

Faculty Senate Meeting
Minutes of
January 20, 2011

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate to order at 4:07 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 of November 18, 2010 was made and seconded. Motion carried. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Tom Cavanagh, Assistant Vice President, Center for Distributed Learning
Diane Chase, Executive Vice Provost, Academic Affairs
Joel Hartman, Vice Provost, Information Technology and Resources
Andrew Holloway, IT Infrastructure Manager, Computer Services and Telecommunications
Heath Martin, Associate Dean, Undergraduate Studies
Bob Yankello, Chief Technology Officer, Computer Services and Telecommunications

PROVOST'S UPDATE

Provost Waldrop was unable to attend the meeting. Dr. D. Chase, made the following remarks on his behalf:

Carnegie Classification of Institutions of Higher Education

The Carnegie Institute has ranked UCF in the highest research classification. UCF is one of 108 schools nationwide to receive this ranking, and it places us in the same category as University of Florida, Florida State University, University of South Florida, and University of Miami.

Faculty Pay Increases

Faculty pay increases will appear in the January 28th paycheck and will reflect the 3% rate increase. Human Resources is in the process of recalculating the retroactive pay, which should be done by April.

ANNOUNCEMENTS

W2 Forms

Dr. Cook offered a reminder that the W2 Forms are now available for download from MyUCF.

Academic Integrity

Dr. Cook called attention to an email that was sent regarding academic integrity, with the subject line "UCF Offers Help to Promote Academic Integrity, Address Misconduct." The email provides an overview of on-campus resources for promoting academic. Dr. Cook is serving on a university committee to improve and sustain academic integrity at UCF and welcomes any ideas and suggestion on the topic.

Faculty Senate Elections

Dr. Cook announced that the call for elections to the Faculty Senate went to the college deans today, including the list of senators in their unit who are eligible for election and the number of vacancies to be filled. Senators' terms are listed on the sign-in roster, and senators can check to see if they are in the first or second year of their terms. Members were reminded that we are now operating under the rules in the recently revised *Constitution*.

OLD BUSINESS

None.

NEW BUSINESS

Resolution 2010-2011-2 Revision of Regulation 3.001, Non Discrimination; Affirmative Action Programs (from Personnel Committee)

Kevin Haran introduced the resolution and noted it had been approved unanimously by both the Personnel and Steering committees. He read the resolution aloud. Discussion followed

A friendly amendment was made to remove the phrase "that the Faculty Senate Personnel Committee recommends" from the "Be it Resolved" clause. Amendment seconded and accepted.

It was suggested that the resolution was weak because it discussed keeping up with peer institutions but did not speak to the intrinsic value of non-discrimination. A friendly amendment was made to add the following as the first clause of the resolution: "Whereas, the Faculty Senate has long supported a broad interpretation of non-discriminatory practices, and". Amendment seconded. A suggestion was made to add an additional "Whereas" clause, which would be the first in the resolution: "Whereas the Faculty Senate considers non-discrimination and affirmative action to be of important value, and". Change accepted by motioner and seconder. In the discussion that followed, it was noted that the use of the word "long" might be misleading, as the Faculty Senate did not always take such a position. It was suggested that the word "previously" be used instead of "long". Amenders and seconders accepted the change. The friendly amendment was seconded and carried.

The motion to approve the resolution carried. The approved resolution read:

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

[Whereas, the Faculty Senate considers non-discrimination and affirmative action to be of important value, and](#)

[Whereas, the Faculty Senate has previously supported a broad interpretation of non-discriminatory practices, and](#)

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.

Migration to Exchange Email Platform – Joel Hartman

Dr. Joel Hartman presented information about the migration of the university's email system from Novell Groupwise to Microsoft Exchange. There are two parts to the migration: (1) migration to Microsoft Exchange for the university's email servers, and (2) adoption of Microsoft Outlook as the software users utilize to access email. The mass campus migration to Microsoft Exchange will occur between 5:00 p.m. on Friday, February 18 and 8:00 a.m. on Monday, February 21. The migration will occur automatically; however, faculty will be asked to perform several tasks in advance of this migration so that there are no surprises. Dr. Hartman asked everyone to look for emails labeled Exchange and/or Outlook for more information about these changes. Emails, calendars, etc. will migrate intact.

Dr. Hartman showed the Faculty Senate what the Microsoft Outlook interface looks like and indicated that interface provides a comprehensive view of all functions at the same time. Dr. Hartman stated that when users are off-campus, it is preferable that they utilize the web-based interface, which is similar to the regular product. For more information about the transition to the new email platform, university employees can visit <http://ucf2exchange.ucf.edu/>. In addition the site lists several training opportunities, including free sessions that are available on January 21st and February 4th.

Dr. Hartman opened up his presentation to questions from the Faculty Senate:

Q: Will there be a charge for mobile devices?

A: Using the web interface on mobile devices is free. There is a \$2.50 per device charge to sync to cellular phones and other handheld devices that faculty must pay to cover the software licensing costs that UCF pays. The charge will go to the department. It is up to the college/department if the faculty member is required to reimburse the department.

Q: Can users choose IMAP/POP rather than pay the \$2.50 monthly charge?

A: No, IMAP and POP are being discontinued due to security concerns.

Q: Does this work on a Mac?

A: Yes, there is a new native application on Microsoft 2011 entitled Outlook.

Q: Does the web interface timeout?

A: Yes, the standard log-in will last 15 minutes, but a 12 hour log-in can be selected.

Q: Will users be able to access their Groupwise archive?

A: Yes, there is free software to convert a Groupwise archive to an Exchange archive. Additionally, it is Florida law that all state employees must maintain all email messages for at least three years. The client archives, but the web interface does not.

Q: Why is the migration occurring over a weekend?

A: This is to all everyone to be moved over at once rather than in a piece meal fashion. The migration of archives will occur after this.

Q: Many faculty use other email clients, and Microsoft advertises that Exchange will support this through IMAP and POP. Why has UCF chosen not to provide the functionality that Microsoft builds into the product?

A: It is increasingly risky to transfer data using IMAP and POP.

Distributed Learning – Tom Cavanagh

Dr. Tom Cavanagh presented several new initiatives from the Center for Distributed Learning (CDL):

CURRENT INITIATIVES

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 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. A preliminary outline includes a reduced number of face-to-face sessions, with the majority of the content being delivered online.

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. In response, 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. 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, a requirement to complete a different professional development program, or a requirement to complete IDL6543 in its entirety. It will take faculty members it expected to take several hours to prepare and submit the instrument.

Faculty Seminars in Online Teaching

CDL has created 30-minute seminars on advanced topics “beyond IDL6543.” Topics can be pedagogically-oriented or technology-oriented. They will be workshop-based, available live or online, and CDL is willing to bring these sessions directly to the colleges and departments. Seminars will be co-facilitated by an instructional faculty member and a CDL instructional designer. The first session will be January 27 (*Designing Effective Online Assessments*: Bobby Hoffman and Denise Lowe).

FUTURE INITIATIVES

New Online Student Orientation

The current orientation for online learning is exclusively technical. The new orientation will also include expectations for online students, success strategies, video tips from fellow students, etc. The new orientation will focus on the tools that are most often used and also include strategies for success and set expectations for online learning.

Learn 9.x Migration

A new course management system is coming within the next 18 months. Several faculty will pilot the system starting in the 2011/2012 Academic Year.

Webcourses for All

CDL hopes to make the new course management system available for all courses, regardless of modality, by providing a shell that the faculty may elect to use without undergoing special training. 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 will be a collection of effective online instructional practices. CDL would faculty to contribute their best practices. The vision is to become like the Purdue OWL for online learning.

Dr. Cavanagh opened up his presentation to questions from the Faculty Senate:

Q: Is the new IDL 6543 going to be offered fully online? If not, why not?

A: Because the feedback was that faculty enjoyed getting together for camaraderie and to learn from one another, IDL 6543 will not be offered completely online in the near future. CDL will be pursuing a completely online system in the future.

Question: How will Learn 9 handle the Macintosh users?

Answer: CDL will be testing the news system with Macs.

Faculty should feel free to contact Tom Cavanagh via email or phone with any other questions.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee Update

As committee chair Carla Poindexter could not be present, there was no report.

Graduate Council – Jim Moharam

The Council has been very active since the last Faculty Senate meeting. Council information and activities (membership, meeting schedule, agenda, minutes, actions, etc) are available at

<http://www.graduatecouncil.ucf.edu/>

Appeals Committee - Dr. Coffey

- Met twice (11/18 and 12/16).
- Reviewed student petitions – typically 10 petitions per meeting.
- Next meeting to be determined.

Curriculum Committee - Dr. Dupras

- Met twice (12/08 and 1/19).
- Review of M&S course fees.
- Name change to the Policy and Analysis track, MA Political Science, COS.
- Curriculum changes to Thermofluids track, Mechanical Engineering, MS, CECS.
- Suspend admissions to Higher Ed track, Education PhD, CED.
- Curriculum revisions and name change to the MA in Sport and Fitness, CED.
- Leadership and Coaching track.
- Curriculum revisions to the EdS in School Psychology, CED.
- Curriculum revisions to the Graduate Certificate in Reading, CED.
- Curriculum revisions to the Mathematics Education track, Education PhD, CED.
- Curriculum revisions to the Professional track, Criminal Justice MS, COHPA.
- Addition of a dual degree in MPA/PhD, COHPA.
- Courses and special topics.
- Next meeting scheduled for 2/02.

Policy Committee - Dr. Moharam

- Met three times (11/24, 12/08, and 1/19).
- Revised the language for the guide lines for split level (4000/5000) courses.
- Discussed the issue of scholarly Integrity/Responsible Conduct of Research.
- Next meeting scheduled for 2/09.

Program Review and Awards Committee - Dr. Dombrowski

- Met once (12/10).

- Reviewed graduate faculty credentials for reappointment in several department.
- Considered proposal for Ph.D. in Political Science.
- Next meeting scheduled for 1/28.

Personnel Committee – *Kevin Haran*

The Personnel Committee will meet in the next two weeks to consider the policies concerning the appointment of chairs and directors, and the level of faculty participation in the process. In addition, the committee will consider why these two appointments are listed together and whether they should be separated.

Undergraduate Policy and Curriculum Committee – *Jill Fjelstul*

The committee has been very busy for the last few meetings making changes to the curriculum and approving equipment fee increases. The full minutes are available on the UPCC website (<http://www.undergraduatestudies.ucf.edu/faculty/upccminutes.php>).

ADJOURNMENT

The meeting adjourned at 5:06 p.m.

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

Whereas, the Faculty Senate considers non-discrimination and affirmative action to be of important value, and

Whereas, the Faculty Senate has previously supported a broad interpretation of non-discriminatory practices, and

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 UCF Faculty Senate endorse these revisions to **Regulation 3.001, Non Discrimination; Affirmative Action Programs**, as approved by the UCF Board of Trustees.

Approved by the Faculty Senate on January 20, 2011.