

# *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.

# *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.