M E M O R A N D U M

TO: Steering Committee Members

DATE: Tuesday, January 8, 2007

FROM: Dr. Manoj Chopra
              Chair, Faculty Senate

SUBJECT: Faculty Senate Meeting on Tuesday, January 16, 2007

Meeting Agenda

1. **Call to Order**

2. **Roll Call**

3. **Minutes of** *November 16, 2006*

4. **Announcements and Recognition of Guests**

5. **Old Business**
    - Technology Fee – Dr. Chopra

6. **New Business**
    - BOG Update – Dr. Chase
    - Conflict of Interest and Commitment Forms – Dr. Chopra
    - Final Examinations (Two hour vs. Three Hours)
    - Updated website information from Division of Retirement
    - Academic Enhancement Fee – Dr. Chopra
    - Update on Constitutional Revisions – Dr. Cook and subcommittee members
    - Review of Faculty Senate Website – Dr. Trouard

7. **Standing Committee Reports**
    - Budget and Administrative Committee – Dr. Trouard
    - Graduate Council Committee – Drs. Moharam and Jewett
        a. Two resolutions
    - Personnel Committee – Dr. Barfield
    - UPCC – Dr. Pennington

8. **Other**

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:10 p.m. Minutes from the *October 12, 2006* meeting were unanimously approved.

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

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

Steering Members and Administrators absent: Drs. Terry Hickey (Provost), Arlen F. Chase, Michael Haralambous, and Christopher Muller.

Administrators present: Drs. Lin Huff-Corzine and John Schell.

Guests: none.

ANNOUNCEMENTS AND PROVOST REPORT

Comments by Dr. Chopra

BOG update Dr. Chopra presented for Dr. Chase

Discussion to occur at the Board of Governors' meeting in Pensacola on this date in regard to an ORP modification proposal with the possibility that faculty may be allowed to buy in to the state system; pending the outcome of the meeting. There will be a discussion in greater detail at a future Senate meeting. Also on the BOG agenda is the UF proposal of an extra $1000 academic enhancement fee ($500/semester) that would not be covered by Bright Futures.

OLD BUSINESS

Response from Bargaining Teams on TIP Criteria – Dr. Chopra

Dr. Chopra shared copies of emails from Dr. Jim Gilkeson (Chief Negotiator UFF-UCF) and Ms. Sherry Andrews (UCF Associate General Counsel). Both state that consensus was not reached during negotiations so as to implement the FS recommendations on the TIP Criteria for this academic year. Members of the Steering Committee inquired about the issues in regard to not adopting the FS approved changes in the TIP criteria.

Dr. Cook, chair of the criteria review work subcommittee, stated that the committee members worked extensively on the TIP revision project and the subcommittee has begun work on RIA and SoTL revisions this year. Dr. Cook requested guidance from Faculty Senate Steering Committee to direct the subcommittee and if it should pursue this path. The consensus of the Steering Committee was that the subcommittee should move forward with their work agenda. RIA criteria are to be worked on next and the subcommittee usually meets on Thursdays at 4:00 p.m. Dr. Cook requested any interested faculty to serve on the subcommittee. Suggestion was made to invite a representative from UFF and BOT each to the next FS meeting on January 25, 2007. Dr. Chopra will get in touch with a member of each group for the meeting.

Conflict of Interest – Dr. Lin Huff-Corzine

Dr. Huff-Corzine reported that meetings with faculty groups continue to take place with regards to the CoI forms. Individual faculty can request a copy of the final approval form. Dr. Huff-Corzine reported that the process is used to collect information to help university to make policy. However, some policies already exist; such as, not teaching the same course at another university or community college is an existing policy. The recommendation is to report any potential conflict of interest to the supervisor and determine how to address the concern through discussion.

IP of Faculty Class Notes – Dr. Schell

Dr. Schell stated that a two-page letter was distributed to all faculty stating that if any organization advertises on campus or solicits any faculty notes – these activities are illegal; PowerPoint presentations or exams that are being sold are the faculty IP and a cease and desist order will be issued. Student notes from lecture present a less clear issue of IP; however the Golden Rule includes a selling notes clause as being an illegal activity. The instructor must bring the charge to the General Counsel. Class notes are automatically copyrighted and thus faculty members do not have to put the copyright icon on the class materials.

NEW BUSINESS

Approval of the 2006-07 TIP, RIA and SoTL Criteria – Dr. Chopra

The criteria for the 2006-2007 reflect the previous criteria without the Senate recommended changes in the TIP. These criteria need to be approved by the Steering Committee today in order to move forward with dissemination to the faculty. The issue of Senate recommendations for these merit awards will be added to the next Steering meeting in January for further discussion. Motion made, seconded and the criteria were unanimously approved. Dr. Huff-Corzine will move forward with the process.

Report on Academic Conduct Statistics – Dr. Schell

Dr. Schell presented a summary report on Academic Conduct. He noted that there is a current student initiative on campus to ban the use of turnitin.com. The Graduate Council is discussing a resolution to use turnitin.com. While faculty can access student academic conduct records in the office, that information is not available online. Dr. Schell reported that his office is waiting on the Academic Integrity Survey results. At that point, members could invite Ms. Patty McKowan either to Steering or Faculty Senate. He anticipates that a white paper will be developed. The Ethics task force meets the first Monday in December and if you have any questions/concerns please forward them to Dr. Chopra.

Research Council Constitutional Amendment – Dr. Chopra presented for Dr. Chase

The Chair of the Research Council sent a note through Dr. Chase in regard to changing the Faculty Senate Constitution to allow the library representative to vote as member of the research council. The Steering Committee members asked that Dr. Cook work on item and develop a proposal to revise the constitution; Unanimous support of this recommendation was noted since the library representatives need to be enfranchised. On a related note, there is a need to look at the Undergraduate Policy and Curriculum Committee (UPCC) makeup and to change the size of its membership. The constitution also needs to be revised to include the College of Medicine as well as the number of senators. Dr. Cook was appointed; Drs. Pennington and Jewett to serve; is to provide service vital for research and role

ACTION: Motion made, seconded to approve library representative as voting member of the council. Anticipate completion of work by March, 2007.

Technology Fee – Dr. Chopra

The BOG can help the university by providing another source of funding. Dr. Chopra asks when was the right time for the Senate to offer a resolution to support the new fee. This issue will be added to the next Steering meeting in January.

Evaluation of Regional Campus Faculty – Dr. Chopra

There is discussion of a proposal for a separate set of criteria for those faculty serving on the regional campuses. Dr. Schell stated that the discussion was raised by a dean there was mixed reaction from chairs with no support at this point. Regional faculty are part of UCF – the issue is related to research of the bench scientist versus the social scientist. Dr. Chopra suggested that this issue be referred to the Personnel Committee. The committee will need to determine the sense of the faculty and if this is perceived as problem or not. They will see if is there a policy to rotate back and forth between main and regional campuses. Committee will collect information on the background and then report to the Steering Committee if a resolution is needed. It was approved unanimously to send it to Personnel Committee.

Improvements to the Senate Website – Dr. Chopra

Members are asked to review the Senate website which is maintained by Latrecia Rice. Please make note of information available on the website and suggest any changes/additions. Dr. Trouard volunteered to review and send feedback. All members are asked to access the website within the next two weeks time frame.

Role of Steering Committee Members on Standing Committees – Dr. Chopra

Dr. Chopra reminded members of the Steering Committee that their role on the Standing Committees was as liaison. As liaison, one may offer opinions, serve as intermediary, provide aid to the committee in decision-making and to bring the items to the Steering Committee. They are not voting members of the committee. Dr. Chopra is always available as a resource.

STANDING COMMITTEE REPORTS

- *Budget and Administrative Committee* – Dr. Trouard reported.

   The committee has worked on the Teaching equipment RFP and it is approaching closure. The bookstore review report is forthcoming. Dr. Chopra will ask the Provost to ask that bookstore notify all faculty that if they have submitted orders, to follow up and double check that order has been processed.

- *Graduate Council Committee* – Dr. Moharam reported.

   Graduate Council Policy Subcommittee met October 12 and November 2. The next meeting is November 30. A draft policy is to be prepared on the ETD use of turnitin.com and the ETD dissemination policy. The subcommittee approved a proposed resolution to use turnitin.com in evaluation theses and dissertations. Resolution (GS-1) and Resolution (GS-2) will be presented to the Steering Committee pending clarifications and input from the graduate coordinators. Also, the committee has discussed the possible role of Graduate Council in doctoral program review, review of outside consultant reports and access to program review documentation. It has begun discussion of Faculty-Graduate Student potential conflict of interest.

   Graduate Council Curriculum Subcommittee met October 11, 25, November 8, and the next meeting is November 29. Meetings resulted in the approval of the proposed new MA in Music program; MEd in Education Media; and MA in Anthropology. The committee has reviewed and approved special topics and course action requests.

- *Personnel Committee* – Dr. Barfield reported.

  The committee will meet on the first of December. The agenda items will include retirement plans and dissemination of information from human resources.

- *UPCC* – Dr. Pennington reported.

  The committee will be meeting in two weeks. Dr. Pennington noted that any course proposals must be consistent with state policy.

OTHER

Cancellation of November 30th Faculty Senate Meeting – Dr. Chopra

Due to a light agenda, the Faculty Senate meeting scheduled for November 30, 2006 was cancelled so as to allow additional time for important committee work. All Standing committees will need to continue to meet, can utilize this open date for meetings and report back in January.

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at 6:00 p.m.

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.

Revised 11-02-06

Submitted by GC

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.

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.

Revised 11-2-06