

# MEMORANDUM

**Date:** January 8, 2010  
**TO:** Members of the Steering Committee  
**FROM:** Ida Cook  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on January 14, 2010**

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Meeting Date: Thursday, January 14, 2010  
Meeting Time: 4:00 – 6:00 p.m.  
Meeting Location: College of Arts and Humanities, Room 192A

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of November 5, 2009**
4. **Announcements and Recognition of Guests**
  - Provost's update
5. **Old Business**

None.
6. **New Business**
  - Appointment of a selections committee for the University Excellence in Professional Service Awards
  - College apportionment
  - Textbooks – Online Library Resources
7. **Standing Committee Reports**
  - Budget and Administrative Committee – *Patrick LiKamWa*
  - Graduate Council – *Stephen Goodman*
  - Personnel Committee – *Arlen Chase*
  - UPCC – *Bob Pennington*
8. **Other**

*Faculty Senate Steering Committee Meeting*  
Minutes of  
**November 5, 2009**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

**Steering Officers Present:** Cook, Wink, Kassab, and Chopra.

**Steering Committee Members Present:** Belfield, Cash, Chase, Covelli, Daniell, Edwards, Gause, Goodman, Kaufman, Koons, Kovach, LiKamWa, Moslehy, Pennington, Schulte, and Seidel.

**Administrators Present:** Provost Hickey, D. Chase, and Morrison-Shetlar.

**Steering Committee Members Not Present:** Brown, Lynxwiler, Oetjen, Rahrooh, and Sivo.

#### **MINUTES**

The minutes of October 8, 2009 were approved as recorded by unanimous vote.

#### **RECOGNITION OF GUESTS**

Lucretia Cooney, Faculty Affairs; Patti MacKown, Student Rights and Responsibilities; Bill Merck, Administration and Finance; Jeff Morgan, Environmental Health and Safety; Mark Roberts, Human Resources.

#### **ANNOUNCEMENTS**

##### Provost's Update

At the Board of Trustees (BOT) Educational Programs Committee and Finance Committees meetings, the provost presented a proposal to remove one-time money from the budget over five years rather than two years. Both committees approved the five year plan unanimously. The plan will be presented again at the BOT retreat next week. The full BOT will vote on the issue at the next BOT meeting. The provost is confident that the plan will be approved. Last week, budget numbers based on final enrollment were distributed to deans and unit heads, and it is expected that the funds will be transferred prior to the Thanksgiving break. Deans can begin the process of hiring faculty and instructors. Based on a model of the growth in tuition revenues (not including further enrollment growth), it will take UCF seven years to recover the \$77.2 million cut from the recurring budget over the past two years. The provost does not believe that the projected state budget shortfall of \$1.2 billion will affect UCF. The five year plan could be sustained even if an additional 4% cut is made to UCF's budget.

##### Library Shift

Rich Gause announced that there will be a big shift in the library during which every volume in the library will be moved. Because the library stacks are full, 48,000 volumes from the collection will be moved to storage to make room for new additions. The volumes being removed are all available electronically via online databases. What cannot be accessed electronically can be obtained via inter-library loan requests.

## H1N1

A notice has gone out that the H1N1 (swine flu) vaccine is available to faculty, staff and students. Dr. Cook asked steering members to pass the word along to their colleagues and students.

## Online Attendance

The online attendance link is operative on Faculty Senate website. An email notice will go out to the senators regarding this issue.

## **OLD BUSINESS**

### College of Medicine TIP, RIA, and SOTL documents

The College of Medicine (COM) TIP, RIA, and SOTL documents have been reviewed by the COM faculty to ensure that they accommodate the faculty in the Burnett School of Biomedical Sciences (primarily tenured and tenure earning) and the faculty in the department of Medical Education (primarily multi-year contract). Dr. Daniell provided an overview of the proposed changes to TIP and RIA. No changes are proposed to SOTL. Motion made to approve the proposed changes. Motion seconded and carried. The documents were unanimously approved.

### Health Insurance

Bill Merck, Vice President of Administration and Finance, and Mark Roberts, Director of Human Resources, discussed the recent problem with health insurance benefits for nine-month faculty. The problems have been identified and corrective actions were taken at Human Resources. Procedural changes have been put in place to prevent a recurrence. Mr. Roberts discussed the role of PeopleFirst, which operates under the authority of the state-wide Division of Management Services, and provided an overview of the way the university pays for health insurance. He then described the causes of the recent problems, which resulted in the suspension of insurance coverage for all nine-month faculty as of October 1, 2009. Forty- three members of the faculty reported to Benefits directly that their health services were affected. Mr. Roberts acknowledged that the problem could have been corrected before it affected the faculty, but wasn't due to a failure of management. Corrective actions have been taken with four of the employees involved and Human Resources is currently conducting a search for a new Benefits Manager. Mr. Roberts offers his apologies for the failure. University Audit will be reviewing Payroll and Benefits procedures to make recommendations for improvement.

Dr. Cook relayed an unrelated question from faculty who noted that they did not get paid for one day in August, on the day between end of the old contract and the start of the new contract. A steering member noted this has been ongoing for years.

### Emergency Management Plan

Jeff Morgan, Coordinator of Emergency Management, reported on a grant for \$496 thousand that was awarded to UCF to improve the campus emergency management plan and to get the word out regarding the UCF alert system. Currently, UCF is retrofitting 30 buildings to make indoor announcements in the event of an emergency. UCF has purchased a text messaging, mass email, and paging system that will be able to send out information to UCF faculty, staff and students. Emergency exercises will be held with local emergency responders over the 18 month period of the grant, culminating in a university-wide exercise. Motion made to have Mr. Morgan give a presentation to the full Senate regarding emergency services. Motion seconded and carried.

**Agenda Item:** A presentation on emergency services will be added to the agenda for the November Senate meeting.

X(Grade) for Academic Dishonesty

Dr. Alison Morrison-Shetlar, Vice Provost and Dean of Undergraduate Studies, presented a request to move a proposed X Grade policy to the UPCC for consideration. The proposal came out of the Ethics Taskforce. Dr. Morrison-Shetlar provided an overview of the X Grade policy, which will identify academic dishonesty on student records and transcripts. This is a student- and faculty-driven initiative. A mandatory ethics course must be taken by students who are under the X designation. Motion made to send the policy to the UPCC. Motion seconded and discussion followed. A friendly amended was made that the proposal be sent to both the UPCC and the Graduate Council. The friendly amendment was seconded and carried. The amended motion carried.

Recommended Change to Graduate Council Committees

Dr. Max Poole, Associate Dean of Graduate Studies, brought forward a recommendation from the Graduate Policy Committee that the awards function of the Appeals and Awards Committee be moved to the Program Review committee. The motion was unanimously approved by both committees involved. Because this will be a change to the Constitution, it needs to be approved by the Senate in two successive meetings. Motion made to add this request to the Senate agenda. Motion seconded and carried.

*Motion made to amend the agenda to add a resolution from the Personnel committee. Motion seconded and carried.*

Resolution from Personnel Committee

Motion from the Personnel Committee to add a resolution to the Senate agenda. Dr. Arlen Chase read the resolution aloud. Discussion of the resolution followed. The words " Personnel Committee of the" were struck from the "Be it Resolved" clause. Motion to add the resolution to the Senate carried. The revised resolution will read:

**Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers**

**Whereas**, instructors and lecturers are actively engaged in teaching at UCF, and  
**Whereas**, instructors and lecturers are integral parts of many UCF departments, and  
**Whereas**, instructors and lecturers currently have no formal promotion stream at the university, and

**Whereas**, instructors and lecturers should have incentives to excel, and  
**Whereas**, at least five other universities in Florida and many others nationwide have created promotions streams for instructors and lecturers, and  
**Whereas**, such promotions would make UCF competitive for the highest quality educators, and

Recognizing that this resolution will need to be bargained between the UFF and the UCF administration,

**Be It Resolved**, that the ~~Personnel Committee of the~~ UCF Faculty Senate recommends that the UCF administration develop policy and procedures giving all full-time instructors and lecturers an opportunity for advancement. Promotion could be in the form of a title change (EX: Lecturer to Instructor) or via a "career ladder" with levels within a given

title (EX: Senior Lecturer, Master Lecturer, Level 1 Instructor, Level 2 Instructor) and be accompanied by an appropriate salary increase.

## **STANDING COMMITTEE REPORTS**

### Budget and Administrative Committee – *Patrick LiKamWa*

The committee has not met.

### Graduate Council – *Steven Goodman*

The Policy Committee has met twice since the last Steering Committee meeting. The committee has been developing policies that distinguish treatment of internal transfer credit (courses taken at UCF) vs. external transfer credit (courses taken outside UCF). At the moment the limit on external transfer credit has not changed; internal transfer credit will be allowed above the external limit, but will not exceed 50% of the degree requirements. All transfer credit will continue to require approval by the program of study. The official GPA will continue to exclude all transfer credit grades, both internal and external.

The Curriculum Committee met twice since the last Steering Committee meeting. The committee has approved revisions to two programs (Masters in Nonprofit Management-COHPA, and MA in Clinical Psychology-COS), approved a joint degree program (between the Master of Public Administration and the Master of Nonprofit Management-COHPA), and approved the reactivation of the MFA Theater Acting Track-CAH beginning Fall 2010. The committee approved the addition of two split Biology classes (4XXX/5XXX) in COS and several split Music classes in CAH. The committee reviewed a variety of course action request forms.

The Appeals and Awards Committee met twice since the last Steering Committee meeting. The committee has been discussing the transfer policy drafts being developed by the Policy Committee since changes might be expected to affect petitions related to transfer credit limits. Recommendations for minor modifications of draft language were made to the Policy Committee. The committee reviewed 15 student petitions and 4 student appeals.

The Program Review Committee met twice since the last Steering Committee meeting. The committee has been reviewing the documentation associated with the proposal for a M.Ed. in Teacher Leadership-COE and evaluating the proposal according to the criteria established for new program reviews.

### Personnel Committee – *Arlen Chase*

The committee developed the resolution presented above.

### Undergraduate Policy and Curriculum Committee – *Bob Pennington*

The committee met on October 13. Jill Fjelstul has been elected as chair. The BS in Architecture will be recommended to the BOT by the provost. The following program proposals were approved: the addition of Social Work Practice with Loss and Life's Transitions (SOW 3740) to the Aging Studies minor and the Aging Studies certificate; the suspension of the Addiction Certificate; the suspension of lab fees for Cardiopulmonary and Radiologic Sciences; the addition of a new track in Visual Arts and Emerging Media Management; the deletion from the catalog of a defunct track in Foodservice and Restaurant Operations Management. The next meeting is scheduled for November 10.

## OTHER BUSINESS

### Student Perception of Instruction

Dr. Cook provided information regarding the new reporting of student evaluation and perception of instruction data. A sample report is distributed. Faculty and students will be contacted with information about the new online process. A discussion followed regarding potential issues with the online process. Additional comments should be sent to Dr. Cook before Monday.

### Textbook Affordability

Dr. Cook is serving on statewide commission on textbook affordability. UCF had significant participation in the recent survey. Chancellor Brogan is very interested in open-access textbooks and it is likely that online textbooks will be available. There are concerns with the mandatory statewide imposition of textbooks and the standardization of textbooks.

## ADJOURNMENT

Motion to adjourn made and seconded. Meeting adjourned at 5:51 p.m.



# UNIVERSITY OF CENTRAL FLORIDA

## LIBRARIES

### ANNOUNCING THE PURCHASE OF THE COMPLETE SPRINGER eBook COLLECTION

The UCF Libraries is pleased to announce the purchase of the Complete Springer eBook Collection 2005-2009. This collection was made possible through an award from the Technology Fee committee. Springer is a major publisher of academic and professional books and series. The e-books are suitable for research, study, and course projects, and can be assigned as textbooks. With the purchase of this Collection, UCF has perpetual rights and online access to Springer books published in English between 2005 and 2009 comprising of over 16,000 volumes. In addition, UCF users now have access from 1997 to 2009 to all of Springer's major book series, including the well known Lecture Notes Series.

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Question or comments can be directed to Michael A. Arthur, Head of Acquisitions & Collection Services at 882-0143 or [marthur@mail.ucf.edu](mailto:marthur@mail.ucf.edu)

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