M E M O R A N D U M

Date: March 19, 2010

TO: All Faculty Senate Members

FROM: Ida Cook
            Chair, Faculty Senate

SUBJECT: **Faculty Senate Meeting on March 25, 2010**

Meeting Date: Thursday, March 25, 2010

Meeting Time: 4:00-6:00 p.m.

Meeting Location: Student Union Key West, Room 218

A G E N D A

1. **Call to Order**

2. **Roll Call**

3. **Approval of Minutes of** *February 25, 2010*

4. **Announcements and Recognition of Guests**

   - Provost's Update

5. **Old Business**

   None.

6. **New Business**

   - Resolution 2009-2010-2 Electronic Promotion and Tenure Dossiers *(from Personnel)*
   - University Athletics - *Keith Tribble and Mark Gumble*
   - "Z" Designation for Academic Integrity – *Alison Morrison-Shetlar*
   - Online Syllabi – *Linda Futch*

7. **Standing Committee Reports**

   - Budget and Administrative Committee – *Annette Khaled*
   - Graduate Council – *Jim Moharam*
   - Personnel Committee – *Kevin Haran*
   - UPCC – *Jill Fjelstul*

8. **Other**

9. **Adjournment**

Resolution 2009-2010- 2 Electronic Promotion and Tenure Dossiers
(from the Personnel Committee)

Whereas, given current advances in electronic storage and future developments, and

Recognizing that this resolution will need to be bargained between the UFF and the UCF Board of Trustees,

Be It Resolved, that the Personnel Committee recommends that the University look into the feasibility and security of using electronic storage and distribution for the dossier used in the process of tenure and promotion decisions. The consideration of this methodology might include the use of a pilot program.

Syllabus Overview Tool
Faculty Senate
March 25, 2010

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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:
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    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.

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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.

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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.

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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.

Turinitin.com - If you are using this plagiarism-detection service, it is recommended that you clearly state so on the syllabus. Example:

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**

University Writing Center - Offer information about the Writing Center. Example:

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

Comment: Provost & SACS required item

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

Faculty Senate Meeting
Minutes of
February 25, 2010

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of November 19, 2009 were approved as recorded.

RECOGNITION OF GUESTS
Penny Beile and Athena Hoeppner, University Libraries; Lin Huff-Corzine, Academic Affairs; Bobby Hoffman, Educational Studies; David Ross, Criminal Justice and Legal Studies; Michael Stern, Graduate Studies.

ANNOUNCEMENTS
The provost will not be at today's meeting. Dr. Cook announced that Provost Hickey announced his resignation at the last Board of Trustees meeting. He will be retiring in June. The search for the new provost has been initiated. The Senate Steering committee has been invited to meet with the consultant assisting with search.

Dr. Huff-Corzine was present on behalf of Academic Affairs. She had no announcements but opened the floor to questions. There were no questions.

The provost has approved Resolution 2009-2010-1, Promotion Streams for Instructors/Lecturers. It will go to collective bargaining and the union next.

In response to a question raised earlier in the year, Michele Kelley, vice chair of the Budget and Administrative Committee, reported back on the usage of recycled paper on campus. On average, 12.1% of paper purchased is recycled paper. That percentage is increasing every quarter and is currently 18.2%. Business Services has several initiatives to promote the use of recycled paper, including a customer appreciation day that features green products and a green catalog. Other recycling options are available through Project Spot, including ink recycling and document shredding.

Dr. Huff-Corzine reported on the preparation for the online Student Perception of Instruction (SPoI) for this term. The committee has met and requested feedback from the colleges regarding issues that need to be addressed. Colleges should let Dr. Huff-Corzine know as soon as possible if there are additional problems that need to be addressed. Changes are being made to accommodate Music Department courses. Courses that end before the end of the semester will be evaluated at the class' completion point. The completion rate for online SPoI is about 62% across the university. Discussion followed regarding methods of distributing SPoI information to students.

NEW BUSINESS
Library Ebook Collection
Ms. Athena Hoeppner provided an overview of the Library's newly acquired Springer eBook Collection. The collection was purchased using the Technology Fee. Ms. Hoeppner demonstrated how the book collection can be accessed and how to search for, obtain, and download books and chapters.

Revised Graduate Credit Policies

Jim Moharam, Chair of the Graduate Council, presented an information item regarding two changes to graduate credit policies:

1) New policies will distinguish "internal" (UCF) transfer credit from "external" (non-UCF) transfer credit. The policies 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.

2) Existing policies pertaining to credits being used to fulfill the requirements of multiple degrees have been amended and clarified. 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.

Discussion followed.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – *Michelle Kelley*

The committee did not meet.

Graduate Council – *Jim Moharam*

Dr. Moharam offered an overview of the activities of the four committees of the Graduate Council, the details of which can be found in the attached report.

Personnel Committee – *Kevin Haran*

The committee has met twice since the last Senate meeting. The committee is discussing a draft of guidelines for the promotion of non-tenure earning research faculty in centers and institutes and clinical faculty in health-related professions. At next week's meeting, the committee will be discussing possible electronic promotion and tenure dossiers and possible promotions of full professors.

Undergraduate Policy and Curriculum Committee – *Jill Fjelstul*

The committee has met three times since the last Senate meeting and reviewed 70 action items. The committee is starting a discussion as to what defines a track and what defines a specialization within a degree program.

Dr. Cook offered a reminder that the agendas and minutes for the UPCC and Graduate Council meetings are can be located through links on the Faculty Senate website.

OTHER BUSINESS

Dr. Cook was contacted by a faculty member asking how faculty are supposed to be kept informed of Senate business. All senators should be working with their department and colleges to be sure Senate information is disseminated to all faculty.

The Steering Committee has authorized the ad hoc Constitutional Revision Committee to continue its work over the summer. The committee hopes to have a draft ready for review by early in the fall semester.

ADJOURNMENT

Motion to adjourn made and seconded. Meeting adjourned 5:03 P.M.

Faculty Senate Meeting – February 25, 2010
Graduate Council Report
Activities: November 20, 2009 – February 25, 2010

Council information and activities (membership, meeting schedule, agenda, minutes, actions, etc) are available at http://www.graduatecouncil.ucf.edu/

Appeals and Awards Committee: Dr. Coffey
- Held five meetings –12/03, 12/10, 1/28, 2/11, 2/25
- Review student petitions – typically 10-15 petitions per meeting

Curriculum Committee: Dr. Nutta
- Dr. Ram Mohapatra is sabbatical and Dr. Joyce Nutta is acting chair
- Held four meetings–12/03, 1/21, 2/04, 2/18
- Reviewed and approved course action and special topic requests
- Approved new tracks:
    - TESOL track in Education PhD
    - PSM Conservation Biology track in MS in Biology
    - Executive track in Educational Leadership EdD
    - 3 track additions to the Doctor of Nursing Practice
    - PSM Biotechnology track in MS in Biotechnology
    - 4 track additions to the Public Affairs, PhD
- Approved curriculum revisions:
    - Elementary Education MA
    - Instructional Technology MA
    - Mathematics MS and PhD
    - Higher Ed track in Education PhD
    - Ed Leadership MEd
    - Early Childhood Development and Education MS
    - Physics PhD
- Approved program/track title changes:
    - Professional Sciences Master's track in Modeling and Simulation MS
    - Health Care Informatics – Professional Science Master's (MS)
    - Rename MFA in Film and Digital Medial to MFA in Film
    - Rename MA in Film and Digital Media to MA in Digital Media
- Approved program suspensions:
    - Economics PhD program
    - Economics MS program
- Approved new Hospitality Management graduate certificate

Policy Committee: Dr. Moharam
- Held five meetings –12/09, 1/13, 1/20, 2/03, 2/17
- Discussed proposed Z-Grade policy and is in the process of developing appropriate academic misconduct policy for graduate students
- Approved Transfer Credit policy for the Master and Doctoral programs
- Approved guidelines for establishing official Dual Degree programs

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- Approved restrictions on the use of credit between two programs.

Program Review Committee: Dr. Dombrowski
- Held four meetings - 11/20, 12/11, 1/29, and 2/12
- Developed a process to review graduate faculty credentials for reappointment (to be performed with the program review on a 7-year cycle)
- Initiated graduate faculty status reappointments in three programs with eight other programs to be reviewed this semester
- Began review of graduate student and faculty awards

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

Turinitin.com - If you are using this plagiarism-detection service, it is recommended that you clearly state so on the syllabus. Example:

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**

University Writing Center - Offer information about the Writing Center. Example:

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

Resolution 2009-2010- 2 Electronic Promotion and Tenure Dossiers
(from the Personnel Committee)

Whereas, given current advances in electronic storage and future developments, and

Recognizing that this resolution will need to be bargained between the UFF and the UCF Board of Trustees,

Be It Resolved, that the Personnel Committee recommends that the University look into the feasibility and security of using electronic storage and distribution for the dossier used in the process of tenure and promotion decisions. The consideration of this methodology might include the use of a pilot program.