

MEMORANDUM

Date: March 21, 2013
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on March 28, 2013

Meeting Date: Thursday, March 28, 2013
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 21, 2013***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Resolution from the Budget and Administrative Committee
 - Resolution 2012-2013-5 An Advisory Urging Caution in the Implementation of STEM Initiatives
 - Resolution 2012-2013-6 Sustained Performance Evaluations for Tenured Faculty
 - Resolutions from the Personnel Committee
 - Resolution 2012-2013-7 Exclusion of Administrators from TIP, RIA and SoTL Award Committees
 - Resolution 2012-2013-8 Ineligibility of Administrators for TIP, RIA and SoTL Awards
 - Resolution 2012-2013-9 Expansion of the Number of TIPs and RIAs
 - Resolution 2012-2013-10 Compliance Check for Awards Programs
 - Resolution 2012-2013-11 Teaching Incentive Program SCH Eligibility
 - Resolution 2012-2013-12 SoTL Eligibility
 - Resolution 2012-2013-13 New Service Recognition Award Program
 - Resolution 2012-2013-14 Incentive for Students Completion of the Student Perception of Instruction
8. **Committee Reports**

- Budget and Administrative Committee – *Robert Dipboye*
- Personnel Committee – *Kathryn Seidel*
- Parking Advisory Committee – *Alex Tamasan*
- Undergraduate Council – *Kelly Allred*
- Graduate Council – *Jim Moharam*

9. Other Business

10. Adjournment

Faculty Senate Meeting
Minutes of
February 21, 2013

Ida Cook, Faculty Senate chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of January 24, 2013 was made and seconded. The minutes were approved as recorded.

GUESTS

Elliot Vittes, Undergraduate Studies
Angel Cardec, International Studies
Jill Norbourn, International Studies
Chris Cook, International Studies
Mark Gumble, Student Development and Enrollment Services
Kim Foy, Student Disability Services
Antoinette Durden, Student Disability Services
Shekinah Fashaw, Student Government Association

ANNOUNCEMENTS

Cook announced the following:

- The Senate resolution on funded interdisciplinary research resolution was approved by the provost.
- Each college is holding various activities as part of UCF's ongoing 50th anniversary celebration. Cook solicited suggestions for how the Faculty Senate can participate in this.
- Cook asked senators to remind their colleagues that there is a Study Day before final exams. This is a day on which faculty are not supposed to administer tests, hold class, require assignments, etc.
- The deadline for the "I Believe" faculty/staff campaign is February 27th.
- Senate elections should be in progress in the colleges. The March 1st deadline for this is quickly approaching.
- The new SPoI will be going live this term. An email about the changes to the SPoI will go out to all faculty.

REPORT OF THE PROVOST

Diane Chase, executive vice provost, reported on behalf of Provost and Executive Vice President Tony Waldrop. The budget is still in limbo. The \$300 million that was taken from the SUS last year is in the governor's budget, but nothing has been finalized yet. The SUS institutions have submitted responses regarding the GEP changes, and the steering committee and discipline committees are in the process of reviewing them. SUS institutions are looking at whether legislation regarding retroactive pay applies to TIP, RIA, and SOTL awards. Awards will not be paid retroactively until a determination is made. Funds have been put aside in case it is determined that these awards can be paid retroactively.

Elliot Vittes, interim vice provost and dean of Undergraduate Studies, announced a change to the late withdrawal procedure. There will now be a deadline for applying for a late withdrawal. The deadline is 12 months from the end of the semester in which they took the course. Exceptions can be made for extenuating circumstances.

NEW BUSINESS

Resolution 2012-2013-4 Addition of Honors/Pass/Fail to the MD Program Grading Scale

Cook introduced the resolution that was brought forth from the ad hoc University Grading Scale Committee. Cook provided background and called for discussion. None followed. The Senate proceeded to vote. The motion to approve the resolution carried. The resolution as approved read:

Resolution 2012-2013-4 Addition of Honors/Pass/Fail to the MD Program Grading Scale

Whereas, it is common practice in medical schools nationwide to use a Pass/Fail grading scale, particularly in clinical courses where students meet a series of competency milestones; and

Whereas, an honors designation is used to recognize exemplary performance and professionalism; and

Whereas, the UCF College of Medicine has requested that Honors/Pass/Fail be added to the grading scale for the MD program; therefore

Be It Resolved, that Honors/Pass/Fail be added to the grading scale for the MD program.

Motion made to discharge the ad hoc University Grading Scale Committee. Motion seconded and carried.

Student Disability Services – Mark Gumble

Mark Gumble, assistant vice president for Student Development and Enrollment Services, discussed changes in Student Disability Services (SDS). A national search is underway for the director of this office. Gumble introduced some SDS staff members from and presented a PowerPoint presentation on the services offered through the office. SDS is currently working with over 1,000 students and believes this number will continue to grow. Gumble discussed the key findings of the Association of Higher Education and Disability (AHEAD) Survey and plans for upcoming changes based on those findings.

Study Abroad – Angel Cardec

Angel Cardec, director of the Office of International Studies, presented information about UCF's study abroad program. Cardec briefly discussed the benefit to faculty involved in study abroad and reviewed the study abroad process for faculty. He noted that the program has been growing at a steady rate and discussed the demographic breakdown of study abroad participants. The PowerPoint presentation will be sent out to all of the senators.

COMMITTEE REPORTS

Budget and Administration – *Robert Dipboye*

Two resolutions have been revised and are going back to the Steering Committee. One urges the UCF administration to take a balanced approach to ensure that the growing emphasis on STEM fields doesn't disadvantage other fields and disciplines. The second endorses revisions to the sustained performance evaluation policy for tenured faculty.

Personnel – *Kathryn Seidel*

The committee is working on resolutions regarding the TIP, RIA, and SOTL awards. There is also discussion of creating an incentive award for service. The next meeting is on February 28 at noon.

Parking Advisory – *Alex Tamasan*

The committee has been looking at issues including injuries due to skateboarders, traffic flow problems, and ways to promote bike sharing. Most efforts were directed at trying to equalize pricing for parking decals and hangtags. A survey is being developed to assess whether or not students, faculty, and staff would be willing to have a 3% increase in the decal rate if they could purchase a hang tag at the same rate. This may stretch into the next academic year.

Undergraduate Council – *Kelly Allred*

No report.

Graduate Council – *Jim Moharam*

Appeals Committee: Committee met on 2/14. Next meeting is scheduled for 2/28.

Curriculum Committee: Committee met on 2/4. Next meeting is scheduled for 3/13.

Policy Committee: Committee met on 2/6. Next meeting is scheduled for 2/27.

Program Review and Awards Committee: Committee met on 2/8. Next meeting is scheduled 2/22.

No specific issues to report. Detailed activities of the Graduate Council Committees (meeting schedule, agenda, and minutes) are available at <http://www.graduatecouncil.ucf.edu/>.

OTHER BUSINESS

Manoj Chopra reported on the Board of Governors (BOG) conference call from earlier that day. The BOG voted to move FSU's digital arts and animation program to Tallahassee from West Palm Beach due to the bankruptcy of the program's partner. The BOG decided to go with a lead institution to coordinate the online education initiatives for the entire state. It was decided to use the strategic planning preeminence metrics to determine which universities would be eligible to compete to serve as lead institution. The only two institutions that will be eligible are UF and FSU. The BOG also directed the chancellor to form a system-wide workgroup to determine ways in which services and online degree programs, including market-based job analyses, can be better coordinated to ensure student needs are being met. The workgroup will report back to the BOG strategic planning committee.

ADJOURNMENT

The meeting adjourned at 5:30 p.m.

Resolution 2012-2013-5 An Advisory Urging Caution in the Implementation of STEM Initiatives

(from the Budget and Administrative Committee)

Whereas, the idea of universities as unified entities encompassing and valuing all fields of higher learning is necessary to cultivate an intellectually sophisticated and civically engaged citizenry for the sake of the common good of society as a whole; and

Whereas, the science, technology, engineering, and mathematics (STEM) disciplines have always recognized and promoted incorporating a strong liberal arts foundation to STEM education in enhancing student preparation in terms of practice and accreditation; and

Whereas, the professional preparation of graduates in STEM fields has always been recognized as one important dimension of the purpose and mission of universities historically, but only as one of many similarly important dimensions; and

Whereas, some of the changes of a funding and curricular nature for the sake of increased STEM enrollments are acknowledged to be desirable for those interested in careers in those fields, to satisfy the growing need for graduates in STEM fields in our increasingly technological and scientific state; therefore

Be It Resolved that the Faculty Senate of the University of Central Florida urges the University of Central Florida administration that any plans and actions taken to emphasize placement of students in STEM fields be balanced to maintain the identity and mission of the university as an institution that embraces and fosters learning in all academic fields. And, furthermore, that any implementation of STEM changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance.

Resolution 2012-2013-6 Sustained Performance Evaluations for Tenured Faculty
(from the Budget and Administrative Committee)

Whereas, the faculty at UCF has demonstrated high academic achievement and research productivity as confirmed by the University earning the Carnegie classification of “Research University with very high research activity” (RU/VH), and

Whereas, UCF tenured faculty needs to maintain a record of continuing scholarship and productivity commensurate with other research universities of the same Carnegie rank, and

Whereas, UCF recognizes that sustained performance evaluation is an important best-practices means of not only identifying areas for development of faculty after having earned tenure, but also recognizing and rewarding productivity of tenured faculty, and

Whereas, UCF recognizes that no procedure for evaluation of faculty should be used to weaken or undermine the principles of academic freedom and tenure but instead should be used to facilitate faculty development, and

Whereas, UCF wishes to address not only areas for improvement but also recognize and reward sustained productivity; therefore

Be It Resolved that the sustained performance evaluation policy is revised so that below satisfactory performance in areas of designated duties is defined as an average rating of below two (2) for Satisfactory in that area of assigned duties during the evaluation period of seven consecutive years. The average shall be determined as stated in the current policy by assigning a value to the annual faculty evaluation of 4 for Outstanding, 3 for Above Satisfactory, 2 for Satisfactory, 1 for Conditional, and 0 for Unsatisfactory.

Be It Also Resolved that tenured faculty who meets or exceeds an average rating of 3 for Above Satisfactory on the overall evaluation, during their seven year evaluation period shall be awarded a salary raise at completion of the review cycle.

**Resolution 2012-2013-7 Exclusion of Administrators from TIP, RIA and SoTL Award
Committees**
(from the Personnel Committee)

Whereas, the current policy of allowing deans, subdeans, chairs, and others in twelve-month administrative positions to serve on the committees which make the TIP, RIA, and SoTL awards may lead to conflicts of interest; therefore

Be It Resolved that current deans, subdeans, chairs, and other twelve-month administrators are not eligible to serve on TIP, RIA, and SoTL committees.

Resolution 2012-2013-8 Ineligibility of Administrators for TIP, RIA and SoTL Awards
(from the Personnel Committee)

Whereas, the current policy of allowing deans, subdeans, chairs, and others in twelve-month administrative positions to compete for TIP, RIA, and SoTL awards may lead to conflicts of interest; and

Whereas, TIP, RIA and SoTL provide significant salary increases; and

Whereas, these employees have access to other salary increases by virtue of their administrative status; therefore

Be It Resolved that current deans, subdeans, chairs, and other twelve-month administrators are not eligible for TIP, RIA, and SoTL awards.

Resolution 2012-2013-9 Expansion of the Number of TIPs and RIAs
(From the Personnel Committee)

Whereas, the number of faculty eligible for TIP and RIA has significantly expanded since the inception of the programs; and

Whereas, the number of new awards made each year has not increased proportionally; therefore

Be It Resolved that the number of new TIPs and RIAs should be increased.

Resolution 2012-2013-10 Compliance Check for Awards Programs
(from the Personnel Committee)

Whereas, the TIP, RIA, and SoTL programs are designed to identify excellence in teaching, research, and SoTL areas; and

Whereas, the TIP, RIA, and SoTL programs require that faculty submit a substantial folder regarding teaching, research and SoTL areas; and

Whereas, small errors in the submission of the folder (e.g. 501 words vs. 500, not obscuring information about Faculty Annual Review categories other than teaching for TIP) have caused faculty who are otherwise excellent candidates to be excluded from consideration; therefore

Be It Resolved that a compliance check system be created to give the candidate the opportunity to correct such minor errors, so as to avoid rejecting the candidate from eligibility.

Resolution 2012-2013-11 Teaching Incentive Program SCH Eligibility
(from the Personnel Committee)

Whereas, the Teaching Incentive Program (TIP) is an important recognition of an individual's substantial commitment to excellence in teaching, in classes of all sizes and taught by all modes; and

Whereas, the TIP program was originally implemented with student credit hour restrictions which have excluded faculty who have assignments with lower than the median student credit hours, yet who have a substantial commitment to excellence in teaching; therefore

Be It Resolved that the TIP eligibility criteria will simply require a "substantial commitment to excellence in teaching," by regular full time faculty as determined by appropriate units, and will no longer restrict eligibility based on student credit hour production.

Resolution 2012-2013-12 SoTL Eligibility
(from the Personnel Committee)

Whereas, the SoTL program rewards scholarship of teaching and learning; scholarship that can benefit the university community in many ways; and

Whereas, many in-unit full time UCF employees, such as librarians, can make a substantial contribution to the scholarship of teaching and learning; therefore

Be It Resolved that the restriction of SoTL awards to faculty with the title of Lecturer, Assistant Professor, Associate Professor or Professor should be removed, so that all full time UCF faculty defined as in-unit by the UCF-UFF Collective Bargaining agreement, and equivalent full time faculty in the College of Medicine, are eligible to apply for this award.

Resolution 2012-2013-13 New Service Recognition Award Program
(from the Personnel Committee)

Whereas, UCF values excellence in teaching, research, and service, as indicated by the annual evaluation criteria; and

Whereas, UCF does not have an award which adds a raise to the base salary of the faculty for excellence in Service; therefore

Be It Resolved that a new award, the Service Recognition Award Program, be established with eligibility applying to all full time UCF faculty and employees defined as in-unit by the UCF-UFF Collective Bargaining unit, and equivalent full time faculty in the College of Medicine.

Resolution 2012-2013-14 Incentive for Students' Completion of the Student Perception of Instruction

(from the Personnel Committee)

Whereas, the response rate for the Student Perception of Instruction (SPoI) varies greatly; and

Whereas, the response rate of SPoI is critically low in some courses including low enrollment graduate level courses and other limited access courses; and

Whereas, the use of the SPoI is crucial to the overall evaluation of faculty; and

Whereas, the data for SPoI is necessary to assist instructors in improving the quality and delivery of instructions; and

Whereas, an incentive for students can improve SPoI response rates; therefore

Be It Resolved that an incentive be created for students who complete an SPoI.