

Faculty Senate Meeting January 22, 2009

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of October 23, 2008 were unanimously approved with no revisions.

RECOGNITION OF GUESTS

Drs. D. Chase and Morrison-Shetlar; Drs. Huff-Corzine and Kuhn (Faculty Relations); Dr. Dennis Dulniak, Steven Sesit, Brian Boyd (Registrar's Office); Dr. Barbara Fritzsche (UFF).

ANNOUNCEMENTS

Gordon Chavis is seeking faculty to give mini lectures for Scholars Day. Faculty should contact him if interested.

Provost's update

A Provost's Update will be going out later today. In a special session, the legislature ratified the 4% cut that the Governor had ordered held back at the beginning of the year. UCF had held back 6% in July proactively, so the 4% will not have an affect this year. UCF has lost 127 faculty and 71 staff member positions ince July 1, 2007. The provost is asking deans and vice presidents to remove another 4% from 2009-2010 budgets to be safe. Estimates are that UCF will be cut by 6-8% for the 2009-2010 budget. A clearer picture of the 2009-2010 budget situation will develop in March or early April. UCF currently has reserves that may cover another 2%.

UCF is one of five SUS schools currently able to charge differential tuition. A bill may extend this to all SUS schools. The new bill would allow a 15% increase each year until the tuition reaches the national average of state universities. At 15%/year, it will take seven years to reach the national average. Differential tuition will generate \$25 million/year when fully implemented. UCF received \$900,000 this year and is expecting \$6 million in 2009-2010. Thirty percent of differential tuition is set aside for need-based aid. The balance must be spent on activities that directly impact undergraduate success, primarily faculty and advisors. The funds could also be spent on some faculty service co-curricular activities.

National studies have determined that there are two areas where class size impacts student learning, English composition and Math instruction, particularly General Algebra. The provost is allocating \$400,000 of differential tuition funds, recurring, to improving these areas. Approximately \$200,000 is going to expanding the activities of the University Writing Center and hiring additional instructors for English Composition. The maximum class size in English Composition will drop from 27 to 25. There will also be an experiment conducted with eight sections with a class limit of 19 to see if and how that impacts learning. The remaining \$200,000 will be going to support math instruction, to reduce class size in general algebra and allow faculty to teach the sections using computer labs. The university will be doing assessment to determine the value of decreasing class size in these areas.

For disbursing the remainder of the differential tuition, the Pegasus funding model will be reactivated and differential tuition will be distributed on that basis. Under-funded units will receive funding first. This will affect at least three units – RCHM, the undergraduate component of COM, and COS, and possibly CAH if there are enough funds. This process will be repeated and expanded in 2010-2011, when there will be over \$10 million in differential tuition. It is crucial to reward units that show increases in credit hour production. The only positive revenue we have is through differential tuition.

The provost has been stressing to the media that it is the efforts of the faculty and staff that have allowed UCF to do what it has. Students have not suffered because of the budget cutbacks, and this is due to the hard work of faculty. The provost offered thanks to the faculty on behalf of himself, the president, and the UCF Board of Trustees (BoT).

At the most recent BoT meeting, the president spoke about the priorities in the event that program cuts become necessary. Programs will be reviewed on the following criteria: 1) interest of students; 2) most talented faculty and staff; 3) programs of critical importance; 4) programs that allow UCF to recruit and retain the best and brightest students; 5) programs that generate significant revenue. The provost noted that it would be irresponsible for the university not to look at contingencies. If there is a 10-12% cut it will be very difficult to avoid layoffs.

UCF has lost 16% of the budget. On July 1, with the additional 4% cut, the university will be down 20%. Eighty to eighty-five percent of the budget is tied up in personnel. For this year, the state has patched the budget hole with some one-time money and some trust fund money that will have to be repaid. The federal stimulus package of \$800 billion may offer assistance, but it is currently unknown what that impact will be.

The funds for TIP, RIA, SOTL, excellence awards, and promotional increases have been set aside and will not be affected by the cuts. The provost noted that these programs will stay in place unless some other forces cause them to be dropped.

Dr. Barbara Fritzsche, vice president of the UFF, offered the UFF's position on TIP, RIA, and SOTL. She noted that the UFF supports them, and that they have been in every proposal that has been brought to table. However, the UFF is concerned that UCF is not proceeding in a lawful fashion since they are supposed to be bargained as part of the total salary package.

A question was raised for the provost regarding how the budget crisis is impacting the College of Medicine. COM has had all of the same reductions as the other units. Because COM made budget commitments to the LCME, institution auxiliary funds are being used to fulfill those commitments. The COM's accreditation could be impacted if they are not met. The provost is working to get the COM state budget restored and the Cortellis matching funds reinstated.

A question was raised for the provost regarding the news that Seminole Community College will be offering BA in Interior Design. The provost replied that UCF is supporting SCC in this effort, as UCF declined the opportunity to offer such a degree. UCF is in discussions with Valencia Community college about the possibility of a joint venture in an art-based Architecture program. No commitments have been made.

General Announcements

UCF is 34th in the nation in numbers of National Merit Scholars.

State-wide, Centers of Excellence have taken a 25% budget cut, as has the Florida Solar Energy Center.

OLD BUSINESS

Resolution from Personnel Committee – Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs (Revised)

Motion made not to read the resolution aloud. Motion seconded and approved.

Discussion of the resolution follows. The following friendly amendments are proposed:

- change "nominate" to "select"
- in the last sentence of the Appointment section, add "vote and a" prior to "record of the vote"
- move the last sentence of the Appointment section to before the second to last sentence

The College of Nursing currently has two Associate Deans who are also department chairs. They are not acting or interim for either position. A friendly amendment is proposed to remove "(e.g., as interim or acting)" and replace with a comma.

Motion to call the question carries. Motion made to approve as amended. Motion seconded and passes unanimously. The revised resolution will read:

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~~select a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. College procedures require a vote and a record of the vote for appointment and reappointment. 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.

NEW BUSINESS

Faculty Mentoring Program – Dr. Lin Huff-Corzine

Dr. Huff-Corzine presented information on the new Faculty Mentoring Program. Mentoring can help faculty performance in all areas of their jobs and leads to increased job satisfaction and reduced turnover. Colleges and departments are in the best position to provide this mentoring, and the UCF initiative is designed to work in concert with the already existing programs. UCF held a new faculty focus group on mentoring and looked at best practices from across the country. The best practices include several things already occurring at UCF, including promotion and tenure workshops, orientation to the college and for promotion and tenure, an annual meeting between junior faculty and the dean and/or chair including an annual performance evaluation (some units do this, but not all.) A mentoring program does not have to be one-on-one; individuals can have multiple mentors and mentees. Faculty Relations has started a small grants program for colleges. Three \$5000 grants will be awarded for implementing new mentoring programs. The intention is to offer three grants each year. A committee will evaluate proposals. Dr. Huff-Corzine is seeking three additional faculty volunteers for the committee. Tammie Kaufman, Michelle Kelley, and Jeff Kaplan volunteered to serve. Dr. David Kuhn noted that good mentoring programs can also help attract job candidates.

Online Grading Update - Registrar Dennis Dulniak

Dr. Dulniak offered an update on the participation rates for online grading for fall 2008 and plans for spring 2009 online grading. In fall, 71% of faculty participated in online grading. The remaining 28% used paper grading, and the Registrar's Office needs help to get the word out to them, as paper grading will no longer be available starting in spring 2009. Survey results were overall very positive. Of faculty surveyed, 96% said that the online grade roster was easy to access, and 86% did not require assistance to complete the roster.

A question was raised about whether paper records are needed at college level. The Registrar's Office does not require them, and they are working to enable colleges to see the information online so they won't need paper records either.

A senator spoke about facing issues with uploading grades on the final day. The registrar noted that although the process is fairly smooth, a significant number of simultaneous users can cause challenges. They are working on correcting that.

Potential Changes to Add/Drop Policy – *Dr. Allison Morrison-Shetlar*

The add/drop policy may change from five days of add/drop to four days of add/drop and the fifth day will only be for adding classes. A benefit to this is that it will reduce class shopping on last day and allow classes to be fuller. The proposal has been discussed with all affected parties, including faculty, students, advisors, and financial aid, and the response has been overwhelmingly in favor of the change. This change will be piloted in the summer.

STANDING COMMITTEE REPORTS

Budget and Administrative – *Dr. LiKamWa reporting*

The committee is working on a draft of best practices for textbook affordability. The draft will be submitted to the steering committee for discussion at the next steering meeting.

Personnel – *Dr. Chakrabarti reporting*

The committee is working on revised promotion and tenure guidelines. These will hopefully be completed at the next committee meeting so the guidelines can be presented to the senate.

Graduate Council – *Dr. Mohapatra reporting*

- Appeals and Awards Committee – The committee met three times and reviewed 10+ student petitions per meeting
- Curriculum Committee - The committee met four times and reviewed 25+ course action and special topics requests per meeting. New tracks were approved for MS in Engineering and EdD Educational Leadership program. Revisions were approved for the MFA in Film and Digital Media, Visual Language and Interactive Media track; PhD Conservation Biology tracks; MS in Accounting; MS in Taxation; MA Instructional Technology/Media e-Learning track; e-Learning Professional Development Certificate. The committee approved the renaming of the MA in Early Childhood Development to the MS degree and the suspension of the MEd in Early Childhood Education.
- Policy Committee – The committee met five times. It approved course category definitions for: Formal (class room/distant learning), Directed Research, Independent

Study, Doctoral Research, .Internship, etc. The committee approved revisions to the MS and PhD Programs Policies/Requirements and to the Transfer Credit Policy

- Program Review Committee – The committee met four times. It approved an MS program in Health Care Informatics. Program Review Procedures are under discussion.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*

The committee approved 41 program changes. Dr. Pennington noted that meeting attendance has been excellent this year, and thanked the members of the UPCC and UCRC for their efforts.

OTHER BUSINESS

Dr. Chopra relayed three points of information:

The archive of senate minutes is now available on the senate website.

The Board of Governor's lawsuit against the legislature regarding setting tuition will move forward. The judge has ruled that there is standing for the suit.

Two of the colleges have new deans. Dr. Bahaa Saleh is the new dean for the College of Optics and Photonics and Dr. Marwan Simaan is the new dean for the College of Engineering and Computer Science.

ADJOURNMENT

Motion to adjourn made at 5:47. Motion seconded and approved.

Resolution 2007-2008-5 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, 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 select a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. College procedures require a vote and a record of the vote for appointment and reappointment. 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.

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.

Approved by the Faculty Senate on January 22, 2009.

[Note: This resolution was re-numbered to 2008-2009-1 by the Steering Committee on August 13, 2015 to reflect the year approved.]