

**FACULTY SENATE STEERING COMMITTEE  
MINUTES  
January 11, 2001**

Dr. Michael Mullens, Chair, called the Faculty Senate Steering Committee meeting to order on Thursday, January 11, at 4:05 p.m. The minutes of November 9, 2001 were unanimously approved.

Members present: Drs. Lee Cross, Diane Wink, Glenn Cunningham, Lee Armstrong, Phillip Taylor, Diana Velez, Naval Modani, Cynthia Hutchinson, Robert Pennington, Cynthia Hutchinson, Ahmad Elshennawy, Carol Bast, and John Leeson.

Members absent: Dr. Ida Cook, and Provost Gary Whitehouse

Guest: Dr. John Schell

### **ANNOUNCEMENTS**

Dr. Mullens announced that the Transition Task Force for the Education Governance Reorganization would meet on Thursday, January 18, 2001 in Tampa, Fl. Phil Handy chairs the Task Force. Dr. Mullens and Dr. Ida Cook are planning to attend.

### **NEW BUSINESS**

#### **Standing Committee Reports**

##### **Budget and Administrative Procedures**

Dr. Glenn Cunningham reported he had a lengthy meeting with Dr. Ed Neighbor regarding the distribution of funds for academics. Departments have an increase in faculty and students, but this year the departments' funds were decreased. In some cases where budget was increased, there are more faculty and graduate students to be funded. Also most of funding to colleges and departments has been allocated to positions so if money's tight no money is available to departments for non-faculty expenses. Some money is also being used to increase salaries. Dr. Neighbor stated that there are several other special programs where funding has been distributed before departments/units are funded. Dr. Modani stated that Pegasus is in arrears and has not been totally funded. With an increase in faculty and students, we also need to improve the quality of life for faculty.

Alterations and improvements were discussed with Mr. William Merck. He has a new system on costs. Steering committee requested a review of the cost of office supplies and furniture through UCF approved vendors. These items are often priced much higher than at local office supply stores.

##### **Graduate Council**

Policy and Procedures Subcommittee: - Dr. Cyndee Hutchinson reported that the Policy and Curriculum Subcommittee did not meet since the last Steering Committee meeting.

Course Review and New Programs Subcommittee: Dr. Hutchinson reported that this subcommittee has met twice since the last Steering Committee meeting. They have accomplished the following:

1. Approved proposals for a Ph.D. track in MIS; a Business Communication track in the Master of Arts in the Communication program; a Public History track; and to establish a 3+2 Accelerated Master's Program in History and in Liberal Studies.

2. Tabled two proposals: one for a Graduate Certificate program in Computer Forensics (seeking more information), and one for a Graduate Certificate program in Arts Management (seeking more information).
3. Approved a multitude of Course Action and Special Topics requests submitted by the colleges.

The subcommittee discussed the Steering Committee's suggestion that they publish a calendar of deadline dates for submission of items to the subcommittee to remove some of the last minute rush. The subcommittee rejected the idea stating that this is not a problem for the subcommittee.

Appeals Subcommittee: - Dr. Hutchinson reported that the subcommittee met and approved a new award entitled "University Excellence in Graduate Mentoring." The criteria is in the process of development. The awarding of this certificate will begin in 2002.

**Undergraduate Policy and Curriculum Committee** – Dr. Robert Pennington reported that a subcommittee, chaired by Dr. Jeffrey Kaplan, met and made recommendations on the Student Perception of Instruction form. The first sixteen questions are required, but the next six questions can be revised to meet individual faculty or department needs. The UPCC discussed the issue and recommended that the academic units take part in the changes.

The Committee also discussed the Teaching and Tenure issue at length. The two resolutions approved by the UPCC were distributed for the Steering Committee's review. The Steering Committee discussed the development of criteria for evaluating teachers and researchers because there is a perception on campus that teaching does not count. Suggestions were use of grade distribution, portfolios, TIP, etc. Dr. Diana Velez explained the national group called the "MERLOT" (Multi-Media Educational Learning and On-Line Teaching) that is involved in the evaluation of Web-based teaching. After a lengthy discussion on the subject, Dr. Modani moved to accept the two resolutions and Dr. Cunningham seconded the motion. The motion was unanimously approved with no objections.

There were several college proposals reviewed and approved by the UPCC at the December 5, 2000 meeting.

#### **Resolution 2000-2001-2**

#### **Faculty Teaching and Learning Evaluation in the Tenure Process**

Be It Resolved that while the current Student Perception of Instruction form will continue to be an instrument for evaluating faculty's teaching and learning effectiveness in the tenure process, this particular instrument should not be an exclusive evaluation instrument. Other instruments should also be used to measure faculty's teaching and learning effectiveness such as peer evaluation, teaching portfolios, etc.

**Resolution 2000-2001-3**  
**Student Perception of Instruction form**

Be It Resolved that the current Student Perception of Instruction form be amended to reflect the variety of instruction delivery formats and methods. The amendments to the form should be made as necessary by the colleges, schools or departments

Dr. Cunningham stated that he would like to see the UPCC consider discussing the issue of the student payment of fees problem. Several suggestions were discussed regarding the problem. Dr. John Schell stated that 900 seats were lost in the fall because of spaces taken by students who either do not attend or cannot pay their fees. Discussion for solutions included: computer system, PeopleSoft, deferments, financial aid payments, etc. Provost Whitehouse would like the UPCC and the Faculty Senate to work on a solution to this problem. This request will be forwarded to the UPCC for discussion at their February meeting.

**OTHER**

Dr. Mullens stated that he had received a letter from Dr. Ady Milman regarding representation on the Faculty Senate for the School of Hospitality Management. The Committee agreed that representation for a college or unit must be made on the first day of Spring Semester when distribution of faculty senate seats per college/units are calculated according to the Faculty Senate Constitution.

Dr. Mullens announced that the meeting on transition task force on education governance reorganization would be held in Tampa on Thursday, January 18, 2001. He and Dr. Ida Cook will be attending.

Dr. John Schell announced that TIP was on track, and the recommended deadline for submitting packages is January 12, 2001. Two colleges are using a modified schedule. Dr. Schell will distribute the list of eligible faculty to the Steering Committee.

The meeting adjourned at 5:25 p.m.