

MEMORANDUM

Date: February 25, 2011
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on March 3, 2011**

Meeting Date: Thursday, March 3, 2011
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 3, 2011**
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**

None
6. **New Business**
 - Resolution 2010-2011-5 Revision to Policy Concerning Appointment and Evaluation of Chairs and Directors (*from Personnel*)
 - Resolution 2010-2011-6 Graduate Training Requirement in Academic Integrity and the Responsible Conduct of Research (*from Graduate Council*)
 - Resolution 2010-2011-7 Policies and Procedures Concerning UCF College of Medicine Out-of Unit Tenure-Earning and Tenured Faculty (*from Personnel*)
 - Resolution 2010-2011-8 Concerns Regarding E-mail Migration to Exchange (*from Personnel*)
 - Budget/legislative update – *Dan Holsenbeck*
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Stephen Goodman*
 - Personnel Committee – *Jeffrey Kaplan*
 - Undergraduate Policy and Curriculum Committee – *Marie Léticée*
8. **Other Business**
9. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
February 3, 2011

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate Steering Committee to order at 4:03 p.m. The roll was circulated for signatures.

RECOGNITION OF GUESTS

Melody Bowdon, Director, Faculty Center for Teaching and Learning
Diane Chase, Executive Vice Provost, Academic Affairs
Lin Huff-Corzine, Associate Vice Provost, Faculty Affairs
Elliot Vittes, Interim Vice Provost and Dean, Undergraduate Studies

MINUTES

Motion to approve the minutes of January 6, 2011 was made and seconded. The minutes were approved as recorded.

ANNOUNCEMENTS

Dr. Cook announced that the university has been conducting interviews for the position of Compliance Officer. The interviews are now completed.

The provost's update was deferred until later in the meeting.

OLD BUSINESS

None.

NEW BUSINESS

Excellence in Professional Service Award Selections Committee

Dr. Cook requested three volunteers to serve on the selections committee for the Excellence in Professional Service Award. Drs. Koons, Lynxwiler, and Kaplan volunteered. A motion to approve the slate of committee members was made, seconded, and carried. The committee will be: Jeffrey Kaplan, Keith Koons, John Lynwiler, and Ida Cook, who will chair the committee.

College of Medicine Research Incentive Award

The senator from the College of Medicine (COM) raised the issue that faculty from that college are not eligible for the Research Incentive Award Program (RIA) at-large award. COM faculty had been eligible for this award before the college became out-of-unit. Copies of the RIA procedures for both COM and the general award were distributed. An argument was made that because the awards are on separate (though parallel) tracks, COM faculty should not be eligible for the general at-large award. Lin Huff-Corzine noted that in the past more awards were granted because the awards of retirees were being recycled, but there were none this year. A question was raised about whether COM can award more than one RIA. Dr. Huff-Corzine replied that because COM is out of units, the dean can offer additional awards if the funding is available.

The senator from the Libraries offered a reminder that librarians are not eligible for RIA or any of the other excellence awards. A senator involved with the UFF noted that the union is planning that future bargaining agreements will include changes to make accommodations for this.

Provost's Update and Discussion Item

Provost Waldrop announced two upcoming searches. The search committee for the vice provost and dean of Undergraduate Studies will be chaired by Alvin Wang, dean of the Burnett Honors College. The search committee for the dean of the College of Sciences will be chaired by Deborah German, dean of the College of Medicine. There are two upcoming five-year dean reviews. The review committee for José Fernández, dean of the College of Arts and Humanities, has met and begun its work. The review committee for Alvin Wang, dean of the Burnett Honors College, will be underway shortly. Provost Waldrop is instituting five-year reviews for the vice presidents and vice provosts who report to him.

The governor's budget is due out on Monday, and it is anticipated that there will be a budget deficit of \$3.6 to \$4 million. This will not be the final version of the budget; it will have to be approved by both houses and will be adjusted in the process. The provost offered a reminder that there was a 3% holdback this year. It looks like there won't be any further cuts to this year's budget.

The Faculty Center for Teaching and Learning (FCTL) serves faculty teaching undergraduate and graduate classes, but it currently reports to the dean of Undergraduate Studies. The provost is considering elevating that reporting line so that the FCTL will report to the executive vice provost of Academic Affairs. Provost Waldrop asked the committee for feedback on the idea. A question was raised about whether such a move would affect the FCTL's independence. Melody Bowdon, director of the FCTL, said it would not, and noted that the FCTL had previously reported to provost. The reporting line was moved to Undergraduate Studies when Alison Morrison-Shetlar became dean of Undergraduate Studies, because she had previously been director of the FCTL. The Steering Committee expressed support for moving the reporting line.

A brief discussion followed on the name of the FCTL. It was suggested that it be shorted to "Faculty Center"; alternately, it was suggested that it be expanded to include "Research." A senator recommended that this discussion not be held in-depth at the present time.

Committee Service

Dr. Cook encouraged Steering Committee members to speak with their colleagues regarding committee service, and ask those who are on committees whether the committees are meeting and doing their work. Dr. Cook provided a brief overview of the role of the members of the Committee on Committees (ConC), and noted that the ConC members are crucial to ensuring that the committees are staff with interested and qualified faculty members.

A discussion followed regarding the Information Technology (IT) Advisory Committee. A senator mentioned that it seemed as if faculty had little or no input into the scheduling of the upcoming Outlook/Exchange email migration. Dr. Cook mentioned that she attended the recent IT committee the agenda was an announcement agenda with no discussion. She noted that members of that committee, or ones that have had meetings with similar agendas, can request meetings be held to discuss specific issues. This is why it is important that the ConC nominate members who are interested in the work the committee is doing. Dr. Cook can also talk to the administrators in charge of those committees, but she must hear from the committee members about what the issues are. Discussion returned to the IT committee, and Dr. Cook requested that Steering members send her information about the specific issues they would like to see that committee address. Dr. Vittes offered to bring issues that affect undergraduate students to the committees he attends. Dr. Cook thanked the ConC members for their efforts this year.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – Arlen Chase

As Dr. Chase was not present, there was no report.

Graduate Council– Stephen Goodman

- The Graduate Policy Committee has met once since the last Steering Committee meeting. This committee has been reviewing policies regarding thesis and dissertation enrollment issues, and has drafted catalog language regarding the issue of Scholarly Integrity/Responsible Conduct of Research.
- The Graduate Curriculum Committee has met twice since the last Steering Committee meeting. This committee reviewed seven proposals for various graduate program refinements, modifications, etc., 52 course action requests, and five course material and supply fee requests.
- The Graduate Appeals and Awards Committee has met once since the last Steering Committee meeting. This committee reviewed seven graduate appeal petitions at this meeting
- The Graduate Program Review Committee met once since the last Steering Committee meeting. This committee's major agenda item involved the review of a proposed Master of Research Administration (MRA) degree program to be offered by the Department of Public Administration within the College of Health and Public Affairs (COHPA).

For more detail on Graduate Council committee agendas and minutes, visit the Graduate Council website at <http://www.graduatecouncil.ucf.edu/GraduateCouncil.aspx>

A question was raised about the Board of Trustee's recent approval of market-rate tuition increases for selected graduate programs in the College of Business, and whether those increases went before the Graduate Council. Dr. Goodman replied that they had not.

Personnel Committee–Jeffrey Kaplan

The committee met today, and discussed the policies regarding the appointment and evaluation of directors and chairs, and will have something to present to Steering for the March meeting. The committee also discussed concerns relating to the completion rate of the online Student Perception of Instruction (SPOI) forms. Lin Huff-Corzine explained that, in normal circumstances, the response rate for online SPOI is higher than the paper-based response rate was. However, last semester there was a scheduling error that resulted in students only having one week (instead of the normal two) to complete the SPOI. Dr. Vittes noted that the response rate in fall was 50%, as compared to approximately 68% in an average semester. A question was raised regarding how students were notified about the SPOI and how far in advance. A senator noted that his college is concerned that the response rate for graduate classes seemed much lower than before. Dr. Cook requested a report from Dr. Huff-Corzine on the response rate, with a breakdown by college, department, and level (graduate or undergraduate).

Undergraduate Policy and Curriculum Committee– Marie Léticée

The committee met on January 11. All items on the consent agenda were approved. All items on the action agenda were approved, except one which was tabled. The ad hoc committee looking at tracks and specializations gave an update on their work. The UPCC will discuss this in February. The committee discussed changing the dates of December submission deadlines to January. The next meeting will be on February 8.

OTHER BUSINESS

Student Perception of Instruction

As there is nothing else on the agenda for the February Senate meeting, Dr. Cook proposed placing the revisions to the Student Perception of Instruction form (SPOI) on the agenda. The report from the consultant looking at the drafts of the SPOI has been completed and returned. Dr. Cook provided an overview of the consultant's feedback, which included suggestions to the wording of the questions and responses, and the ways in which the data should be interpreted. The consultant stressed that an overall summary score should not be used, and he provided information on how supervisors can best utilize the SPOI results. Dr. Chuck Dziuban, Director of UCF's Research Initiative For Teaching Effectiveness, worked with the consultant and is willing to come to the Senate meeting to present a report on the findings.

Dr. Cook will send the senators a summary of the consultant's feedback and a draft of the proposed SPOI. The Senate will review and discuss the draft in February, and the discussion may carry over into the March meeting. If this year's Senate approves the SPOI, then it can be pilot tested in the upcoming summer and/or fall semesters.

Motion to add SPOI to the agenda for the February 17 Senate meeting was made and seconded. Motion carried.

The committee agreed to allow Dr. Cook to draft a resolution from Steering to test and approve the proposed SPOI. The resolution will be distributed to the Steering committee by email for review and approval.

ADJOURNMENT

Motion to adjourn made and seconded. The meeting adjourned at 5:34 p.m.

Resolution 2010-2011-5 Revision to Policy Concerning Appointment and Evaluation of Chairs and Directors

(From the Personnel Committee)

Whereas, the existing language concerning “Review & Reappointment of Chairs and Directors” in the Faculty Handbook (p. 70) needs clarification, especially regarding which departments/school faculty are to participate in the review of these administrators, and

Whereas, the current language may limit the participation of faculty from the departments/school conducting the review, and

Whereas, the committee agreed that the sentences should also be reordered to clarify that the above change refers to the fifth year review,

Be It Resolved, that the Faculty Senate Personnel Committee recommends that the entry under “Review & Reappointment of Chairs and Directors” in the Faculty Handbook (p. 70), be revised as follows:

CURRENT VERSION: “Department/school faculty and others whom the dean deems appropriate will conduct the review.”

PROPOSED REVISION: “The review committee will consist of faculty from the Department/school conducting the review and others whom the dean deems appropriate ~~will conduct the review.~~”

FINAL REVISION: “The review committee will consist of faculty from the Department/school conducting the review and others whom the dean deems appropriate.”

PROPOSED REORDERING OF HANDBOOK ENTRY:

The faculty of the school/department will evaluate directors/department chairs annually.

A full review for reappointment will take place during the fifth year. The review committee will consist of faculty from the Department/school conducting the review and others whom the dean deems appropriate. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

Resolution 2010-2011-6 Graduate Training Requirement in Academic Integrity and the Responsible Conduct of Research

(from the Graduate Council)

WHEREAS the central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity; and

WHEREAS all UCF students are expected to adhere to the essential standards of academic integrity, as outlined in the Golden Rule and its associated UCF regulations (UCF-5.008); and

WHEREAS to maintain this atmosphere in the UCF graduate community, it is crucial that all students are made aware of the expectations of academic integrity, the responsibilities associated with research and scholarly work, and the consequences associated with the failure to abide by these expectations; and

WHEREAS the advanced nature of graduate education, the higher level of scholarly and research activity associated with graduate work, and the higher level of expected behavior of students who have been awarded a bachelor's degree make it essential that additional training in the areas of academic integrity and the responsible conduct of research (RCR) be provided to graduate students at UCF; and

WHEREAS this additional training will serve to guide their conduct as graduate students at UCF and provide the requisite ethical background for their future roles as leaders and educators,

BE IT RESOLVED THAT starting with the Fall 2011 term, all students newly admitted to doctoral programs will be required to complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner that is consistent with federal regulations. This training will include: the on-line Collaborative Institutional Training Initiative (CITI) "Responsible Conduct of Research" training module in the appropriate disciplinary area; and face-to-face ethics/RCR workshops coordinated by the College of Graduate Studies and the Office of Research and Commercialization, or an approved alternative training offered as a program requirement for all students in the program.

Resolution 2010-2011-7 Policies and Procedures Concerning UCF College of Medicine Out-of Unit Tenure-Earning and Tenured Faculty

(from the Personnel Committee)

Whereas, UCF College of Medicine faculty are outside the Collective Bargaining Agreement between the UCF Board of Trustees and the United Faculty of Florida, and

Whereas, policies and procedures for the out-of-unit tenure-earning and tenured UCF faculty are not clearly defined compared to that for the in-unit UCF faculty

Be it Resolved, that policies and procedures of the out-of-unit UCF tenure-earning and tenured UCF faculty will be similar to the in-unit UCF faculty of the same rank. These include:

1. Nine-month, full-time equivalent contracts.
2. Ability to generate additional summer salary support through teaching, funded research, or service.
3. Promotion and Tenure Criteria, annual evaluations, sabbatical leave, and academic freedom.
4. Promotion salary increases in a rate amount parallel to in-unit faculty.
5. RIA, TIP, and SOTL incentive award program.
6. Excellence Awards.

The grievance and associated appeal process for UCF College of Medicine faculty should be the same as that utilized by other non-unit faculty.

Resolution 2010-2011-8 Concerns Regarding E-mail Migration to Exchange

(from the Personnel Committee)

Whereas, prior to the migration to Exchange, faculty were forwarding their UCF emails, or using IMAP or POP protocols, to overcome the severe limitations of the UCF email system

Whereas, with the new Exchange system, the policies have not changed appreciably, but the limitations have rendered the system less effective for many. Faculty are no longer able to access or forward their emails to an external account using IMAP or POP protocols.

Whereas, Faculty are now charged a fee to connect smart phones and devices (e.g. iPhones, iPads, etc), while this service was free before using IMAP or POP. For those departments, which do not have the funds to support the charge for these devices for all faculty, this fee is being passed on to the faculty member.

Be it resolved that the use of IMAP, POP, access and forwarding to external accounts be restored for the faculty community. This could be in the form of a simple “opt-in” policy.