

MEMORANDUM

Date: January 13, 2011
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on January 20, 2011

Meeting Date: Thursday, January 20, 2011
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *November 18, 2010***
4. **Announcements and Recognition of Guests**
 - Provost's Update
5. **Old Business**

None.
6. **New Business**
 - Resolution 2010-2011-2 Revision of Regulation 3.001, Non Discrimination; Affirmative Action Programs (*from Personnel Committee*)
 - Migration to Exchange email platform – *Joel Hartman*
 - Distributed Learning – *Tom Cavanagh*
7. **Standing Committee Updates**
 - Budget and Administrative Committee – *Carla Poindexter*
 - Graduate Council – *Jim Moharam*
 - Personnel Committee – *Kevin Haran*
 - UPCC – *Jill Fjelstul*
8. **Adjournment**

Faculty Senate Meeting
Minutes of
November 18, 2010

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate to order at 4:05 p.m. The roll was circulated for signatures. Dr. Cook reminded the senators to sign the roll and check the Faculty Senate website to insure that their attendance record is correct.

A motion to approve the minutes September 23, 2010 was made and seconded. It was noted that on page seven of the minutes, the words "or tenure-earning" had been omitted from the motion to allowed tenure-earning faculty to serve on the Graduate Council. The minutes were approved as amended to correct the omission.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost for Academic Affairs

Lucretia Cooney, Faculty Affairs

Al Harms, Vice President for Strategy, Marketing, Communications, and Admissions

Nelsi Mora, Student Government Association

Elliot Vittes, Interim Vice Provost and Dean of Undergraduate Studies

PROVOST'S UPDATE

Provost Waldrop was unable to attend and Dr. D. Chase presented the report on his behalf. The provost was pleased with the agreement reached between UCF and the UFF. A senator noted that that polling to ratify the contract will take place from 10 a.m. to 4 p.m. on Monday, November 29th & Tuesday, November 30th in the Library. Additional polling places will be available at the Cocoa and Rosen Camps. The specifics will be emailed to the faculty by the UFF. The Board of Trustees (BOT) must also approve the contract, and department chairs must verify that faculty members have a satisfactory rating and are eligible to receive the raise. Dr. Chase estimated that the earliest the new salary rate will appear on paychecks would be December 31. Because of technical issues, the retroactive pay may not arrive until February. An announcement regarding raises for out-of-unit faculty is forthcoming, but it is estimated that the raise given will be equivalent to those of in-unit. Additionally, the other unions will be offered similar agreements.

ANNOUNCEMENTS

Non-Discrimination Policy

The BOT approved revisions to the university's anti-discrimination policy to include gender identity. The Personnel Committee had been working on a resolution to propose such a change, and will now instead be submitting a resolution to endorse it. The resolution will be going to Steering in January.

NEW BUSINESS

Study Union Program

Student Union director Suzi Halpin was unable to attend. She had been scheduled to discuss the Study Union Program, which provides study options and resources for students during finals

week. Student Government will be hosting activities during finals week to help them study and reduce stress.

Resolution 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors

Kevin Haran, chair of the Personnel Committee, read aloud the resolution from that committee. Since the motion came from the committee, no second was needed. Dr. Cook noted that the Senate would be voting on the resolution only, and not the suggested procedures that were distributed with it. She also noted that the specifics of implementation will need to go through the bargaining process.

Motion made to remove the phrase “that the Faculty Senate Personnel Committee recommends” from the "Be It Resolved" clause of the resolution. Discussion followed on whether the wording was redundant. Question called. Motion to call the question seconded and carried. Motion to remove the phrase “that the Faculty Senate Personnel Committee recommends” carried.

Motion to add the words “through a formal promotion process” after the word "advancement" at the end of the resolution. Motion seconded and carried.

A question was raised regarding whether this will lead to the reduction of tenure-track hires. Dr. D. Chase replied that Academic Affairs is in support of continued faculty tenure and does not see this as a change to policy of hiring tenured faculty.

Motion to approve the resolution as amended carried.

Motion made to bring the motion back for an additional change to the wording of the resolution. Motion seconded and carried.

Motion made to add the word "more" before the word "competitive" to the fourth "Whereas" clause. Motion seconded and carried.

Motion to approve the resolution as amended carried. The resolution as approved was:

Resolution 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors

Whereas, Non Tenure-Earning Assistant and Associate Professors are actively engaged as teaching or research or clinical faculty at UCF, and

Whereas, Non Tenure-Earning Assistant and Associate Professors are integral parts of many UCF departments, and

Whereas, Non Tenure-Earning Assistant and Associate Professors should have incentives to excel, and

Whereas, such promotions would make UCF more competitive for the highest quality professionals, and

Recognizing that for those faculty who are in the bargaining unit, this resolution will need to be bargained between the UFF and the UCF Board of Trustees,

Be It Resolved, ~~that the Faculty Senate Personnel Committee recommends~~ that the UCF administration develop policy and procedures giving all Non Tenure-Earning Assistant and Associate Professors an opportunity for advancement [through a formal promotion process](#).

University Strategic Plan

Al Harms, Vice President for Strategy, Marketing, Communications, and Admissions, was present to present the UCF strategic plan. Copies of the plan were distributed. VP Harms provided an overview of the development process to date and reviewed the differences between this and previous iterations of the strategic plan.

VP Harms cautioned that the measures included are a representative sample and that there are many more than those included on the handout. VP Harms emphasized that it is a strategic plan and not a compilation of tactical plans that have been initiated throughout the university.

VP Harms solicited the following feedback from faculty:

- Regarding the goal to be a community of distinction: If this is the case, then salaries should be commensurate with the universities that are our aspirational peers. This should be placed under measures.
- It was difficult to find where the education of K-12 student fall in the plan. VP Harms felt that this was located under community impact.
- Q: Does community impact includes the time faculty spend in the community teaching?
A: That is one of the measures. VP Harms emphasized the willingness to adopt additional measures and encouraged faculty to offer suggestions.
- Measures related to promoting international focus should have a more prominent placement.
- A question was raised about enrollment growth and whether continued growth is being seen as beneficial. VP Harms replied that President Hitt is concerned about access to education and equally concerned with the faculty/student ratio. VP Harms noted that enrollment growth has been one of the only sources of increased revenue for the last few years. The administration is looking at managing the growth.
- The plan's reference to expanding STEM teacher preparation should be extended to all faculty and not limited to STEM.
- Under the "Community Impact" heading, the item "Digital Media" should be changed to "Digital Performing Arts", which is the broader category.
- The plan should include a measure for ethics. VP Harms asked for suggestions on measures to capture ethics and integrity.
- If a goal is to attract world-class research faculty, the university needs to sustain the research facilities and infrastructure required.
- Goals 1 & 2 should include a phrase about enrichment of the visual and performing arts. VP Harms requested that suggested wording be sent to him via email.

- Given that one of the goals is to become a top-tier research university, the plan needs to have a measure for support and resources for research.
- Regarding the wording of goal number four, perhaps there should be a specific goal in relation to where we want to be in terms of becoming more inclusive and diverse.

Dr. Cook thanked the senators for taking the time to review this document. VP Harms announced that he will be meeting with the Board of Trustees on December 2, 2010, and will work to include the Senate's input. Senators can send feedback directly to VP Harms at aharms@mail.ucf.edu or to the Faculty Senate office, where it will be compiled and forwarded.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee Update – *Carla Poindexter*

The committee met for the second time and has several ideas that they will present to the Faculty Senate in December.

Graduate Council – *Jim Moharam*

Graduate Council information and activities (membership, meeting schedule, agenda, minutes, actions, etc.) are available at <http://www.graduatecouncil.ucf.edu/>

Appeals and Awards Committee:

- Met four times on 10/07, 10/21, 11/04, and 11/18
- Reviewed student petitions – typically 10 petitions per meeting
- Next meeting scheduled for 12/16

Curriculum Committee:

- Met four times on 9/29, 10/13, 10/27, and 11/17
- Approved revisions to the Education Ph.D., Hospitality Education track
- Approved new courses in Education and Psychology
- Approved revisions to the Global and Comparative Education graduate certificate, CED
- Approved core Clerkship courses, COM
- Approved two BSBS split classes, COM
- Approved reactivation of the Exercise Physiology track, Education, Ph.D., CED
- Approved course revision to Interpersonal and Mass Communication tracks, Communication MA, COS
- Approved course revisions to Nursing DNP tracks, CON
- Approved three Certificate additions to Nursing DNP, CON
- Reviewed materials and supplies fees requests
- Reviewed courses and special topics action requests
- Next meeting to be scheduled in spring 2011

Policy Committee:

- Met three times on 10/13, 11/27, and 11/10
- Discussed limits on distance faculty participation in thesis and dissertation defenses
- Discussed the limit on the number of split level (4000/5000) courses in a program

- Next meeting on 11/24

Program Review Committee:

- Met four times on 10/01, 10/08, 10/22, and 11/05.
- Reviewed graduate faculty credentials for reappointment in: English, Psychology, History, and Hospitality Management
- Reviewed and made recommendations for graduate faculty reappointment in Sociology and Anthropology, Visual Arts & Design, and Criminal Justice
- Next meeting scheduled for 11/19

Personnel Committee – Kevin Haran

The committee devolved Resolution: 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors (above). In addition, they are reviewing the structure and process for evaluating department chairs and directors

Undergraduate Policy and Curriculum Committee – Jill Fjelstul

The October meeting was cancelled, the November meeting was routine, and the December meeting will be very large.

OTHER BUSINESS

Dr. Cook offered a reminder that the Faculty Assembly to vote on the Constitution will take place on December 1 at 3:00 in the Student Union Cape Florida, room 316.

ADJOURNMENT

The meeting adjourned at 5:02 p.m.



Center for Distributed Learning

New Initiatives Update

Spring 2011

For additional CDL information: <http://online.ucf.edu>

Contact: Tom Cavanagh (cavanagh@mail.ucf.edu or 407-823-4913)

IDL6543 Redesign

While the IDL6543 program has been successful at preparing faculty to develop and deliver online and blended courses, it has remained largely unchanged since its introduction in the mid 1990s. Based upon feedback received from deans, associate deans, department chairs, and instructional faculty, CDL decided to conduct an analysis of the program's current curriculum and delivery and determine what changes should be made.

During the Spring of 2010, CDL formed a committee of faculty and administrators from across the university to drive the program analysis and provide recommendations for revision. The committee consisted of Dawn Trouard, Susan Wegmann, Alicia Janowski, Max Croft, Ronnie Korosec, Tad Hara, and Kevin Yee. CDL faculty/staff on the committee were Tom Cavanagh (co-chair), Linda Futch (co-chair), Nancy Swenson, and Baiyun Chen.

The committee polled colleagues who had completed IDL6543, benchmarked alternative practices at other institutions both local and national, and provided a list of recommendations to CDL. Among the many recommendations included suggestions to place more of the curriculum online, expand the role of the Web Veterans, allow more flexibility to accommodate varying levels of technical competence, increase the enrollment cap, and focus less on pure pedagogy and more on how instructional design can be applied specifically in an online environment.

The curriculum is currently being revised and the pilot for the revision is targeted for a Summer 2011 delivery.

Online Faculty Readiness Assessment

Based upon conversations with deans and department chairs, CDL understands that more and more faculty are being hired with experience teaching online, thus prompting a question about whether or not they need to participate in IDL6543. However, because there are numerous models for teaching online, there is no clear definition of what "prior online teaching experience" means. UCF prides itself on developing the highest quality online courses (as evidenced by numerous awards) and must ensure that new faculty who are exempted from IDL6543 meet the university's (and SACS's) expectations for quality design and delivery of online courses.

As a result of these requests from deans and department chairs, CDL developed an online form intended for selected faculty to determine if their experience, competence, familiarity with the Blackboard Vista platform, and teaching philosophy meet CDL standards. The submitted information and course design artifacts are evaluated by instructional designers according to a

defined rubric. It is expected that a final assessment will result in one of several possible results: IDL6543 equivalency, a requirement to complete specific elements from IDL6543 or other programs (including technical instruction on the course management system), a requirement to complete a different professional development program, or a requirement to complete IDL6543 in its entirety. The time commitment from a faculty member to complete the instrument is not trivial—it is expected to take several hours to prepare and submit. However, this is a fraction of the 80 hour time commitment required by the IDL6543 program. (<http://www.cdl.ucf.edu/ofra/>)

Faculty Seminars in Online Teaching

These are advanced topics “beyond IDL6543.” They can be pedagogically-oriented (e.g., how to facilitate groups in online courses, how to facilitate large online classes) or technology-oriented (e.g., integrating iTunes U, using Gradebook formulas).

They will be workshop based, available live or online, short, and flexible (we will come to colleges and departments to facilitate). They will be co-facilitated by an instructional faculty member and a CDL instructional designer. Departments can choose from one of several pre-developed seminars or can develop a custom program.

First session is January 27 (*Designing Effective Online Assessments*: Bobby Hoffman and Denise Lowe).

New Online Student Orientation

Current orientation within Webcourses is exclusively technical. The revision will also include expectations for online students, success strategies, video tips from fellow students, etc.

Learn 9.x Migration

A new LMS platform is coming within the next 18 months. Several expanding pilots starting in the 2011/2012 Academic Year.

Webcourses for All

With the new LMS we hope to be able to provide a default Webcourses shell for all university courses, regardless of modality, that the faculty may elect to choose without a training requirement. However, certain features/tools may be unavailable until Essentials training is completed. The expectation is that this will replace *myUCF Grades*.

Mobility

Mobile Central and Mobile Learn (Blackboard products) are in development and will be deployed in the near future.

Pedagogical Repository

This is a collection of effective online instructional practices, to include a description, examples, scholarly references, etc. Would faculty be interested in working with CDL to contribute? The vision is to become like the Purdue OWL for online learning.

Resolution 2010-2011-2 Revision of Regulation 3.001, Non Discrimination; Affirmative Action Programs

(From the Personnel Committee)

Whereas, the UCF Board of Trustees has recently approved a revision to extend the non-discrimination policy to include gender identity and gender expression as categories that are protected from discrimination, and

Whereas, peer and aspirational peer institutions have expanded their non-discrimination policies and regulations to include these two categories of individuals,

Be It Resolved, that the Faculty Senate Personnel Committee recommends that the UCF Faculty Senate endorse these revisions to **Regulation 3.001, Non Discrimination; Affirmative Action Programs**, as approved by the UCF Board of Trustees.