

M E M O R A N D U M

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: January 23, 1995
SUBJECT: Minutes of Fac. Sen. Steering Meeting of January 5, 1995

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The meeting was called to order by Dr. Modani, Chair, at 4:08 p. m. The roll was circulated. The minutes of November 17, 1994 meeting were unanimously approved. Members present were: Drs. Cook, Petrasko, Rungeling, Sheridan, Wink, and Wood. Provost Whitehouse and Dr. Frank Juge were also in attendance.

OLD BUSINESS:

Dr. Modani reported that he is preparing a draft of tenure criteria and will forward it to Dr. Duane Davis (Personnel Committee). He thanked Dr. Juge for his assistance on some of the technical language for the draft. He stated that he has received summary data on the compression raises for last year and will circulate it to the Steering Committee members.

NEW BUSINESS:

Dr. Modani reported on one of the problems in dealing with special topic course approvals and Dr. Seidel's proposal to deal with the problem. The three main elements in the proposal by Dr. Seidel are: (1) Special topic course requests be approved at the college level only and a list be circulated to all deans. If the deans see areas of controversy, they initiate discussion during the year OR before the course is proposed as a permanent course. (2) Agenda for Undergraduate Course Review Committee (Graduate Council) meetings be circulated to all deans. If the deans see areas of controversy, they initiate discussions to resolve them before the meeting. (3) University level administrative persons responsible for undergraduate (graduate) course action requests would scrutinize all course proposals and inform the committee chair of any potential conflicts. The committee chair can then ascertain if proper consultations have been made.

Members considered points (2) and (3) above as good ideas. There was considerable discussion on point (1). Several members stressed the need for university level faculty oversight in the course approval process. Further, it was pointed out that implementing (2) and (3) will improve prior consultations in cases of potential conflicts and the committees will be able to make recommendations in a timely manner. The Steering Committee decided to accept suggestions (2) and (3) and not accept (1).

Provost Whitehouse commented on the academic calendar for next year. The initial draft submitted to him had some imbalances regarding number of class meetings on various days of the week. He has asked the Calendar Committee to rework the calendar for the next two years. Two year planning horizon will permit us to avoid scheduling conflicts. There will be longer gaps between semesters. He explained that the committee sets the commencement day on a Saturday and works back to determine the starting date for a semester. This allows us to follow state rules on number of hours of instruction.

Provost Whitehouse reported that a committee has been set up to recommend to President Hitt on usage of space in the Research Pavilion. The committee members are: Provost Whitehouse, Dr. Bolte, Dr. Jacobs, Dr. Modani, and Mr. Eloie. Dr. Neighbor will assist the committee as a resource. The committee met today to review the requests for space and is

scheduled to meet again on Friday, January 13, 1995 at 3 p.m. The order of priorities in deciding on space requests is: (1) requests that will result in freeing up space on campus for use as classrooms and offices; (2) requests due to clear and unavoidable pressures such as accreditation concerns and extraordinary enrollment growth; and (3) requests where the costs can be covered in whole or substantial part from non-E&G sources.

Provost Whitehouse stated that currently about 77,000 square feet of space is available in the 130,000 square feet building. Some of the tenants of the building have leases until summer of 1996. Dr. Modani said that there are all kinds of requests for space and we should try to move those units that are self contained and have the least contact with students and others on campus. Provost Whitehouse said that there are two or three programs that can be moved to the Research Pavilion. Some of the space there is suitable for classrooms and laboratories. He spoke of the cascading effects of the decision as some of the requests for space in the Research Pavilion can be met by space being vacated on the main campus.

Dr. Rungeling asked whether spending operating resources to pay rent on space in the Research Pavilion is the best use of these resources. Provost Whitehouse replied that it may be a matter of opinion. He reiterated that there is an acute shortage of space on campus and getting use of the Research Pavilion was the quickest way to acquire much needed space. Further, given the low level of projected funding from PECO and the time lag in construction, this should be viewed as an opportunity to address pressing space needs. Chancellor Reed, the BOR, and others are aware of our space needs and this project may be put on the PECO list if it does not displace other projects. The Foundation plans to give the Pavilion to UCF when the loan is paid off.

Provost Whitehouse informed the members of the new classrooms in the Education building, in the Aspect trailer, and in the Arena. He also stated that UCF has purchased about 100 new overhead projectors for classroom usage.

Several announcements were made by Provost Whitehouse. Dean Sheridan has accepted a position as Provost at the University of Missouri-Columbia, effective February 28, 1995. This is a great honor for UCF as one of our deans is moving to a major institution as a Provost. The search process to identify a replacement for Dean Sheridan is underway. We will have a national search and position announcements will be appearing in the Chronicle of Higher Education. Dean Wanielista will chair the search committee. The department chairs in the college have agreed to Dr. Seidel serving as the interim dean. Joel Hartman has accepted an offer for Vice Provost for Information Technologies and Resources at UCF effective March 1, 1995. The Library, Computer Services, and Instructional Resources will report to him. Fran White is leaving at the end of this month and Christine Morgan will be the new Executive Assistant to the Provost. She is currently working in the UCF Personnel department and previously worked at Westinghouse as executive assistant to managers.

Provost Whitehouse stated that monies set aside as reserves to be used as an equipment fund may be \$500,000 to \$700,000. Part of the reason for the lower amount is the potential shortfall in lottery funds. He indicated that at least \$500,000 will be distributed to the colleges based on the OCO formula in the Pegasus model. Colleges will develop plans to use these funds. Additional funds, if available, will be used for major equipment purchases.

OTHER BUSINESS:

Dr. Modani said that there were no resolutions from the Standing Committees. The next Senate meeting is on January 19, 1995. Senate meeting scheduled for March 16, 1995 will have to be rescheduled as it falls during the spring break.

Dr. Modani advised the members this is the last Steering Committee meeting for Irene Butler as she is retiring on January 26, 1995. He thanked Irene for her excellent and devoted assistance for Senate activities over the years. Members agreed with Dr. Modani and expressed their appreciation to Irene.

The meeting adjourned at 5:15 p. m.