

**Steering Committee Meeting
Minutes
March 10, 2005**

Dr. Naval Modani, Vice Chair, called this Steering Committee meeting to order at 4:05 p.m. Minutes of the **February 10, 2005** meeting were unanimously approved with minor corrections.

Members present: Drs. Naval Modani, Michael Mullens, Manoj Chopra, Diane Wink, Robert Pennington, Bose Subir, Keith Koons, Rosie Joels, Henry Daniels and Dawn Trouard.

Members absent: Drs. Arlen F. Chase, Ida Cook and Alain Kassab.

Guests: Dr. John Schell, Lin Huff-Corzine, and Provost Terry Hickey.

ANNOUNCEMENTS AND SELECTED ITEMS DISCUSSED

Provost Hickey

No report

Announcements

- ✦ Elections are either underway or completed in most colleges. Arts and Science will be a week late. There was also a miscommunication within the College of Education. Need to urge deans to not turn over the election responsibility over to staff members.
- ✦ Administration/UFF completed collective bargaining. Will present information at the next Faculty Senate meeting on March 31st.

OLD BUSINESS

NONE

NEW BUSINESS

PeopleFirst

Question if the university can stop using social security number on things, not travel forms and other paper work for university benefits and programs. Committee does the ranking and decision and the Dean can over ride only with supporting statements. Dr. Wink (as secretary) asked to send email to Mr. Merck about concerns.

TIP/RIA

TIP/RIA/SoTL underway in all colleges. Documents to be submitted by tomorrow. TIP oversight committee has representatives from all colleges. This committee doesn't usually have a lot of business to conduct. Barbara Davis and Betty Miller are in charge of the data. No appeals as of right now. Portfolios due by April 4, 2005.

Sabbaticals

Question raised if there were going to be a set of guidelines for Sabbaticals. Broad guidelines in contract but colleges need to base their guidelines on those. Dr. Modani will ask that Article 22 be sent out to colleges so they can develop guidelines. Deadlines will have to be done in college. There is content about criteria.

Dr. Huff Corzine will be asked to formulate guidelines which will include the new colleges and send needed information out to colleges.

Undergraduate teaching equipment committee

Undergraduate teaching equipment committee constituted. Every college represented. Some of the members are from the budget and administrative committee and others are individuals who served in the past as well as new members.

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Total of 98 proposals. Have not totaled up the dollar amount yet. The dollar amount available for this is limited.

RIA allocations is A&S (6), COB, COE&C, COE, COPHA each have (2). BCMS, Rosen, Burnett and Optics (1). Institutes and Centers (2) at large (2). Adds up 21 not 20 awards. Dr. Hickey agreed one more award can be given if allowed in the collective bargaining agreement.

Question do you have to give all awards if not enough qualified applicants? Precedent is that if not all awarded the award can be given the next year. Question: could these awards be looked at differently. Maybe do at university level rather than college by college. Will constitute a committee at start of year to look at possible modifications in TIP, RIA and other award programs.

Plus Minus Grading

Student government looking at plus/minus grading. May need to organize a group to talk with members of the student government, if asked. Students are asking that plus/minus be used universally and also that the system be plus only. Plus/minus grades have resulted in .15% increase in undergraduate grades. General education courses had slight overall GPA decrease. Less students got 4.0 but with more C+ and B+ grades the overall GPA and grades were higher. Current evaluation of faculty evaluation of system is underway.

PeopleFirst –Dr Wink

Asked that the university set up a feedback program for faculty who are having problems with PeopleFirst to report problems so they can be corrected and tracked. Other state agencies have guidelines set into place to deal with any problems with the systems. Many problems with PeopleFirst and this is being addressed more at state level. Request that university take action to either develop a website or some source of reporting any problems that may exist within the program. Wink to draft a memo to Mr. Merck regarding these issues with the program. (With memo on social security number use concern noted above.)

STANDING COMMITTEE REPORTS

- ⇒ **Budget & Administrative – Dr. Ida Cook reported.**
No meeting. Resolution will not be coming until next year.

- ⇒ **Graduate Council – Dr. Subir Bose reported.**
Studying tuition support being discussed. Also qualification for teaching graduate courses and chairing committees. Documents being refined and edited. Courses review looking at several programs and courses.

- ⇒ **Personnel – Dr. Manoj Chopra reported.**
No meeting. Citation Resolution will be presented at the next senate meeting.

- ⇒ **Undergraduate Policy & Curriculum - Dr. Bob Pennington reported.**
UPCC met Tuesday. Two resolutions as the result of a year long task force on ethics. Suggested that wording be up on the front of each blue book and other examination and student paper. Statement approved and resolution developed to endorse inclusion of statement about cheating on examinations. Resolution read.

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⇒ **Undergraduate Policy & Curriculum - Dr. Bob Pennington reported. (cont.)**

Question: What if a student did not sign the form. Some who have used this have required that they be signed or cheating is presumed. There are already policies in place if cheating is found.
Question: Do students who cheat sign it anyway. Probably yes.

This can be seen as a reminder that integrity is a part of our creed. Some who use similar statements include consequences in the statement. For this statement use would be up to the individual faculty member.

Motion to bring to senate for consideration made, seconded and approved.

Second motion for endorsement of statements to be placed in syllabi.

Question if this makes any difference. Consensus that it does if only to make expectation of academic honesty clear. Thanks to committees for work on ethics. Videotapes are being developed and programs are being planned.

Other Issues

Slate Officers

Nominating committee for Faculty Senate Chair, Vice Chair, and Secretary set. Vote will be right after spring break at the April 21st meeting.

ADJOURNED

Motion to adjourn made and seconded and approved. Meet adjourned at 5:37 PM.

