M E M O R A N D U M

Date: January 16, 2009

TO: All Faculty Senate Members

FROM: Manoj Chopra
Chair, Faculty Senate

SUBJECT: Faculty Senate Meeting on January 22, 2009

Meeting Date: Thursday, January 22, 2009

Meeting Time: 4:00-6:00 p.m.

Meeting Location: Student Union Key West, Room 218AB

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of** *October 23, 2008*
4. **Announcements and Recognition of Guests**
   - ♦ Provost's Update
5. **Old Business**
   - ♦ Revised Resolution from Personnel Committee – 2007-2008-5 (Revised) Appointment and Evaluation of Directors and Chairs
6. **New Business**
   - ♦ Faculty Mentoring Program – Drs. Huff-Corzine and David Kuhn
   - ♦ Update on participation rates and plans for Spring Online Grading – Registrar Dulniak
   - ♦ Potential changes to Add/Drop Policy – Dr. Morrison-Shetlar
7. **Standing Committee Reports**
   - Budget and Administrative Committee – Dr. Belfield

- Personnel Committee – Dr. Chakrabarti
- Graduate Council – Dr. Moharam
- Undergraduate Policy and Curriculum Committee – Dr. Pennington

8. Adjournment

Faculty Senate Meeting
October 23, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of August 28, 2008 were unanimously approved with no revisions.

RECOGNITION OF GUESTS
Drs. Dulniak and Vittes; Drs. Ducharme and Nayfeh (CECS); Dr. Joel Hartman, Dr. Linda Futch, Elisabeth Greenwood, Nancy Swenson (CDWS); Logan Berkowitz, Brandon Delanois, Jordan Axelrod, Nick Marolle, Brian Peterson, and Joseph Conap (SGA).

ANNOUNCEMENTS
Chancellor Rosenberg has resigned and the State University System is conducting a search for a new Chancellor, who will take over in February.

Provost's Update

Chancellor search: Because it is unlikely that a permanent person will be in place as Chancellor by February, the search committee is actively looking for an interim chancellor.

Budget update: The economic data coming in is not positive, and there continues to be deterioration. There are indications that the Florida economy may be impacted for a longer time than originally expected, and things might not turn around until late 2010. The administration had been looking at models to get through 2009-2010, and is now starting to look at models for 2010-2011. The next data point is the revenue estimating conference in the third week of November, and another shortfall is expected. A special session of the legislature is expected in December or January to decide on cuts.

Resolutions approved

The following resolutions were approved by the Provost:

- Resolution 2007-2008-6 Budget Management
- Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research
- Resolution 2007-2008-8 Endorsement of Student Government Green Fee

NEW BUSINESS

Cooperative initiatives with SGA – *Logan Berkowitz and Brandon Delanois*

SGA is interested in assisting in the implementation of the new textbook policies. Dr. Cook offered a brief update on the activities of the Textbook Affordability Taskforce. The University of Florida is instituting a $10/book fine for faculty who do not submit book order on time but no such initiatives are being considered at UCF. Faculty are encouraged to contact Dr. Cook (state-level) and Dr. Diane Chase (UCF-level) with ideas regarding implementation. The issue has

been sent to Budget and Administrative Committee and students will be invited to participate in discussions.

SGA and the Florida Student Association are looking at ways to help the university get more resources to hire professors to improve quality education and keep it affordable. Keeping tuition affordable is a priority, but they recognize that tuition increases may be necessary. SGA issued an invitation for faculty to participate in the Day at the Capitol on March 12. Faculty are also welcome at the Hob Nob for Local Candidates on October 29. Faculty interested in either event should contact sga_vp@mail.ucf.edu or sga_pres@mail.ucf.edu for more information. The Florida Student Association is talking among all SUS universities about differential tuition and Bright Futures.

Migration to Webcourses from WebCT – *Joel Hartman, Linda Futch, and Elisabeth Greenwood*
UCF has been using WebCT since 1996, and the vendor is withdrawing support from that version. UCF is switching to WebCT Vista, which UCF has branded as Webcourses. Due to initial problems with the new system, the transfer was delayed until this year. As of Spring 2009, all online courses must be taught on Webcourses. The deadline for requesting migration for a Spring 2009 course is October 27. Requests for future semesters can occur now, but requests to migrate must be made in the semester prior to teaching Ms. Greenwood has a class for faculty on migrating courses, which includes two hours of one-on-one support by an instructional designer. In addition, training is available online and support is available by phone and through the discussion listserv. One third of all courses have already been migrated, and CDWS is contacting colleges and faculty about courses that need to be migrated. Dr. Futch provided a brief overview of new features.

There have been some technical problems, including the system going down while students are taking exams or uploading assignments at a deadline. The problem is not hardware but software, and that the company that wrote the software has been working toward a solution. CWDS will address any problems brought to their attention, and Dr. Hartman will be serving on the advisory board of Blackboard to address such issues at the CEO level.

The College of Engineering and Computer Science has migrated many of their courses. There were early glitches but things are now more stable and the system is being fine tuned. The hardware in place is sufficient to handle the large number of faculty who may be migrating their courses at the end of the semester, and CDWS is working to remind faculty to request migration early. Engineering has a dedicated person to oversee Webcourses issues, but most of the other colleges do not have something similar. When faculty ask CDWS for help directly the response time is sometimes slow. CDWS has been tracking questions and responses in an effort to improve. A new phone system is being implemented which will insure that people who call with problems do not get sent to voicemail. Instructional design team members are available via email on weekends on a limited basis. CDWS is redesigning the online training.

Dr. Cook relayed feedback from faculty on the Webcourses listserv. Some faculty reported that they liked Webcourses far better than WebCT. Others noted the need for greater flexibility for faculty, especially as pertains to the ability to use different web browsers. In addition, testing and posting grades and comments with grades is a bit difficult to work with, and faculty need a

way to provide comments that are accessible only by the individual student. There is a need for more support and training. It would be helpful if, when a problem is identified on the listserv, the corresponding solution is also posted to the listserv.

A question was raised regarding whether Webcourses will allow for something similar to WebCT's Front Porch pages. The Webcourses software does not have that ability but UCF is working to put a link to the class syllabus within the class schedule, which should serve the same purpose. In addition, the old public pages will remain in place for a time. CWDS is working on a way to make the student Webcourses training available on public pages.

Textbook Ordering
Dr. Dulniak offered a reminder the deadline for submitting textbook orders is Friday, November 14th.

STANDING COMMITTEE REPORTS
Budget and Administrative – *Dr. Belfield reporting*
There was no meeting in October. The committee will be looking at text book affordability issues in November.

Personnel – *Dr. Chakrabarti reporting*
The committee is examining the evaluations of chairs and directors, and promotion and tenure policy issues.

Graduate Council – *Dr. Moharam reporting*
There are now four committees of the Graduate Council, and each meets every two weeks.

- Appeals and Awards Committee. The committee met three times, and reviewed 20+ student petitions per meeting
- Curriculum Committee. The committee met twice. It reviewed 20+ course action and special topics request per meeting and approved a Planetary Science tracks in the Physics MS and Ph.D. programs.
- Policy Committee. The committee met three times and is reviewing the minimum requirement for Masters and Ph.D. programs.
- Program Review Committee. The committee met three times. It instituted guidelines and policies for the review process and reviewed a new Masters program in Health Care Informatics.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*
The committee approved a revision to the minor in Early Childhood Education. It approved a revision to the Preclinical Allied Health Track, which is now called the Preclinical Track. The committee discussed the process for equipment fee requests. Requests are due October 31. The semester is drawing to a close so any new course requests, especially as pertaining to Spring 2009 courses, must be submitted soon.

Dr. Chopra reported that the UPCC will be receiving two items for discussion from the Academic Calendar Committee. These are regarding students having more than two final exams on one day and the mandatory minimum time of final exams.

ADJOURNMENT
Motion to adjourn made at 5:37. Motion seconded and approved.

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs (Revised)

Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.

All schools/departments must have a full-time director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except under special circumstances (e.g., as interim or acting) no one with another administrative appointment should serve concurrently as a director/department chair, and no director/department chair should serve concurrently in any other administrative position. Where an outside faculty member is considered for director/department chair appointment, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured faculty, tenure-track faculty and full-time clinical faculty at the rank of assistant professor and above but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

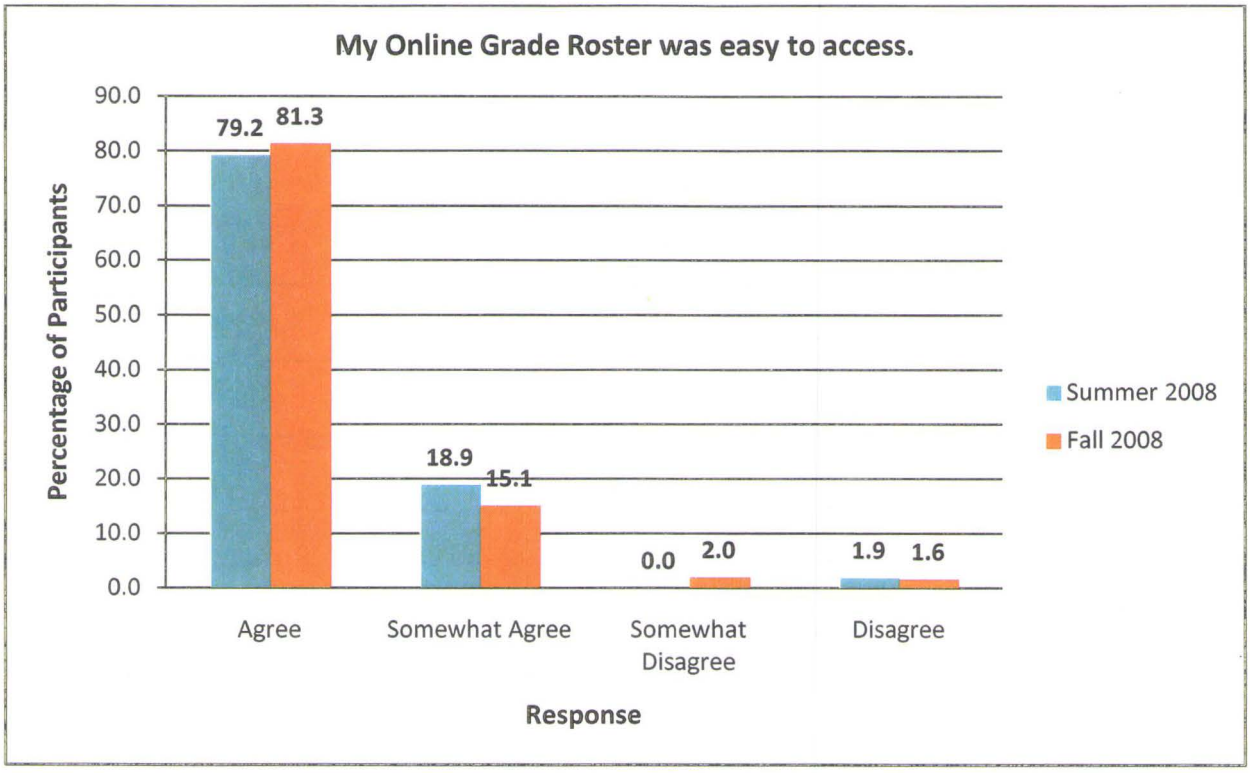
FINAL GRADES PROCESSING SUMMARY

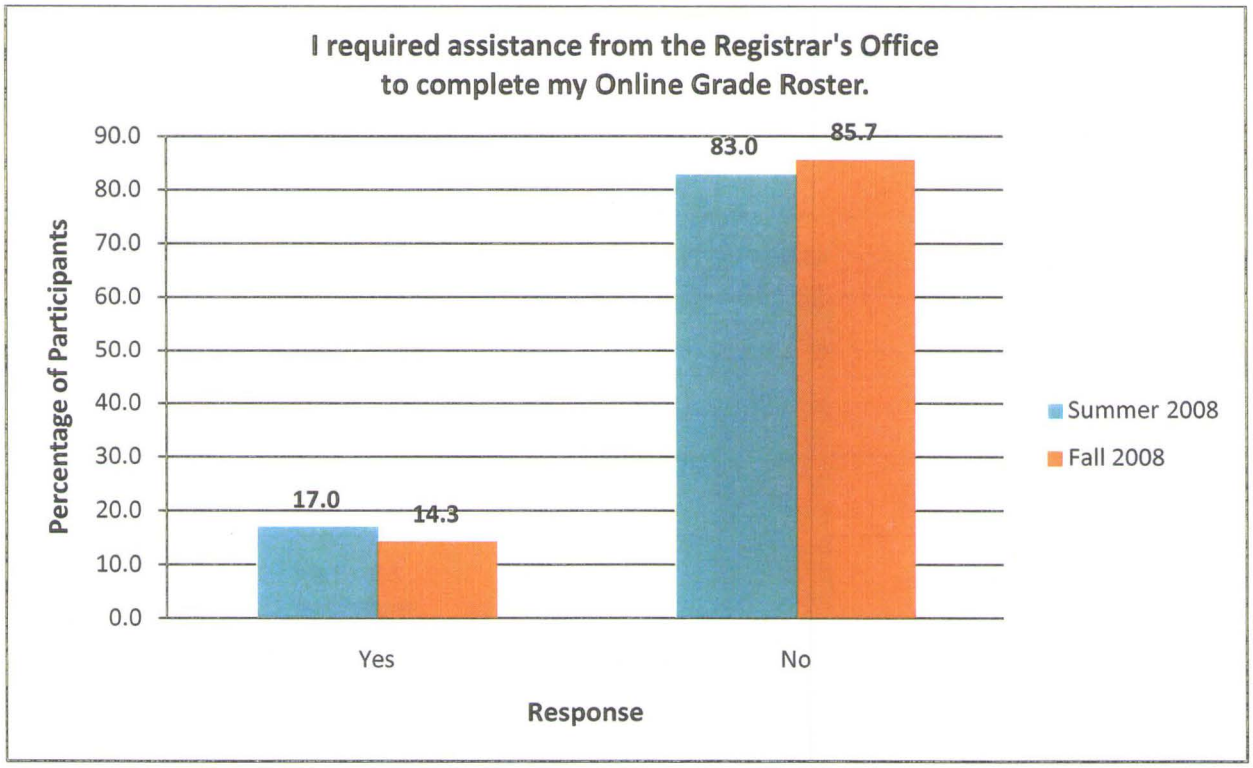
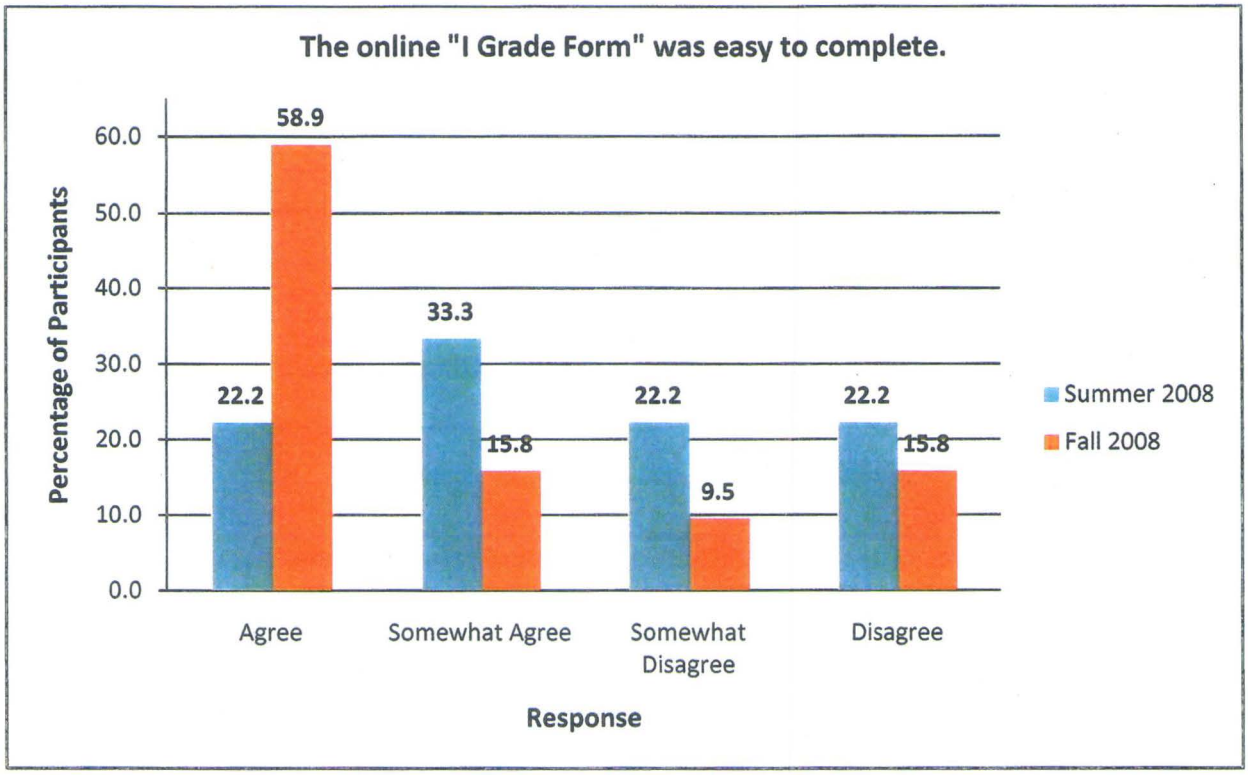
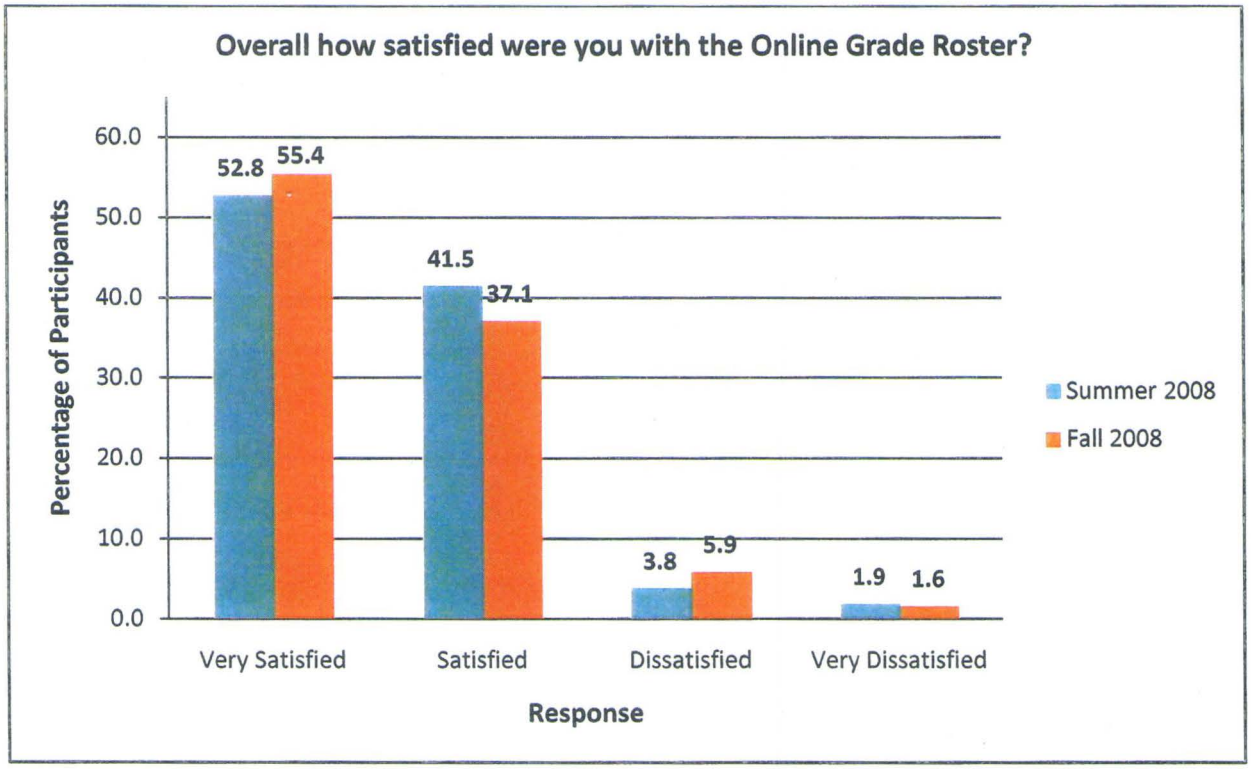
FALL 2008					
ONLINE ROSTERS	Total Grades	% Grades	# of Faculty	Rosters Approved by Instructors Online	% Rosters
TOTAL	95,412	51.8%	1,323	3,415	58.3%
UPLOADED ROSTERS					
				Rosters Uploaded	
TOTAL	36,627	19.9%	216	401	6.8%
TOTAL ONLINE GRADING					
				Online Rosters	
TOTAL ROSTERS				3,816	65.1%
	Online Rosters				
TOTAL GRADES	132,039	71.7%	1,323		
FINAL GRADE ROSTERS - PAPER					
				Paper Rosters Scanned	
TOTAL	52,045	28.3%	773	1,641	28.0%
	Total Rosters			Total Grades Online	
GRAND TOTAL	5,858	184,084		132,039	71.7%

Note: 387 Online Incomplete Grade Forms were submitted by 212 faculty.

Registrar's Office
1/21/2009

Comparison of Summer and Fall 2008 Online Grade Roster Survey Results





Comparison of Summer and Fall 2008 Online Grade Roster Survey Results