

Faculty Senate Steering Committee Meeting
March 5, 2009

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of February 5, 2009 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra, Cook and Jewett.

Steering Committee Members Present: Drs. Belfield, Covelli, Gause, Gunter, Kamrath, Kassab, Kaufman, Koons, Kovach, LiKamWa, Lynxwiler, Pennington, and Quigley.

Administrators Present: Drs. Bishop, Chase, Hickey, Huff-Corzine, and Morrison-Shetlar.

Steering Committee Members Not Present: Drs. Chase, Carson, Daniell, Leigh, and Nutta.

Recognition of Guests: Jim Moharam (Graduate Council); Michael Stern (Graduate College); Dawn Trouard (UFF); George Worley (Computer Services and Telecommunications); Dale Voorhees and Linda Futch (Course Development and Web Services.)

ANNOUNCEMENTS

Provost's Update deferred pending the provost's arrival.

OLD BUSINESS

None.

NEW BUSINESS

Revisions to Graduate Policies from Graduate Council – *Dr. Moharam reporting*

Dr. Moharam offered an overview of four policy revisions proposed by the Graduate Council. The first three of these are related, and meant to be read as one packet.

1) *Graduate Program Requirements* – The major change is to now require a minimum of 27 hours of classroom instruction for all PhD programs. The format of the remaining hours (excluding the mandated minimum 15 dissertation hours) can be determined at the department's discretion. The motivation behind this is to clarify and streamline requirements, reduce the number of student appeals, give greater flexibility to departments. Question: Is there any flexibility regarding the number of classroom hours, as not all PhD programs currently have 27 hours of coursework in place? Reply: There is no flexibility on this issue. The two departments affected will have to ensure that there are 27 hours of coursework available to the students. Dr. Belfield noted that for the Chemistry department, which only has 24 hours of classroom instruction, it is an imposition and a budget problem to add another course. Reply: The course could be in a related discipline from another department.

2) *Course Category Definitions* – This policy clarifies the formal definitions for graduate class concepts like Independent Study, Thesis, Formal Courses, etc.

3) *Transfer of Credit Policy* – The current transfer policy has led to a large number of student appeals. The major change is the addition of a deadline for the finalization of transfer work. This deadline was added at the request of the Appeals Committee.

4) *University-wide Qualifications for Participation in Graduate Education* – The revisions are clarifications of the current policy; there are no significant changes. This policy simplifies the categories of faculty involved in graduate education. Presently there are two categories, Full Graduate Faculty and Associate Graduate Faculty. They differ in that associate faculty can't chair a committee, although they can co-chair. This revision adds a third category, Graduate Faculty Scholars, who are qualified individuals not employed by UCF. They may serve as co-chairs, but not chairs. Secondary joint appointment faculty can chair committees, but courtesy appointment faculty can only co-chair.

Motion made to approve all four revised policies and send them to the Senate for informational purposes. Motion seconded and approved.

ACTION: The four policies will be added to the March Senate agenda as informational items.

ANNOUNCEMENTS

Provost's Update

Another budget cut might be forthcoming this budget year. More information will be available after the upcoming revenue estimating conference. For the upcoming year, other SUS universities are preparing for cuts in the 10-15% range. UCF is preparing for a 6% cut because of escrow funds but may need to prepare to cut more. If our budget is cut by 10% on July 1 then that money will be withheld from the transfer of funds from the state, and UCF would have to respond immediately. Furloughs are one option being considered to avoid layoffs. If everyone is furloughed (leaving only a skeleton crew), each day of furlough would save \$1 million. If implemented, there would be a maximum of four furlough days, and no more than one in any given pay period. Every 1% budget cut is a loss of \$2.6 million. If the cut exceeds 10% furloughs might not help enough. Federal stimulus may help in the short term but it is not recurring and would go away after two years. A question was raised about the use of the reserve money. The provost provided an overview of how reserves are allocated and what is and isn't available for general use.

NEW BUSINESS (resumed)

Webcourses Task Force

Joel Hartman has proposed the formation of a joint faculty/administration Webcourses Task Force to look at issues and concerns with Webcourses, and the steps being taken to address them. The Task Force would also look at the possible consideration of an alternative course management system. Mr. Hartman sees this as a fact finding/problem solving group in the short run, with the ability to investigate other systems over the longer run. He notes that UCF has a big investment in the current system and might not have additional money for a new system, and that it is difficult to anticipate whether a new system might have similar problems to Webcourses at the scale of use that UCF has. Motion made to create the task force with faculty members to volunteer and be appointed by the Senate Chair. Motion seconded and passes.

ACTION: Add an announcement of the Task Force and a call for volunteers to the March Senate agenda.

Student Perception of Instruction (SPoI) Delivery Modes

Lin Huff-Corzine's committee on SPoI delivery modes proposes to move the current student perception forms in Fall 2009. This would allow the kinks in online delivery to be worked out before the new forms were phased in. Moving to online delivery would save hundreds of thousands of dollars each year, save time, and be more environmentally friendly. Currently, online courses use online SPoI forms, but the platform in use for that could not accommodate all of the university's classes. A new system will need to be implemented, either one that UCF builds in-house or gets from an outside vendor. A vendor might better handle student privacy issues. A question was raised about encouraging student response rate. The committee is still researching the best possible methods. Motion made to go online in Fall 2009 with the current SPoI forms. Motion seconded and passed. A question was raised about the status of the proposed new SPoI forms that were discussed at last Senate meeting. These will be on the March Senate agenda as a voting item.

ACTION: Dr. Chopra will obtain copies of the proposed SPoI forms containing the revisions discussed at the February Senate meeting. These will be distributed to the Senate for review and discussion prior to the March Senate meeting.

Security and Panic Alarm Systems Monitoring

The UCF Police Department will no longer be monitoring the security and panic alarm systems on campus. A private company will be monitoring them, and individual units will need to pay for the service if they it to continue. The UCF Police still will respond to the alarms, but the Police Department does not have staff or money to maintain the monitoring.

College of Medicine Voting Policy

Dr. Daniell had requested that issues related to TIP, RIA and SOTL evaluation in the College of Medicine be added to the agenda. Some College of Medicine faculty are objecting to the evaluation of tenured faculty by untenured faculty. Dr. Daniell is not at the meeting, and the specific issues he wanted addressed are unclear. The system for evaluation RIA is not the same as that used for promotion and tenure evaluation.

OTHER BUSINESS

Dr. Kamrath brought to the committee a proposal from a faculty member that UCF use recycled papers to be green and support recycling. Dr. Morrison-Shetlar will research the costs associated with using recycled paper and send guidance to the units about using recycled paper and other energy saving or environmentally friendly measures.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – *Dr. LiKamWa reporting*

No report. The committee did not meet.

Graduate Council – *Dr. Kassab reporting*

The Policy and Procedures committee worked on revisions to graduate policies (see above.) The Program Review committee is looking at whether all programs should be required to do an end-of-year report on the progress of all PhD students toward their degrees.

Personnel – *Dr. Belfield reporting*

The committee is working on the new promotion and tenure guidelines. These will be presented at the next Senate meeting.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*

The committee had a brief meeting and approved the consent agenda.

ADJUOURNMENT

Motion to adjourn was made and seconded. The meeting adjourned at 6:25 p.m.