

M E M O R A N D U M

TO: Steering Committee Members
DATE: Tuesday, February 5, 2007
FROM: Dr. Manoj Chopra
Chair, Faculty Senate
SUBJECT: Steering Committee Meeting on Thursday, February 8, 2007

Meeting Agenda

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *January 16, 2007***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - None
6. **New Business**
 - BOG Update – Dr. Chase (Dr. Chopra)
 - Professional Academic Career Paths – Drs. Chopra and Schell
 - BOG Regulation on Academic Program Authorization – Dr. Chase (Dr. Chopra)
 - Resolution 2006-2007-3 on ETD Dissemination – Dr. Chopra
 - Update on Constitutional Revisions – Dr. Cook
 - Update on RIA revisions – Dr. Cook
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. Trouard
 - Graduate Council Committee – Drs. Moharam and Jewett
 - Personnel Committee – Dr. Barfield
 - UPCC – Dr. Pennington
8. **Other**

Faculty Senate Steering Meeting

January 16, 2007

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of November 16, 2006 were approved with one minor change.

Steering Officers present: Drs. Manoj Chopra, Arlen F. Chase, Pamela Ark and Ida Cook.

Steering Committee Members present: Drs. Glenda Gunter, Aubrey Jewett, Dawn Trouard, Jim Moharam, Henry Daniell, Kalpathy Sundaram, Keith Koons, Subir Bose, Christopher Muller and Robert Pennington.

Steering Members and Administrators absent: Drs. Lin Huff-Corzine, Michael Haralambous, Rufus Barfield, and Paul Maiden

Administrators present: Provost Terry Hickey, and Dr. John Schell.

Guests: none.

ANNOUNCEMENTS AND PROVOST REPORT

Dr. Chopra Announcements:

- Drs. Chase, Cook and Chopra attended the ACFS meeting and there were a great number of issues discussed. Dr. Chase will address these issues under new business for BOG update.
- Dr. Chopra made a request for commencement list for Grand Marshalls/Faculty Representatives from the various colleges at the respective graduation ceremonies in spring 2007.

Dr. Hickey Announcements:

- There were no new announcements or updates.

OLD BUSINESS

Technology Fee – Dr. Chopra reported.

The technology fee has been approved at the BOG meeting. The proposed fee at each institution must first be approved in principle by students and a discussion on how to spend it must also include students and faculty. If there is no agreement then BOT will determine how to spend that money. The purpose of the fee is to provide support of the student's educational environment and infrastructure. Some universities in SUS need to improve their technology infrastructure i.e., wireless; firewalls. This proposal will go to the legislature for approval. At the Advisory Council of Faculty Senate Chairs meeting there was discussion that some universities also charge extra for web-based courses as a convenience fee that goes into general fund for web courses. At this time, UCF does not have a web-based course fee and none is planned.

Dr. Chopra asked if the UCF Faculty Senate should offer a resolution in support of the technology fee of up to \$10.00 per credit hour. Dr. Koons commented that the Faculty Senate has not traditionally given or not given support of fees in the past. Discussion followed that should this proposal go to the legislature, then students will be involved in the process, and there may be the possibility of a future joint resolution between the Student Government and Faculty Senate. The student government has not supported this fee previously (at least the last five times) but the student representative at the BOG is in support at this point in time. The committee suggested that this item be tabled until there is a BOG decision.

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NEW BUSINESS

BOG Update – Drs. Chase & Chopra reported

- The BOG will meet in Boca Raton next week for a two-day session.
- The Pappas Group report on restructuring higher education in the state to be given at that meeting.
- Dr. Chopra – the chancellor’s message was utilization of resources on campus – such as use of classrooms, classes on Fridays etc. This does not apply to UCF as there are classes in the evenings and on Fridays.
- Dr. Chase provided an update on the ORP opt into the Florida Retirement System – the House Bill states that a faculty can buy back in to the system of FL- no additional information available at this time.

Conflict of Interest and Commitment Forms – Dr. Chopra reported

Certain units and faculty report experiencing trouble receiving the status of approval/disapproval in timely fashion. Dr. Hickey stated that it is reasonable to receive a copy back for the faculty’s file. Faculty can request a copy of the form. ACTION: Dr. Huff-Corzine will help in contacting the deans and chairs to inform them of the expectation of timely feedback to faculty with a copy of the form returned to the faculty member.

Final Examinations (Two hour vs. Three Hours) - Dr. Trouard

There is an issue with students scheduled for exams at the same time as some students this past term had overlap in scheduled times. The registrar is recommending consideration of a two-hour time frame. Currently, there is a one time slot in the schedule available for student final examination time conflicts. Shortening the final examination time frame would impact the total number of hours for instruction. A recommendation was made by the committee that the time of the final examination should be noted in the syllabus and brought to the attention of the student early in the semester. Problems are associated with mixed mode classes and registrar currently cannot add any more days to the final examination schedule due to the required turn around on final course grades. Dr. Chopra will raise this issue at the next Faculty Senate meeting and ask a number of questions from faculty regarding the length of time for the final examination are currently used and if there are any conflicts. The committee also recommended that there be a poll of department faculty. Action: The chairs will be asked to poll department faculty.

Updated website information from Division of Retirement - Dr. Chopra.

This item is a follow up from last term: retirement planning/personnel are still reviewing the website. Dr. Chopra received an email from Mr. Merck’s office stating that the Division of Retirement is providing more information on their website including a useful tool for calculation and information on the retirement products. Question asked if the personnel committee should still review and give a report. He will ask Dr. Kaplan to continue with committee work and ask that they should bring their report to the next Steering Committee meeting.

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Academic Enhancement Fee – Dr. Chopra.

This is a philosophical discussion at this point at UCF. The University of Florida proposal is up to \$1000 per year; \$500 per semester for new undergraduates; existing students will be grandfathered in; the fee would not be covered by Bright Futures or the Pre-Paid College Tuition plan. Dr. Chopra queried if the Steering Committee would recommend making a statement in regard to the academic enhancement fee. After discussion, the decision was made that for no statement at this time.

Update on Constitutional Revisions – Dr. Cook reported

Dr. Cook and the subcommittee members are working on the changes to the Faculty Constitution, notably, that the word ‘Colleges’ would be used so that with future growth and changes there would not be a need to go back to constitution each time a change is needed. Dr. Cook requested that if there are other changes and/or comments related to the constitution, to please forward those to Dr. Cook and the subcommittee members. Dr. Pennington stated that all changes will need to be completed by the end of January.

Review of Faculty Senate Website – Dr. Trouard reported

Dr. Trouard consulted several faculty and reported that the faculty found the website to be overall good. However, there was frequent clicking required to find certain items and that the website could use more hot buttons on site. The search engine works well. Dr. Chopra stated that he will contact Terry Helms from UCF Marketing to look into assisting the Senate office with the graphics and design of the website. He will also consult with UCF Marketing to ensure ADA compliance.

STANDING COMMITTEE REPORTS

➤ Budget and Administrative Committee – Dr. Trouard

There was no call from chair to convene the committee.

➤ Graduate Council Committee – Drs. Moharam and Jewett

Graduate Council Policy Subcommittee met on November 30, 2006 and discussed Faculty-graduate student potential conflicts of interest. Will ask Dr. Bishop and others to develop a draft statement for review at the next Steering meeting on February 8, 2007. The committee put forth two resolutions to the Faculty Senate Steering Committee. The two resolutions read as follows:

Resolution 2006-2007-2: Thesis and Dissertation Submittals

Whereas, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

Whereas, many students are using the web extensively for their research, sometimes without understanding attribution, and

Whereas, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

Be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements must process the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

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The resolution addresses originality of thesis and dissertation work and the use of Turnitin.com for review of said work. Following lengthy discussion the committee voted to return the resolution to the Graduate Council until legal issues have been clarified. Motion was made seconded and approved with one opposed to send this resolution back with recommendations to clarify copyright and patents with UCF legal counsel.

Resolution 2006-2007-3 ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, that UCF will provide the following options for all doctoral students submitting an ETD:

1. immediate worldwide dissemination with no restrictions
2. pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once patent and proprietary issues are resolved, then students could choose from options 1 or 3.
3. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend ETD Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.

The resolution addresses open access of original work and protecting student rights. The discussion included spelling out 'ETD' as electronic thesis dissertation. After lengthy discussion the decision was made to move the resolution forward to the full Senate. Motion was made seconded and approved to send this resolution to the full Senate on January 25, 2007.

The Graduate Council Curriculum Subcommittee reviewed and approved courses in the new Doctor of Nursing Practice proposal; changes to CECS Non-Thesis Master's Degree requirements to revise the coursework requirement for non thesis students. The request to deactivate the Graduate Certificate in Arts Administration was approved. The committee approved a name change of the Master's in Liberal Studies program to M.A. in Interdisciplinary Studies and M.S. in Interdisciplinary Studies; reviewed and approved revisions to the MS Biology Thesis track program and revisions to the MBA program. The next meeting is scheduled on January 24, 2007.

➤ **Personnel Committee** – No report

Dr. Barfield has a teaching commitment which conflicted with the Steering meeting. Dr. Chopra requested a new representative for the Personnel Committee in case Dr. Barfield's schedule did not permit him to attend the Personnel committee or Steering Committee meetings. Dr. Subir Bose was agreeable to serve.

➤ **UPCC** – Dr. Pennington

Dr. Pennington reported that the committee met last Tuesday. There were multiple programs for review and 13 requests for fees. These were approved and sent forth to the Provost. The committee worked on a proposed resolution related to degree revocation policy related to a student possibly losing their visa between the ceremony and actual certification. This was tabled by the committee.

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OTHER

Faculty Senate upcoming January meeting –

Dr. Chopra reported that BOT/UFF representatives were invited to come to the full Faculty Senate meeting on January 25, 2007 to present their views on the Senate recommendation on changes to the TIP award criteria and procedure.

Parking Committee - Dr. Gunter

Dr. Gunter reported that there is an upcoming meeting of the University Parking Advisory Committee.

ADJOURNMENT

Motion made seconded and approved. The meeting adjourned at or around 6:00 pm.

Resolution 2006-2007-3 Thesis and Dissertation Submittals

Whereas, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

Whereas, many students are using the web extensively for their research, sometimes without understanding attribution, and

Whereas, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

Be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements to submit the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

2nd submission -Forwarded from Graduate Council

Recommended Implementation Protocol

1. ETD committee chair calls the Office of Student Conduct to receive the class ID and password for access to Turnitin.
 2. ETD committee chair goes to turnitin.com and completes a faculty user profile, sets up the password access for turnitin.com and establishes a faculty mailbox where the results will be sent.
 3. ETD committee chair provides the ID and password to the student submitting the thesis or dissertation for analysis
 4. Student goes to www.turnitin.com, and completes a student user profile, watches the training video and follows instructions for submitting the thesis or dissertation.
 5. Results of analysis are electronically sent to the ETD committee chair for review by the advisory committee
 6. ETD committee uses the results appropriately to assist the student in the preparation of their ETD.
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