian for the Faculty Senate, chaired the Steering Committee meeting for Dr. Michael Mullens who was on a special assignment. Dr. Modani called the meeting to order at 4:07 p.m. The minutes of January 10 were unanimously approved.

Present: Drs. Diane Wink, Keith Koons, Naval Modani, Cynthia Hutchinson, Ahmad Elshennawy, Ola Nnadi, Carol Bast, and Provost Gary Whitehouse.

Absent: Drs. Michael Mullens, Stephen Goodman, Ida Cook, Rufus Barfield, Glenn Cunningham, and Martha Marinara.

ANNOUNCEMENTS AND RECOGNITION OF GUESTS:

Dr. Modani recognized guests: Drs. John Schell, Robert Pennington and Dr. Lin Huff-Corzine.

Provost Whitehouse reported that finances are more stable. We are now able to fund modified specials. Would like to meet with Dr. Mullens about implementation of Special Awards for senior faculty members.

Dr. Modani announced a meeting on Feb 15, 2002 of the Advisory Council of Faculty Senates. The open meeting will be held on campus.

OLD BUSINESS

A meeting will be held tomorrow on Plus/Minus grading issues.

There is also a meeting planned regarding TIP to address questions which have been raised about general eligibility, e.g. to clean up minor issues like impact of independent study and where faculty teach single graduate courses. The initial goal was to make as many people as possible eligible for these awards.

NEW BUSINESS

- a) Two resolutions from the Personnel Committee – Dr. Sophia Dziegielewski
- “Computer Generated Scoring Errors.”** Motion to accept with the omission of the last sentence of the “Be it resolved “ statement (“See Appendix A for a Sample of such a procedure”) made and seconded. Unanimously accepted.
- “On-Line Student Perception of Instruction.”** Motion to accept was made and seconded. Unanimously accepted.
- b) Two resolutions from UPCC – Dr. Robert Pennington
- “Resolution to Require All Minors to be 18 hours Minimum for UCF”.** Motion to accept made and seconded. Unanimously accepted.
- “Resolution to Change the Gordon Rule “C” Requirement Policy for UCF”.** Motion to accept made and seconded. Unanimously accepted.

UPCC passed a motion that they endorse the report on "Recommendations for the Committee on Evaluation of Instruction" with suggested changes in wording of some questions to make them work with a Likert Scale. This suggestion will be communicated to Dr. Sorg. Resolution on this topic will be presented at the next meeting.

Standing Committee Reports:

Budget and Administrative Committee - Dr. Glenn Cunningham not present. No report.

Undergraduate Policy and Curriculum Committee - Dr. Carol Bast reported that the Committee has been revising procedures. Two resolutions were discussed and passed. Three procedural issues were identified, discussed and approved, namely: that students earning two degrees sometimes use different catalog years for each degree, students earning double majors must use the same catalog year for both majors, and students changing majors going to a declared, undeclared, or undecided major, must use the current catalog.

Email from Dr. David Dees regarding the composition of the Undergraduate Course Review Committee was discussed. It was suggested that a member of each college curriculum committee (ideally the chair) serve on the University UPCC so they are more knowledgeable about courses. Dr. Modani discussed some problems with this approach including the need for members to be appointed by the Senate. Dr. Schell discussed some issues behind this suggestion including the lack of full participation of members of this committee in the committee work. It was suggested that this issue be sent to the Committee on Committees for review. Dr. Hutchinson stated that a part of problem with lack of full participation might be a lack of orientation of new members to the charge, responsibility, and procedures of the committee. A related issue was raised by Dr. Pennington that an April meeting of the committee will be needed to have program requests approved in time for discussion by the Board of Trustees.

Graduate Council

Policy and Procedures Sub-committee is presently reviewing the Plus/Minus grading system especially in regard to "B-" in light of the requirement that graduate students maintain a "B" average. Graduate admission criteria for each program

New Course Review Sub-committee has a comprehensive document.

Appeals Sub-committee had no business and did not meet.

Personnel Committee - Dr. Sophia Dziegielewski reported that in addition to the resolutions already presented, two other resolutions (one on family leave) are being discussed.

Dr. Modani stated that all resolutions for consideration this year are required before the next Steering committee meeting on March 7, 2002.

Meeting adjourned.

TO: Executive Steering Committee

Resolution to Require All Minors to be 18 hours Minimum for UCF

Whereas, the current UCF catalog indicates that there is no minimum number of hours for a minor at UCF, and

Whereas, many majors in Arts and Sciences require 18 hours for a minor to be used in the degree, and

Whereas, there exist minors in other colleges that have less than 18 hours, but faculty and students assume that the minors will count, but do not where an 18-hour minor is required,

Be it resolved that the UCF catalog policy be revised as follows:

Baccalaureate minors must contain a minimum of 18-semester hours credit.

To better communicate this requirement, all minors should be revisited to ensure this requirement is met.

Approved by the UPCC February 5, 2002.

TO: Executive Steering Committee

Resolution to Change the Gordon Rule “C” Requirement Policy for UCF

Whereas, the current UCF catalog indicates that Gordon Rule policy requires that a grade of “C” (2.0) or better is required to receive Gordon Rule credit at UCF, and

Whereas, many faculty and students assume that a “C-“ (1.75) will count to satisfy the Gordon Rule,

Be it resolved that the Gordon Rule grade policy be revised as follows:

Baccalaureate students must receive a minimum grade of “C-“ to receive Gordon Rule credit at UCF.

To better communicate this requirement, all majors should include this in their program descriptions.

Approved by the UPCC February 5, 2002.

Computer Generated Evaluation Scoring Errors.

The following resolution was proposed and discussed by the Personnel Committee along with a suggested Appendix A for addressing this problem. (See Appendix A.)

PROPOSED RESOLUTION:

Whereas, all faculty utilize computer generated evaluations to assess annual teaching contributions;

Whereas, these evaluations are often used as supporting information to support faculty efforts toward promotion, tenure and numerous award criteria; and,

Whereas, there is no formal policy for either addressing or recognizing computer generated errors when and if such errors should occur;

BE IT RESOLVED that a policy to address this problem with computer generated student evaluations be created allowing faculty recourse creating a formal procedure available to faculty to address or grieve this situation. See Appendix A for a sample of such a procedure.

Appendix A: Modified Suggested Procedure to Handle Problems With Computer Generated Student Evaluations

Rationale:

The results of student-generated evaluations of faculty are very important aspects supporting the evaluation of teaching content and effectiveness. These evaluations are often used to support faculty efforts toward promotion, tenure and numerous award criteria. Previously, when problems with computer generated student evaluations were noted there was no formal procedure available to faculty to address or grieve this situation. This did not allow faculty a clear path for re-course. To address this problem, the following policy is suggested.

Proposed Policy:

When a faculty member reviews his/her own student evaluations and believes that an error has occurred in the way the evaluations were administered and/or score, the following steps need to be followed:

- A) The faculty member needs to identify and write a letter that outlines the suspected problem. The letter needs to clearly state the problem, and what is being requested to address the situation (e.g., requesting for the data to be rerun, for procedure to be reviewed).
- B) Included with this letter must be all of the original computer coded evaluations.
- C) The letter and supporting information need to be sent to the Chair in his/her Department or School. The Chair will either address the situation directly or send the request to the Dean of the College. The Dean of the College may either address the request directly or appoint a representative.
- D) The Dean of the College or designee will review the request and all supporting materials. A meeting with the faculty member should be held to discuss the issue. If the problem can be resolved at this level the process may stop here.
- E) If it cannot be resolved at the college level, the information should be sent forth to the Provost's office (or the Provost's designee) for attention.
- F) The faculty member should be kept apprised of the appeals process and be available to provide further information if needed.
- G) The Provost or his/her designee will decide whether the evaluations will be sent forth and re-run or whether a meeting with the faculty member will be needed to further discuss or resolve the request.
- H) The faculty member will be made aware in writing of the outcome of the request.

Issue of On-line Student Perceptions - Faculty Senate Personnel Committee

Dr. John Schell attended the Personnel Committee meeting to clarify the issue of on-line student perceptions. Dr. Schell explained that student perceptions (evaluations) of faculty for courses were currently available in the library. Students had requested that this information also be made available by putting it on line for better access.

The following resolution was proposed.

Whereas, student perceptions of faculty performance are currently available for student review; and,

Whereas, students are requesting greater and more convenient access for review of course evaluations,

Be it resolved that the committee supports the recommendation that the SUMMARY sheet for student perceptions of evaluation be placed on line.