

## MEMORANDUM

**TO:** Steering Committee  
**FROM:** Manoj Chopra, Chair, Faculty Senate  
**DATE:** January 17, 2006  
**SUBJECT:** **STEERING COMMITTEE MEETING**

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**DATE:** Thursday, January 19, 2006  
**TIME:** 4:00 p.m.  
**ROOM:** Classroom I, Rm. 306

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of November 3, 2005**
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - Revisions to the Faculty Senate Constitution – Drs. Chase and Cook
  - Report from the Subcommittee on TIP/RIA/SoTL Revisions for 2006-2007 – Dr. Cook
6. **New Business**
  - Report on Student Perception of Instruction Revisions – Dr. Wink
  - Faculty Release Time or FTE Assignments for Faculty Senate Duties – Dr. Wink
  - Emeritus Awards for Librarians – Dr. Schell
  - Academic Integrity Survey - Dr. Schell
  - Problems with GroupWise
  - Discussion on the Implementation of Resolution 2004-2005-5
  - Establish Committee to Review Excellence in Professional Service Awards
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*

### *November 3, 2005*

Dr. Manoj Chopra, Chair, called this Steering Committee meeting to order at 4:05 p.m. Minutes of the ***October 6, 2005 meeting*** were unanimously approved.

**Members present:** Drs. Arlen F. Chase, Melody Bowdon, Dawn Trouard, Diane Wink, Janice Peterson, Robin DiPietro, Ida Cook, Robert Pennington, Keith Koons, Thomas Wu, and David Workman.

**Members absent:** Drs. Rosie Joels, Rufus Barfield, Jim Moharam and Henry Daniell.

**Guests:** Drs. John Schell, Lin Huff-Corzine, and Provost Terry Hickey.

#### **ANNOUNCEMENTS AND PROVOST REPORT**

- Holiday Party on Friday, December 9, 2005 at Dr. Chopra's house.
- The next meeting will be rescheduled to January 19, 2006, because of meeting schedule conflict.
- Dr. Pennington announced that Phi Kappa Phi is having its Fall initiation on Thursday, Nov 10th at 3:00 PM. All are invited.

#### **Provost Report**

No report.

#### **OLD BUSINESS**

##### **Update from Faculty Awards Subcommittee - Drs. Cook, Huff-Corzine and Wink**

The last meeting addressed two areas. One was inclusion of statement in TIP requirements that the time considered for eligibility does not have to be continuous. If someone had a sabbatical, was ill or had a usually low teaching assignment (e.g. if in a temporary administrative role), they can elect to not include that year and include the immediate prior year. The year of a sabbatical or illness may not be included. Other exceptions would go to that committee.

Data on who has not been eligible is being provided by Dr. Huff-Corzine. Data will be examined to see if there are any trends or systematic inequities. The committee will examine if the number of students a faculty would have to teach could be stated ahead of time. Could we base eligibility on last year's or some prior set of year's FTE generation? This might give faculty a clearer FTE goal.

The draft revised criteria will be sent out and all steering committee members are asked to obtain comments and responses from faculty in their colleges to the ad hoc committee. It was suggested that all options be considered since UCF is the only school still doing TIP. A question was raised if UCF-TIP can be considered to be a teaching quality award? Based on some initial discussions with administration at UCF, there is a strong desire for UCF-TIP to still reward teaching larger classes. There is a need for an award to reflect quantity and quality. The committee may present multiple recommendations as draft goes to senate and then to the UCF administration. It was also suggested that once these proposals are close to being finalized, that they be brought back to colleges and departments for additional feedback. It was discussed if the benchmarks can be variable across colleges and departments. Currently, the benchmark is above median at college or department levels. The desire to encourage teaching large numbers of students was something from the initial set up of this program from the legislature. More and different faculty have taught large sections as a result of this process. The timeline for the revision is to have draft documents by January 2006 so that they can be reviewed and considered during 2006. The revised criteria will be applicable to the next academic year awards.

# *Steering Committee Meeting*

## *November 3, 2005*

### **NEW BUSINESS**

#### Faculty Senate Constitution

There is a need for a revision of the constitution to accommodate the new Colleges of Arts and Humanities and the College of Sciences. A small subcommittee is needed to work on the revision. Current constitution has formulae for apportionment which can be easily adapted. Committee members will include Drs. Chase (Past Chair), Cook and Pennington.

#### Substitute courses for GEP. Dr. Schell

Dr. Schell requested advice on an issue related to General Education. The Music department has asked to add three courses new courses into the general education plan beyond the one music course already in GEP. These would require permission to use as a substitute for the existing music option and NOT be new course options in the General Education Program. Question: Does this go to full senate after approval at UPCC? Response: Because it is not a substantial change in the GEP itself, it would not need to go to the full senate. It was agreed that this modification can go from the UPCC to the Provost.

### **STANDING COMMITTEE REPORTS**

#### ✚ **Budget & Administrative** – Dr. Keith Koons reported.

The committee had one meeting with Dr. Ed Neighbor which consisted of a quick presentation of the Pegasus model. Dr Neighbor has been invited back for questions at next meeting. No resolutions are currently under development. Undergraduate equipment RFP is being developed.

#### ✚ **Graduate Council** - Dr. Jim Moharam reported.

There have been two meetings of curriculum committee. Several revisions to various certificates accepted. Dr Moharam has copies of meeting minutes if desired. He raised a question about which of the subcommittees should he liaison with? It was suggested that he work primarily with curriculum committee. The Graduate Policy Committee has met three times. Major policy change regards full time status for financial aid. The situation is if a graduate student's GPA falls below 3.0 GPA in program of study was discussed. The committee suggested that the rule be a GPA of 3.0 in all courses after admission to the program.

#### ✚ **Personnel** – Dr. David Workman reported.

One meeting. Has not received copies of minutes from prior meeting.

#### ✚ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.

Next meeting has full agenda with multiple new majors and minors. The Nicholson School of Communication and College of Science have raised objection about this proposed change of name of Communicative Disorders Department to Department of Communicative Sciences and Disorders in COHPA. Negotiations are in progress.

### **OTHER**

#### Final Examination Policy

The senate had passed a resolution in 1991-1992 school year related to Final Exam Policy and there is a university policy which addresses the requirement of giving of final exams. There is no strict enforcement. It was suggested that the process should be supervised by department chairs. There is a need to clearly state the policy in the letter to faculty. It was suggested that the Steering committee send this issue to the B&A committee to discuss how to enforce. Faculty could report what they are doing to their chair and put in the syllabus.

#### Calendar

A question was raised if we can make the academic calendar in alignment with one of the local counties with Seminole being the most likely choice.

### **ADJOURNED**

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