M E M O R A N D U M

Date: March 12, 2010

TO: Members of the Steering Committee

FROM: Ida Cook
          Chair, Faculty Senate

SUBJECT: STEERING COMMITTEE MEETING on March 18, 2010

Meeting Date: Thursday, March 18, 2010

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**

2. **Roll Call**

3. **Minutes of** *February 11, 2010*

4. **Announcements and Recognition of Guests**

5. **Old Business**
    - University Athletics presentation to Senate (agenda item)
    - Z-Grade presentation to Senate (agenda item)
    - Student Perception of Instruction discussion

6. **New Business**
    - Online Syllabuses – *Linda Futch*

7. **Standing Committee Reports**
    - Budget and Administrative Committee – *Patrick LiKamWa*
    - Graduate Council – *Stephen Goodman*
    - Personnel Committee – *Arlen Chase*
    - UPCC – *Bob Pennington*

8. **Other**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

Steering Officers Present: Cook, Wink, Kassab, and Chopra.

Steering Committee Members Present: Brown, Cash, Covelli, Gause, Goodman, Kaufman, Koons, Kovach, LiKamWa, Lynxwiler, Moslehy, Oetjen, Pennington, Schulte, and Seidel.

Administrators Present: Provost Hickey, Bishop, D. Chase, Huff-Corzine, and Elliot Vittes (for Alison Morrison-Shetlar).

Steering Committee Members Not Present: Belfield, Chase, Daniell, Edwards, Rahrooh and Sivo.

Guests: Michael Stern, Graduate Studies; Jim Moharam, Graduate Council.

MINUTES
The minutes of January 14, 2010 were approved with revisions.

ANNOUNCEMENTS
Provost Hickey was in Tallahassee for meetings and expects to arrive late to today's meeting.

Dr. Cook announced that Senate elections will be coming up, and called for volunteers to serve on the Nominating Committee. The Committee will be: Manoj Chopra, Chair; Diane Wink; Reid Oetjen.

Dr. Cook announced that the Excellence in Professional Service Award files are available for review by the committee. She will be contacting the committee to set up a meeting.

OLD BUSINESS
Online Library Resources
Motion made to add a presentation regarding new online library resources to the February Senate agenda. Motion seconded and carries.

"Z" Grade for Academic Dishonesty
Elliot Vittes requested that a presentation about the proposed "Z" grade for academic dishonesty be added to the Senate agenda. The proposal has been approved by the UPCC and is still under review by the Graduate Council. A discussion followed regarding whether the proposal is ready to go forward to the full Senate. Motion made to send this item forward for consideration by the full Senate at the February Senate meeting. Motion seconded and carried.

Constitutional Revisions
Dr. Cook reported on the progress of the ad hoc Constitutional Revision Committee and distributed a summary of revisions. The committee will not be able to complete its work this academic year and

would like to continue throughout the spring and summer with the goal of having the revised constitution ready for review at the beginning of the fall semester. Discussion followed on the kinds of revisions being made. Motion made to allow the committee to continue its work on the constitutional revision. Motion seconded. Further discussion followed. Motion carried.

ANNOUNCMENTS (continued)
Provost's Update
Provost Hickey arrived and presented a brief overview of today's joint meeting of the education committees of the House and the Senate, which focused on the state's medical schools. The meeting went well and medical school funding seems secure. It is too early for a budget forecast, but the situation for fiscal year 2011-2012 do not look good, in part because the stimulus money will have run out. If the gambling initiative and offshore drilling proposal are passed, there will be new revenue from gambling and leasing revenues. State funding to the SUS may be more prescriptive in nature in the future.

NEW BUSINESS
University Athletics requested the opportunity to present at the March Senate meeting. Their request will be added to the March Steering agenda.

The College of Medicine Dean and Associate Dean have withdrawn their request to speak at the upcoming Senate meeting. They will visit at another time once constitutional revisions regarding the COM are finalized.

Revised Graduate Credit Policies
        Jim Moharam, Chair of the Graduate Council, presented two proposed changes to graduate credit policies.
        The first proposal creates policies that distinguish "internal" (UCF) transfer credit from "external" (non-UCF) transfer credit. The policy will retain current limits on external transfer credits while allowing more credits taken at UCF to be eligible for transfer into graduate programs, and set limits on the transfer of internal credits. Motion made to add the proposal to the agenda. Motion seconded and carried.
        The second proposal recommends changes to the existing policy pertaining to credits being used to fulfill the requirements of multiple degrees. The changes will create guidelines for establishing official dual degree programs and accelerated bachelor's/master's programs, and place restriction on the use of credits in more than two degree programs. Motion made to add the proposal to the agenda. Motion seconded and carried.

STANDING COMMITTEE REPORTS
Budget and Administrative Committee – *Patrick LiKamWa*
The committee has not yet met.

Graduate Council – *Steven Goodman*
Dr. Goodman reviewed the activities and action of the Graduate Council, the specifics of which are in the attached report.

Personnel Committee – *Tammie Kaufman (for Arlen Chase)*
The committee is reviewing a draft from Academic Affairs regarding guidelines concerning promotion of non-tenure earning research faculty in centers and institutes, and clinical faculty in

health-related professions. At the next meeting, the committee will be looking at electronic promotion and tenure dossiers, and the possibility of promotion for full professors.

<u>Undergraduate Policy and Curriculum Committee</u> – *Bob Pennington*
The UPCC met Tuesday and discussed the elimination of an interdisciplinary minor from the College of Sciences. The committee is discussing differentiating between tracks, specialization, and areas of concentration in a program of study. The next meeting is March 16, and the deadline to add items to is February 18.

OTHER BUSINESS
A question was raised regarding the status of the proposed revisions to the Student Perception of Instruction (SPoI) forms. Dr. Cook noted that she is still waiting for information from the individual who was designated as the contact person when the ad hoc SPoI Committee was disbanded. That information is needed before any additional action can be taken on SPoI. A request was made to add SPoI to the March Steering agenda.

A question was raised regarding the statewide committee on open access textbooks. Dr. Cook provided an update on the status of the committee's report, which will be presented to the legislature. At this point, all references to mandating specific textbooks have been removed.

Drs. Cook and Chopra reported on the recent Advisory Council of Faculty Senates (ACFS) meeting. The ACFS is endorsing the New Florida Initiative, a proposal from the Chancellor's office that aims to provide additional funds to academic disciplines that will support the economy of the state. This is a vehicle to request a portion of $100 million in recurring funds for higher education, backed by business and chambers of commerce. The ACFS also examined potential issues that might arise from the state colleges offering 3000 and 4000-level courses under the common course numbering system. A discussion followed regarding the baccalaureate degrees being offered by state colleges.

In response to questions forwarded by faculty members, Dr. Cook relayed the following:

- The reason faculty had not been notified of the recent homicide in Research Park was that it was under the jurisdiction of Orange County and the officers at the scene determined that there was no threat to the UCF community.

- AVMED laptops were stolen with patient information. In response, a two-year identity protection program is being offered to AVMED subscribers, who should have received information in the mail.

- Some telephone handsets are being switched to a new system to update the provider. Those affected can still access their old messages. Faculty should contact Telecom for more details.

ADJOURNMENT
Motion to adjourn made and seconded. Meeting adjourned 5:30 P.M.

Faculty Senate Steering Committee: 2/11/2010 meeting
Report on Graduate Council Activities
Stephen Goodman, Steering Committee Liaison to the Graduate Council

The Policy Committee has met twice since the last Steering Committee meeting. The committee has formulated recommended changes to the policies governing the transfer of credits into graduate programs at both the master's and doctoral levels. The committee has also formulated recommended changes to the policies and guidelines pertaining to credits being used to fulfill the requirements of multiple degrees. The 2/11/2010 Senate Steering Committee agenda includes a presentation of those proposed changes by the Chair of the Graduate Council Policy Committee.

The Curriculum Committee met twice since the last Steering Committee meeting. The committee has dealt with a variety of curriculum proposals, including:
- COE: proposal to change the Ed. D. in Educational Leadership to Executive Ed. D. in Educational Leadership; proposal to revise the Higher Education Track in the Ph.D. in Education program; proposal to revise the M.S. in Early Childhood Development and Education program; proposal to modify the M.Ed. in Educational Leadership program.
- COS: proposal to modify the M.S. in Mathematical Sciences program and the Ph.D. in Mathematics program; proposal to restructure certain aspects of the Ph.D. in Physics program.
- COM: proposal to establish a track in the M.S. in Biotechnology area to be named the PSM Program in Biotechnology.
- CAH: proposal to create two split level classes in Music.

In addition, the Curriculum Committee has reviewed material and supply fee requests related to 52 courses spread over 7 colleges and 14 departments, as well as graduate equipment fee requests from the College of Medicine. Finally, the Curriculum Committee continues its routine processing of course action requests, having reviewed 26 (14 for course additions and 12 for course revisions).

The Appeals and Awards Committee met once since the last Steering Committee meeting. The committee reviewed 13 student petitions on such matters as course substitution, exceeding program time limits, excess hours transferred into a program of study, reversion to a previous catalog year, and graduate certificate course substitution. Ten of these petitions were approved and three were denied.

The Program Review Committee has met once since the last Steering Committee meeting. The committee has been engaged in the ongoing task associated with the seven-year review cycle for graduate programs. The committee is preparing for the annual review of applications for University Excellence in Graduate Teaching Awards, and discussing the use of subcommittees to facilitate this process.

Syllabus Overview Tool
Faculty Senate Steering Committee
March 18, 2010

Previously, online courses had public pages for faculty to display syllabus information for a course. Students frequently searched for syllabi to inform their course selections. Unfortunately, Webcourses@UCF does **not** allow a similar alignment of public pages linked directly to a course inside the course management system.

To replace the syllabus function, we are proposing an electronic syllabus system maintained within PeopleSoft and accessible through the myUCF portal.
- Via the Faculty/Advisor Self Service tab in the myUCF portal, faculty will create syllabi for their courses.
- Syllabus will appear as a link to courses in the class schedule.
- Online Course Tools tab in myUCF will gain a new pagelet for syllabi. Students and faculty would see all syllabi released for the term.
- The URL for any syllabus may be added to a course in Webcourses@UCF as a Web link.

Benefits:
- Students have easy access to course syllabi.
- Students make informed course selections that fit into their schedule resulting in improved class participation and successful completion.
- Faculty avoid frequent requests for copies of syllabi.
- Faculty avoid redundant questions already answered on syllabi.
- Faculty can make changes to syllabi and have it immediately available to students.

We propose a soft launch of the new tool during Summer 2010. Fall 2010, the tool will be available to all faculty members.

Required action:
    Faculty Senate approval to move forward on development of the syllabus tool and associated requirements.

Contact Information:
    Dr. Linda S. Futch
    Associate Director
    Center for Distributed Learning
    Library 107
    Office phone: 407-882-0028
    Fax: 407-823-3511
    Email: lsfutch@mail.ucf.edu

Syllabus Overview
Semester/Year

Last Updated:

Disclaimer:

Items on the Syllabus Overview are subject to change.

Instructor Contact

Instructor	
Office	
Phone	
E-mail	
Web site	
Office Hours	

Course Information

Course Title	
Course No. & Section	
Credit Hours	## Credit Hours
Semester/Year	Semester / Year
Location	Meeting day, time and location
Class Meetings	Days and Time

Welcome

If you do not have an introduction to your course, use this area to address your students directly with a statement of welcome or a call to learning. Video or audio introductions may be linked here.

University Course Catalog Description

Include **catalog description** and **prerequisites** from the online catalog.

Course Overview

Provide a short description of your course. Also, you can include the departmental description, and your personal description of the course.

Course Objectives

What will students know, be able to do, value, create as they progress through your course? Objectives should be specific rather than general, speaking to skills and performance rather than knowledge AND clearly measurable. Often, objectives use the phrasing "by the end of this course, students will be able to..."

- Objective One
- Objective Two
- Objective Three

Required Text

- Required Text One
- Required Text Two
- Required Text Three

Supplemental Texts

- Text one...
- Text two...
- Text three...

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do **not** copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Basis for Final Grade

Provide a listing of assessments and their weighting in the semester total. In addition to (or even in lieu of) tests, consider exploring "authentic" assessments, which are based as closely as possible to real world experiences.

Assessment	Percentage of Final Grade
Assignment 1	0%
Assignment 2	0%
Assignment 3	0%
Assignment 4	0%
Total	100%

Insert grading scale (with plus/minus scaling, if applicable) here. We have provided templates for your grading scale, including one for plus/minus grading, and the general grading scale. Feel free to use either one of these, adjusted for your own grading scale, if different. Please note the table use points rather than percentages because points work well within Webcourses@UCF.

Letter Grade	Points
A	93 – 100 points
A-	90 – 92 points
B+	87 – 89 points
B	83 – 86 points
B-	80 – 82 points
C+	77 – 79 points
C	73 – 76 points
C-	70 – 72 points
D+	67 – 69 points
D	63 – 66 points
D-	60 – 62 points
F	59 and below

Letter Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Grade Dissemination

Explain how students will learn of their grades from assignments and assessments. Example:

Graded tests and materials in this course will be returned individually only by request. You can access your scores at any time by clicking the "My Grades" button in Webcourses@UCF or myUCF Grades. Please note that scores returned mid-semester are unofficial grades.

Course Policies: Grades

Late Work Policy - Offer specifics about your policy on late work. Example:

> **Comment:** Provost & SACS required item

There are no make-ups for in-class writing, quizzes, midterm, or final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

Extra Credit Policy - Offer specifics about your policy on extra credit. Example:

There is only one extra credit assignment: building a wiki of course content (see "course wiki " below for details). If extra credit is granted, the additional points are added to the "First Midterm" portion of the semester grade. You cannot earn higher than 100% on the "First Midterm" portion of the grade; any points over 100% are not counted.

Grades of "Incomplete" - Offer specifics about your policy on incomplete grades. Example:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Rewrite Policy - Offer specifics about your policy on rewrites. Example:

Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

Essay Commentary Policy - Offer specifics about your policy on essays. Example:

Commentary on essays will be delivered in written format, at the end of the essay. However, upon request, an alternate delivery method can be used. If desired, instructor comments will be made verbally and delivered to the student as an mp3 through Webcourses@UCF. This approach yields far fewer written comments, but much more commentary in general is delivered, due to the speed and specificity of speech. Those requesting mp3 feedback must state so when the essay is turned in.

Group Work Policy - Offer specifics about your policy on group work. Example:

Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay (see essay assignments below). The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

Course Policies: Student Expectations

Disability Access - Offer specifics about the UCF policy on disability access. Example:

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need

accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Attendance Policy - Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? You may also describe expectation of courtesy here.

Professionalism Policy - Offer specifics about your policy on professionalism or late arrivals. Example:

Per university policy and classroom etiquette; mobile phones, iPods, *etc.* **must be silenced** during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been warned may suffer a reduction in their final class grade.

Academic Conduct Policy - Offer specifics about your policy on cheating or plagiarism. You may wish to refer to the Golden Rule handbook, which governs all student behavior even when specifics are not mentioned in a syllabus. An alternative is to call specific attention to plagiarism, perhaps even defining it for your students. Example:

Academic dishonesty in any form will not be tolerated. If you are uncertain as to what constitutes academic dishonesty, please consult The Golden Rule, the University of Central Florida's Student Handbook (http://www.goldenrule.sdes.ucf.edu/) for further details. As in all University courses, The Golden Rule Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question **AT A MINIMUM**. At the instructor's discretion, you may also receive a failing grade for the course. Confirmation of such incidents can also result in expulsion from the University

Third-Party Software and FERPA - During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any

personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

In this course, we will utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit http://www.turnitin.com. Essays are due at turnitin.com the same day as in class.

> **Class ID: 1904483**
> **password: chooseapassword**

The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at http://www.uwc.ucf.edu, stop by MOD 608, or call 407.823.2197.

Schedule

Note: The Schedule is subject to revision

Week/Date	Topics to be Discussed	Assignments	Due Dates
Week 1	Nulla facilisi. Donec feugiat. Donec pede wisi, dignissim eu, condimentum a, laoreet quis, mi.	Nulla facilisi. Donec feugiat. Donec pede wisi, dignissim eu, condimentum a, laoreet quis, mi.	01/07/08
Week 2	Pellentesque lobortis nibh ut enim. Maecenas odio est, sollicitudin ut, facilisis	Pellentesque lobortis nibh ut enim. Maecenas odio est, sollicitudin ut, facilisis quis,	01/07/08

	quis, ullamcorper non, sem. Integer venenatis nonummy ipsum.	ullamcorper non, sem. Integer venenatis nonummy ipsum.	
Week 16	**Final Exam**	Final Exam will be held from 7:30-10:20	01/07/08

Important Dates to Remember

Add a short statement that describes that all the dates and assignments are tentative, and can be changed at the discretion of the professor. An alternative is to include these dates in your schedule. Example:

Last Day to Add/Drop Classes: Fri, Jan 11
Grade Forgiveness Deadline: Fri, Jan 11
Withdrawal Deadline: Fri, Feb 29
Spring Break: Mon, Mar 10 – Sat, Mar 15