

MEMORANDUM

TO: Steering Committee
FROM: Manoj Chopra, Chair, Faculty Senate
DATE: February 1, 2006
SUBJECT: **STEERING COMMITTEE MEETING**

DATE: Thursday, February 9, 2006
TIME: 4:00 p.m.
ROOM: Classroom I, Rm. 306

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *January 19, 2005***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Revisions to the Faculty Senate Constitution – Dr. Cook
 - Report from the Subcommittee on TIP/RIA/SoTL Revisions for 2006-2007 – Dr. Cook
 - Report on Student Perception of Instruction Revisions – Drs. Wink and Huff-Corzine
 - Multi-term Registration – Dr. Schell
6. **New Business**
 - Liberal Studies Program in the Office of Undergraduate Studies – Dr. Schell
 - Technology-related Issues – Dr. Joel Hartman
 - Test Scoring Procedures – Dr. Wink
 - Parking Problems – Dr. Gunter
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. Koons.
 - Graduate Council Committee – Dr. Moharam.
 - Personnel Committee – Dr. Workman.
 - UPCC – Dr. Pennington.
8. **Other**

Steering Committee Meeting

January 19, 2006

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:05 p.m. Minutes of the ***November 19, 2005 meeting*** were unanimously approved.

Members present: Drs. Arlen F. Chase, Dawn Trouard, Diane Wink, Janice Peterson, Robin DiPietro, Ida Cook, Robert Pennington, Rufus Barfield, Keith Koons, Jim Moharam, Thomas Wu, Henry Daniell, Glenda Gunter and David Workman.

Members absent: Drs. Thomas Wu, Melody Bowdon and Provost Hickey.

Guests: Drs. John Schell and Lin Huff-Corzine.

ANNOUNCEMENTS AND PROVOST REPORT

BOT meeting

- Department of Communicative Disorders now called Department of Communication Sciences and Disorders. Nicholson School of Communication Building approved but still needs to be approved by legislature, Sociology and Anthropology separation into separate departments approved.

- Jose Fernandez, is the new Dean of the College of Arts and Humanities effective August 8, 2006

Provost Report

No report.

OLD BUSINESS

Revisions to the Faculty Senate Constitution – Drs. Chase and Cook

The subcommittee consisting of Drs. Chase, Cook and Pennington have begun making changes in college references. They will have draft for review at next Steering Committee meeting so it can be brought to Faculty Assembly and (if necessary) Full Senate for approval at February 2006 meeting.

Report from the Subcommittee on TIP/RIA/SoTL Revisions for 2006-2007 – Dr. Cook

Draft UCF-TIP document has been circulated to colleges via committee members. Dr. Cook will bring final version to steering at next meeting.

RIA revision will be next and expect that will be ready by February 2006. SoTL needs to be worked upon completion of RIA. Question: Has this gone to collective bargaining unit? Some committee members are members of the union. The subcommittee will bring revisions forward as recommendations from faculty. Question: Have specific concerns of outside members been addressed? Yes. Honors college concerns are being addressed. Dr. Alvin Wang will be invited to next meeting.

NEW BUSINESS

Report on Student Perception of Instruction (SPOI) Revisions – Dr. Wink

Last summer a committee was convened by Academic Affairs to look at issues related to academic rigor at UCF. One of the major issues identified was the negative impact of the current processes related to SPOI on academic rigor. The committee did an extensive literature review on the topic as well as explored what other colleges and universities are doing.

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The full report of this committee has a section on SPOI which discusses multiple issues about the process, such as content of the evaluation, inherent biases in the faculty evaluation process, the context of the results, and how the evaluations are used in numerous faculty evaluations for merit, promotion and tenure, and for university awards. This committee would like to have Faculty Senate work on revision of both form and process. Dr. Chase pointed out that SACS states to not use SPOI in evaluation of faculty. In addition there is another committee looking at process, particularly possibility of doing on-line evaluations.

Dr. Chopra suggested the two committees work together to generate a consensus report to be brought to the Steering Committee and the full Senate in February.

Faculty Release Time or FTE Assignments for Faculty Senate Duties – Dr. Wink

A member of senate has asked about the “official” release for service to Faculty Senate and its committees (and other service activities at the department, college and university levels). The service assignment varies from college to college. FTE assignment for specific activities (including teaching and research) varies from college to college, department to department, faculty to faculty, and for some individuals from year to year despite identical assignments. Chair needs to negotiate this with individual faculty. There are no standard university guidelines. Motion made and seconded to refer this to Budget and Administration who will be asked to look at all FTE assignments. Approved.

Emeritus Awards for Librarians – Dr. Schell

Present policy does not include librarians. It needs to be revised to include Librarians and Associate Librarians. This has been approved by university policies committee. Not yet approved by President Hitt and is not on web site. Expect full approval. Copy distributed. No vote needed.

Academic Integrity Survey - Dr. Schell

Plans to conduct a survey from the Center for Academic Integrity (a national organization). We have a contract to administer the surveys to both students and faculty. Can benchmark our responses to those from across the country. Will give more information on faculty practice, beliefs, and needs. Copy of faculty survey distributed. It is being adapted for UCF. It was suggested that TAs, adjuncts, instructors be included. This might raise understanding and awareness. Dr. Schell was asked that results be brought back to Senate Steering Committee before distributed elsewhere.

Motion to endorse made and seconded. Approved.

Faculty Senate Ethics Task Force is also working on a university wide statement on plagiarism

Problems with GroupWise

Multiple problems with GroupWise as well as WebCT, PeopleSoft and other aspects of computer support extensively discussed. There appears to be a problem with both process and culture and is disrespectful of staff, faculty and students who must use these systems to do the work of the university. Discussed failures to collaborate on modifications, communicate events which will impact staff, students, and faculty, and carry out quality assurance and testing of new services and modifications before going live.

A memo from Faculty Senate will be brought to Presidents Advisory Council by Dr. Chopra. Dr. Wink asked to send a draft to Dr. Chopra. Dr. Chopra will invite Vice Provost Joel Hartman to the next meeting of the Faculty Senate Steering Committee.

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The steering committee also asked the Budget and Administrative Committee for long term process examination with a request for move towards resolution of problem. Suggestion for both university wide and college based technology advisory committees.

Discussion on the Implementation of Resolution 2004-2005-5

General discussion as to whether Resolution 2004-2005-5 was followed at the time the College of Arts and Sciences was split into the College of Science and the College of Arts and Humanities. Also some concerns as to how individual faculty were impacted by the change. Our current constitution does not have structure of the university in our purview. However, general feeling of steering committee members is that the consultation called for in Resolution 2004-2005-5 did not occur in this case.

General discussion of possible options (strengthen resolution, change Faculty Senate constitution) Faculty were consulted as to which college they would be in. Dr. Chopra was asked to send a letter to the Provost on behalf of the Steering Committee asking that Resolution 2004-2005-5 be followed in future if new colleges considered.

Establish Committee to Review Excellence in Professional Service Awards

The following faculty agreed to serve on this committee: Drs. Peterson, Barfield and Chopra.

STANDING COMMITTEE REPORTS

- **Budget & Administrative** – Dr. Keith Koons reported.
Committee has not met. No report. Undergrad teaching equipment request deadline is approaching. Travel not yet addressed.
- **Graduate Council** - Dr. Jim Moharam reported.
Items discussed: Curriculum committee with approvals of programs and courses. Policy and Procedures committee is looking at several issues some from SACS review. Issues of 4000 level courses in graduate program and 5000 level courses in masters half at 5000 level not high enough level. Split classes - undergrad and grad in same room with the same teacher at same time. Some non thesis masters have no thesis or research review to graduate. Nonthesis option needs to show independent learning. Tuition waiver support being looked at. The Council held an open forum in December. Doing financial impact statements. Help to have options or selection by end of semester.
- **Personnel** – Dr. David Workman reported.
Have not met since last senate meeting. Committee is searching for meeting time. Item to discuss at next meeting: Having heart defibrillators in every building.
- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.
UPCC has met twice. Approved multiple degree program changes in December and January. Approved addition of two music courses for general education options. Catalog copy done for the year. Some new programs and courses coming forward. Some problems if course canceled but still need one more offering.

Dr. Chopra suggested more than one liaison from Steering Committee to Graduate Council needed to cover the different subcommittees. He will discuss this at the next Steering Committee meeting.

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OTHER

Agenda for next Faculty Senate Meeting

Suggested we discuss problems with the multi-term scheduling system. There have been complaints from students in addition to administrative and advising issues and problems. Dr. Schell reported there are plans to examine process with fine-tuning expected. Dr. Chopra will invite Dr. Mark Poisel and Dr. Schell to give a state of the program report. Faculty will then be invited to give input and offer solutions

ADJOURNED

Motion to adjourn at 5:30pm made and seconded. Approved.

To: Dr. Manoj Chopra, President, UCF Faculty Senate
From: Dr. Jeffrey Kaplan, Chair, UCF Faculty Senate Personnel Committee
Date: Thursday, February 9, 2006
Re: Faculty Senate Resolution

The UCF Faculty Senate Personnel Committee requests that the following resolution be considered at the next Faculty Senate meeting. We bring it forth to the Faculty Senate Steering Committee for your kind consideration.

Faculty Senate Resolution

Whereas the University expects faculty to travel as an essential part of their duties and responsibilities - for the enrichment and enlightenment of their professional development in teaching, service and research.

Be it resolved that the University of Central Florida will relentlessly pursue avenues that will lead to:

- a) an increase in the per diem rate for meals to be consistent with the current federally established guidelines.
- b) an increase in the mileage rate for faculty using their own vehicles to be consistent with the current federally established guidelines
- c) a streamlining of the procedure to file a claim for reimbursement of expenses incurred while on university business.

UCF Personnel committee respectfully submits this amendment to the Faculty Senate so that these recommendations will be considered and endorsed by this elected body.