

## M E M O R A N D U M

**TO:** Steering Committee Members  
**FROM:** Dr. Manoj Chopra, Chair  
**DATE:** January 3, 2008  
**SUBJECT:** Steering Committee Meeting on Thursday, January 8, 2008

---

### Meeting Agenda

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MINUTES OF *NOVEMBER 15, 2007***
- 4. ANNOUNCEMENTS AND RECOGNITION OF GUESTS**
- 5. OLD BUSINESS**
  - ◆ Revisions to Constitution - Dr. Cook
  - ◆ Medical Excuse Policy
- 6. NEW BUSINESS**
  - ◆ Resolution from Personnel Committee
  - ◆ Professional Service Awards deadline
- 7. STANDING COMMITTEE LIAISONS REPORTS**
  - B&A – Jewett
  - Graduate Council - Lynxwiler and Liberman
  - Personnel - Orooji
  - UPCC- Pennington
- 8. OTHER BUSINESS**

## *Faculty Senate Steering Meeting November 15, 2007*

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order. The roll was circulated for signatures. The minutes of October 11, 2007 were reviewed with minor changes.

### **ATTENDANCE:**

**Steering Officers present:** Drs. Manoj Chopra, Arlen Chase, Ida Cook and Pamela Ark.

**Steering Committee Members present:** Drs. Daniell, Kamrath, Koons, Pennington, Gunter, Kassab, Liberman, LiKamWa, Howard, Jewett, and Lynxwiler.

**Steering Members and Administrators absent:** Drs. Orooji, and Muller.

**Administrators present:** Drs. John Schell.

**Guests:** Drs. Alison Morrison-Shetlar, Cynthia Young (COS-Math) and Mr. Michael Stern (Grad Studies)

### **ANNOUNCEMENTS**

- ◆ Dr. Chopra issued an invitation to a holiday gathering.

#### **Provost's Update** - *Dr. Schell reporting*

There is no action on RIA/TIP/SoTL in bargaining. At this point, the bargaining session continues with meetings. Further, there may not be monies for the Excellence Awards this year.

#### **BOG Update** - *Dr. Chase reporting*

The BOG is scheduled to meet on December 5<sup>th</sup> and 6<sup>th</sup> in Orlando. Anticipate the possibility of budget reductions up to 8% next year.

#### **BOT Update** – *Dr. Chopra reporting*

The task force is reviewing the BOG Strategic Plan - Forward by Design.

### **OLD BUSINESS**

#### **Resolution from the Graduate Council 2007-08-02 ETD Dissemination** - Dr. Liberman reporting

The resolution has been returned from previous submission to the Steering committee with revisions approved by the Graduate Council.

#### **Resolution 2007-2008-2 ETD Dissemination Policy**

**Whereas**, the university is dedicated to open access of original work for the purposes of scholarship, and

**Whereas**, the university is mindful of protecting the rights of our students with regard to their original work,

**Be it resolved**, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.
3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
  - a. \_\_\_one year
  - b. \_\_\_three years
  - c. \_\_\_five years

*Faculty Senate Steering Meeting  
November 15, 2007*

4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
  - a. \_\_\_one year
  - b. \_\_\_three years
  - c. \_\_\_five years

There is no known risk of a security breach. Motion made and seconded to place the resolution on the full senate meeting agenda for November 29th.

**Resolution from the Graduate Council 2007-08-03 Thesis and Dissertation Submittals**

The resolution regarding the use of turnitin.com for thesis/dissertation provides that turnitin.com will serve as an extension of the university to review the graduate theses and dissertations. Legal counsel has reviewed as well as the committee conducted an in-depth review of the resolution.

**Resolution 2007-2008-3 Thesis and Dissertation Submittals**

**Whereas**, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

**Whereas**, many students are using the web extensively for their research, sometimes without understanding attribution, and

**Whereas**, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

**And whereas**, General Counsel has taken necessary actions with Turnitin.com to ensure that providing theses/dissertations to Turnitin.com will not jeopardize intellectual property for the authors of these works,

**Therefore**, be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements to submit the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

Motion made and seconded to place the resolution on the full senate meeting agenda for November 29th. Will add to agenda of November 29<sup>th</sup> senate meeting; Include the full set of documents electronically to disseminate to faculty. Further, the CEO of turnitin.com will make a presentation to UCF on Monday, January 28, 2008.

**Syllabus Template** - *Dr. Schell reporting*

The syllabus template brought forward for review at the last steering committee was never sent out from the Provost office. The template is on the FCTL website and available as a guide for the faculty to use for preparing syllabi. The template is a suggestion only and colleges or departments may require specific items for syllabus inclusion as necessitated through accreditation agencies. Information item only, no action needed by Faculty Steering Committee.

**Email Retention** - *Dr. Chopra reporting*

Dr. Chopra addressed the distribution of a message from Counsel Scott Cole reminding faculty of the policy of archiving emails. Dr. Chopra will invite Dr. Hartman and Counsel Cole to review the policy at the full senate meeting on November 29<sup>th</sup>.

**NEW BUSINESS**

**Faculty Constitution Revisions** - *Dr. Cook reporting*

Copies of the draft revised constitution were distributed by Dr. Cook – along with a summary of topics with page numbers for senators. Dr. Cook presented a page-by-page review and explanation for committee members. The proposed revisions include an increase from a senate membership of 60 to 75 and faculty steering from 12 to 15. So as no college will be disenfranchised, the proposal calls for no more than 15 senators per unit; with at least two members from each college.

*Faculty Senate Steering Meeting  
November 15, 2007*

**Faculty Constitution Revisions cont.**

The committee reviewed UF/USF documents that include medical schools to determine apportionment regarding clinicians and membership in the senate. The revision proposal allows for the number of fulltime instructors be used for apportionment. The current constitution includes librarians in the apportionment. Topic 12 includes changes in the structure of the graduate council with expansion to four committees.

Dr. Cook also noted that with respect to the timing of the January meeting, there needs to be a motion to suspend the rule that apportionment is determined during the fifth week in spring semester. The Senate needs a full calendar month for dissemination and then the constitution is voted on by the full faculty assembly.

Proposed Faculty Constitution Revisions moved and seconded to send to full senate meeting on November 29<sup>th</sup> meeting. There will be a called meeting in January, 2008. Dr. Chopra extended a thank you to Drs. Cook, Jewett, Pennington, and Chase for work on the revisions.

**Makeup Policy for Scholar-Athletes - Dr. Cynthia Young reporting**

Dr. Young addressed the steering committee regarding the UCF classroom makeup policy regarding students off campus, representing the university at official sanctioned events. Dr. Young has served in the role as a UCF NCAA Faculty Representative for the previous two years. In this role, the duty is to make sure that policies are followed. Dr. Shell issued a policy statement previously that has resulted in a reduction in the number of problem occurrences experienced by the athletes. However, problems still exist in some academic classes.

Dr. Young stated that there is a current pilot program with Drs. Morrison-Shetler and Young regarding proctored tests on the road. Dr. Young asked for consideration of a faculty-sponsored policy with examples rather than an administrative-sponsored policy. Members of steering noted that previous attempts to include specific examples in a policy were not successful in gaining administrative acceptance. Other members noted that the ongoing problems were of enforcement rather than policy. Notably, Faculty Senate offers resolutions not policies.

Motion made and seconded to send the policy to UPCC for review and request student representation at the meeting.

**Sick Leave Policy - Dr. Chopra reporting**

The UCF Health Center is requesting a uniform policy regarding the definition of an excused absence. Item tabled for further reading and discussion at the January 8, 2008 steering meeting.

**Online Grade Approval - Dr. Dulniak reporting**

Dr. Dulniak requested to address the full senate to review the progress in online grading. Item will be added as information only at the November 29<sup>th</sup> senate meeting.

**Governor Crist's Green Initiative - Dr. Chase reporting**

At the last ACFS meeting, the chancellor attended and asks that faculty support the green initiatives of Governor Crist. Dr. Chase will write a resolution in support of the initiatives to be presented at senate meeting on November 29<sup>th</sup>.

*Faculty Senate Steering Meeting  
November 15, 2007*

**STANDING COMMITTEE LIAISONS REPORTS**

**B&A** – *Dr. Jewett reporting*

The hiring of adjuncts guide is in the Provost's office under review; anticipate a hiring guide for students by end of year; the PAF will be electronic in all colleges soon; UCF will conduct criminal background checks.

**Graduate Council** – *Drs. Lynxwiler and Liberman reporting*

See Resolution discussion under old business.

**Personnel** – *Dr. Orooji reporting*

There is no report today.

**UPCC**- *Dr. Pennington reporting*

Committee action tabled two minors under consideration. Concern expressed regarding a proliferation of minors and double-counting of courses toward degree requirements.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

Meeting adjourned at 6:20 p.m.

*Faculty Senate Steering Meeting  
November 15, 2007*

**October 24, 2007**

**To: Faculty Senate**

**From:** Cynthia Young, Associate Professor of Mathematics  
NCAA Faculty Athletics Representative

**Re:** Make-up Test Policy for Students who Miss Class While Officially Representing UCF

On March 30, 2005 the UCF Provost and Vice President for Academic Affairs instituted policy # 4-401. This policy applies to all faculty members at the University of Central Florida. This policy states: *Students are frequently asked to represent the university in authorized events and activities. In some cases, this participation conflicts with the students' course assignments and requirements. It is university policy that faculty members offer a reasonable opportunity for such students to complete missed classroom assignments, including written or oral examination, quizzes, term papers, or other assignments. Furthermore, the make-up assignment and grading scale should be equivalent to the missed assignment and its grading scale. No penalty due to the absence may be applied to these make-up assignments.*

As the NCAA Faculty Representative I encountered several faculty resistant to this policy and in August 2006 Dr. Rick Schell, Dean of Undergraduate Studies, sent a memo to all faculty stating: *Some faculty members have responded in ways that penalize the students either by limiting their choices or denying them timely assessment. None of the following actions are in keeping with the UCF policy:*

- o Using a missed test as the one that is dropped when students are allowed to drop one test grade;*
- o Requiring students to take an optional comprehensive final exam in place of a missed test;*
- o Weighting the final exam more heavily for these students than for others;*
- o Giving the make-up test during the final examination period.*

*An Option that you may have not considered is to have your test proctored by an academic advisor or university official traveling with the student or by a faculty member at the host institution.*

*Faculty Senate Steering Meeting  
November 15, 2007*

In Fall 2007 I have encountered the following situations:

- o Student Athlete has a class that has 4 tests and a final exam. She will miss tests 2 and 3. The instructor said that during the last week of class (the same week as test 4) that she can take tests 2 and 3 make ups. This has the student receiving no formative assessment after test 1 and loading up tests 2, 3, 4, and the final exam within one week. The instructor and chair said that this instructor is technically following the policy because the policy does not specify when the make up test must occur. Dr. Schell does make the statement, however, “denying them timely assessment.”
- o Student taking a large class will miss test 2 which is a 50 question multiple choice test. The instructor gives two options (1) take a 50 question multiple choice cumulative final exam (clearly not equivalent content) or (2) take an essay test on the same material when returning from competition. The instructor argues that the material is equivalent because it covers the same material and that since the test is worth the same number of total points it is equivalent in grading scale. I argue that an objective MC test does not have an equivalent grading scale as a several question essay test that is subjectively graded.

I am requesting that Faculty Senate address the following three issues.

1. POLICY APPLIES ONLY TO STUDENTS REPRESENTING UCF: Faculty often respond with they have to use the same make up policy for all students. This equates students representing the university with students who missed a test for other reasons. This policy only affects students officially representing UCF.
2. FACULTY POLICIES NOT IN THE SPIRIT OF UCF POLICY: Faculty feel they are technically adhering to the policy even though students and administrators do not feel that their policy is in the spirit of “not penalizing the student” spirit of the policy. Can the faculty senate draft a policy that has specific scenarios to help give administrators and faculty more clear guidelines on this?
3. ENFORCEMENT OF POLICY/APPEALS: Where do students go when they feel an instructor’s policy penalizes students representing UCF?  
PROVIDER MANUAL MEDICAL EXCUSE FOR A PATIENT

*Faculty Senate Steering Meeting  
November 15, 2007*

**University of Central Florida  
Health Services**

**SECTION: PROVIDER MANUAL**

**SUBJECT: PATIENT MEDICAL EXCUSE NOTES**

**POLICY:** The medical staff at the Health Services is frequently asked by patients for written medical excuses for classes and/or work. We are committed to providing this important service to our patients. Students frequently have medical conditions, psychological conditions, or illnesses that require them to be away from the classroom or workplace, or affect their abilities to perform optimally on class work or exams. The Health Services providers should use the following guidelines:

**PROCEDURE:**

1. Providers are encouraged to solicit need for Medical Excuses during the time of the patient visit.
2. Unless specifically requested to do so by the patient, a diagnosis will not be written on an excuse note. A patient's medical condition is his or her own private and confidential information. Their instructors and/or employers do not have a right to obtain a diagnosis unless the patient personally chooses to share it with them. Furthermore, HIPPA regulations prohibit us to release any information about a patient's medical and/or psychological condition to any University Administrators, instructors, parents (unless a minor), or employer without specific written release by the patient.
3. In circumstances where details of a patient visit are requested, patients will be given the option to sign a Release of Information Form to obtain copies of their medical records.
4. In an effort to reduce the potential for forgeries or alterations, Medical Excuses will be hand-written on non-duplicating prescriptive pads. Providers should acknowledge in their office visit note if a Medical Excuse was written and the terms of the excuse.
5. Providers and patients may also make use of a Visit Verification Form (attached). This form is generated by the unit clerk and describes that the patient was seen at the Health Center on a particular date and time, but does not provide details of visit.
6. When a written note is utilized, a best estimate should be made of the time/date a patient can resume work and/or classes. Patients requiring more time to recover should come in before the excuse time has ceased for further evaluation.
7. It is the general policy of Health Services to not write an Excuse Note in retrospect or if the patient was not seen at the health center for the illness or injury in question. If the

1 D:\Faculty Senate\Faculty Senate 07-08\Steering Meeting Folder 07-08\Policy Medical Excuse Policy Revised 10.doc PROVIDER MANUAL MEDICAL EXCUSE FOR A PATIENT



*Faculty Senate Steering Meeting  
November 15, 2007*

patient received care elsewhere for an illness or injury, the patient should be referred back to that private provider for an excuse note.

8. Any Health Services provider or nurse can write an excuse note.

9. Students who request a medical excuse after they have left the clinical area will be given an option of either receiving a Visit Verification form that can be printed by the unit clerk, or getting a first available visit with the Consult-a-Nurse who will expedite a Medical Excuse with the patient's provider.

Approved by Associate Director of Clinical Services

Date:

By:

Reviewed:

Reviewed:

2 D:\Faculty Senate\Faculty Senate 07-08\Steering Meeting Folder 07-08\Policy Medical Excuse Policy

Revised 10.doc **revised by the Graduate Council brought to the Steering on 11-15-07**

*Faculty Senate Steering Meeting  
November 15, 2007*

**Resolution 2007-2008-2 ETD Dissemination Policy**

**Whereas**, the university is dedicated to open access of original work for the purposes of scholarship, and

**Whereas**, the university is mindful of protecting the rights of our students with regard to their original work,

**Be it resolved**, that UCF will provide the following options for all graduate students submitting an Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend
  - a. Option 1
  - b. Option 3, for a period of \_\_\_one year \_\_\_three years \_\_\_five years
3. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
  - a. \_\_\_one year
  - b. \_\_\_three years
  - c. \_\_\_five years

*Old Resolution before the revisions in the minutes.*

**University of Central Florida**  
**UCF PROGRAM ANNOUNCEMENT**  
**Awards for Excellence in Professional Service**

**Applications due to the college deans: January 28, 2008**

**Selections due from the committees to the Faculty Senate: no later than 5:00 p.m.  
February 22, 2008**

**Program Overview**

UCF sponsors the University Excellence in Professional Service Awards to honor faculty members who demonstrate a record of excellence in service to the University of Central Florida and professional service. There are two university awards. Each academic college may nominate up to two candidates for these awards.

**Funding**

The amount of each of the two professional service awards is \$2,000. This program is funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

**Faculty Eligibility**

- must be nominated by a faculty member, department chair, colleague, or self-nominated
- must be a full-time tenured or tenure-earning faculty member or hold the rank of lecturer or instructor
- must have served as a full-time UCF faculty member for at least two consecutive years prior to the current year (academic years 2005–2006 and 2006–2007)
- must not have received a UCF professional service award in the past three years (academic years 2004-2005, 2005-2006, and 2006-2007)
- must have been assigned professional service duties during 2006-2007

**Application and Supporting Documentation**

Each nominee must submit a portfolio including evidence of accomplishment, recognition and level of service provided. Nominees should undertake primary responsibility for preparing documentation to support their nomination. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** Applications with attachments in excess of the one-inch binder will not be considered.

The awards committees will take the following criteria and supporting data into account when making their determinations. The criteria and supporting materials that should be provided to form a basis for evaluation are listed in priority order:

- **Primary Criteria (50% weight):** Evidence of effectiveness in service to the university. (For example, evidence showing that the nominee worked diligently and effectively on university, Faculty Senate, college, or department committees.)
- **Secondary Criteria (30% weight):** Evidence of significant accomplishment in professional organizations (regional, national, or international) in the nominee's discipline.
- **Secondary Criteria (20% weight):** Evidence of recognition during the year for outstanding service to civic, public service, or professional organizations.

### **Evaluation and Award Process**

The dean of each college will charge a faculty committee to evaluate the documentation and nominate candidates for the University Excellence in Professional Service Awards. If, in the judgment of the committee, no nomination is merited, none need be made. Nominations and supporting documentation for these awards must reach the college committees by **MONDAY, JANUARY 28th**. (Faculty members who are under consideration may not serve on the selection committee in any capacity.)

The college committees will complete their reviews and make their selections by **FRIDAY, FEBRUARY 22nd**. All nominees will be notified of their selection status and a list of the awardees and their files will immediately be forwarded to Dr. Manoj Chopra, Chair of the Faculty Senate, in Philips Hall, Room 207. A committee designated by the Faculty Senate will select two individuals from among these candidates to receive the University Excellence in Professional Service Awards. The Division of Academic Affairs will notify nominees of their selection status. All awards will be presented at the Founders' Day Convocation in April 2008.

**Once the selection process is complete, the college and university committees will return the notebooks to the appropriate dean's or director's division to be returned to faculty members.**