

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Manoj Chopra  
Chair, Faculty Senate

**DATE:** March 6, 2006

**SUBJECT: STEERING COMMITTEE MEETING**

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**DATE:** Thursday, March 9, 2006  
**TIME:** 4:00 p.m.  
**ROOM:** Student Union, Garden Key 221AB

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *February 9, 2006***
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - Test Scoring Procedures – Dr. Wink
  - Update on TIP/RIA/SoTL Criteria – Dr. Cook
  - Graduate Council Resolution 2005-2006-6
6. **New Business**
  - Insurance Deductions Pro-rating for 9-month faculty
  - Quality Enhancement Plan and SACS visit – Agenda item for Senate Meeting in March
  - Standing Committee Reports
    1. Budget and Administrative – Dr. Keith Koons
    2. Graduate Council – Dr. Jim Moharam
    3. Personnel – Dr. David Workman
    4. Undergraduate Policy and Curriculum – Dr. Bob Pennington
7. **Other**

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Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:05 p.m. Minutes of the **January 19, 2006 meeting** were unanimously approved with minor changes.

**Members present:** Drs. Dawn Trouard, Diane Wink, Janice Peterson, Denver Severt, Ida Cook, Robert Pennington, Rufus Barfield, Jim Moharam, Thomas Wu, Henry Daniell, Glenda Gunter, David Workman, Thomas Wu, Melody Bowdon and Provost Terry Hickey.

**Members absent:** Drs. Arlen F. Chase and Keith Koons.

**Guests:** Drs. John Schell, Joel Hartman, and Lin Huff-Corzine.

**ANNOUNCEMENTS AND PROVOST REPORT**

Provost Report

No report.

**OLD BUSINESS**

Revisions to the Faculty Senate Constitution – Dr. Cook

Two sections of the current constitution need a major revision because of the creation of new colleges. The constitution has its own change procedure in sections 3.3, 3.3.3 and 3.3.2 and 5.1. At this time we only need to make changes to reflect the change in number of colleges and degree granting divisions. Resolution 2005-2006 - 5 distributed. Pennington reads as follows:

**A Motion for Resolution of Apportionment and Committee Membership Changes  
Resulting from the Division of the College of Arts and Sciences**

**Where As**, a result of the division of the College of Arts and Sciences into two new colleges, (the College of Arts and Humanities and the College of Sciences), and Following Sections 3.3 and 5.1 of the existing Faculty Senate Constitution which provide for such changes by a simple majority vote of the Faculty Senate. Therefore,

**BE it resolved**, that the Senate acknowledges the changes in the number of colleges and recommends the automatic adjustment in committee representation and wording as provided for in the existing constitution be made to reflect those changes.

The relevant sections of the constitution are reproduced below with critical sentences in **bold font**: **"3.3 Apportionment**. The number of elected members of the Faculty Senate will be apportioned among the colleges and units as follows:

**(Number of eligible faculty in a college or unit)**

Number of senators = 60 x -----

**(Number of eligible faculty in the University)**

**The number of senators representing a college or unit will be determined by rounding the above calculated value to the nearest whole number. A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.**

**3.3.1** Each college will have a minimum of two representatives in the Faculty Senate. The professional librarians shall have two voting representatives in the Faculty Senate to be elected by the professional staff of the library.

**3.3.2 Apportionment will be made only once each year, based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments who**

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**are listed as faculty on official records of the University on the first day of the spring semester of that year."**

**"5.1** Amendments to the Constitution may be considered by the Faculty Senate upon (1) recommendation of the Faculty Senate Steering Committee or (2) written request of ten percent of the members of the Faculty Assembly. The text of a proposed amendment must be made available electronically to the members of the Faculty Senate at least thirty days prior to the meeting at which it will be considered. For provisional adoption, a proposed amendment must receive an affirmative majority vote of the members of the Faculty Senate who are present. After provisional approval of the proposed amendment, the text of such amendment shall be made available electronically to all members of the Faculty Assembly for their review, consideration, and input to the Faculty Senate within fourteen days of notification. At a subsequent meeting of the Faculty Senate Steering Committee, all input from the members of the Faculty Assembly shall be considered for potential revisions to the amendment. The text of the proposed amendment, with any revisions based on the input of Faculty Assembly members, shall be made available electronically to all members of the Faculty Assembly at least thirty days prior to the meeting of Faculty Assembly to consider adopting the proposed amendment. For final adoption, the proposed amendment must receive an affirmative two-thirds vote of those who are present. If a quorum is not achieved at this meeting of the Faculty Assembly, a subsequent called meeting of the Faculty Senate shall consider the proposed amendment for final adoption. At this called meeting of the Faculty Senate, all members of the Faculty Assembly shall be invited to attend and participate. For final adoption, a proposed amendment must receive an affirmative two-thirds vote of the members of the Faculty Senate who are present. **If there is a change in the designation of an office or in the title of an official included on a standing or reporting committee, the membership representation on such a committee and in the Constitution will be automatically adjusted to reflect the change. Such changes will be presented to the Faculty Senate for its approval."**

Since a copy of the constitution was given out at last month's senate meeting, we are now into the 30 days period for the process. Action to change the name of the Undergraduate Common Program Oversight committee would need completion of the full revision process with over an extended number of months to meet timeline requirements of the amendment. This change will be delayed until the next senate year.

Request this be put on agenda for vote at Faculty Senate meeting on February 16, 2006. (This is not a discussion or vote of whether or not the new colleges should have been created.) If passed, we can start election process about February 23, 2006 after allocations based on number of faculty in the new colleges completed. There are some questions about at-large and staggered terms especially in the new colleges and these are being addressed by Dr. Cook.

Question asked if senate members are elected or appointed. All senators are to be elected. Motion to put the resolution from committee on constitutional revisions on the agenda for the second Senate meeting this month. Meeting on the 16<sup>th</sup> will not be adjourned but recessed and continued on February 23<sup>rd</sup>.

### *Report from the Subcommittee on TIP/RIA/SoTL Revisions for 2006-2007 – Dr. Cook*

Final draft of UCF-TIP revision was distributed. Highlights of changes were presented. Major change is the addition of an "ad hoc" category which can be used by faculty who do not meet median criteria for eligibility. Dr. Wang came to committee about concerns about honors faculty who are not usually eligible because of low student credit hour generation because of small honors classes. He agreed the new "ad hoc" category will address this problem. Dr. Wang also asked about having a university-wide award for faculty involved in honors courses and Honors in the Major. The committee referred this question to Provost Hickey.

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Plan is to take these criteria to the Senate for discussion on February 16, 2006 from 4 – 4:30 to get feedback from faculty. Review of these criteria (UCF-TIP, SoTL, RIA) is done by Faculty Senate Steering Committee. This process has been implemented to get wider review and feedback. Document will be sent out tomorrow to all senators.

#### *Report on Student Perception of Instruction (SPOI) Revisions – Drs. Wink and Huff-Corzine*

Two groups have been working on Student Perception of Instruction revisions. One group, lead by Dr. Huff-Corzine has been examining procedure particularly if the process can be moved fully on line.

A second groups, lead by Drs. Wink and Jungblut looked at the content and use of the SPOI as part of a larger examination of academic rigor at UCF. This was done because faculty told working group via focus group that the SPOI was a major impediment to the level of rigor they would like to have in their classes. In their full report, this group looked at actual content (e.g. organization, questions, response options), information reported out (e.g. responses from different student groups – majors vs non majors, lower vs upper classes; responses based on modality – Web mode, ITV, lab), bias inherent in the process and impact of bias can be minimized, and how the data collected can be used positively to improve teaching and learning.

The two groups met together to clarify tasks and have agreed to work on their separate goals but with input from the other group to ensure congruity between suggested changes.

The workgroup examining the content and use of SPOI is asking to go to Faculty Senate to request approval to revise SPOI form and process in consultation with the group working on procedure for actual administration of the tool. Approved.

#### *Multi-term Registration – Dr. Schell*

Multi-term Registration started in March 2005 at the request of President Hitt. The intent was to make registration process more student-centered so students would know schedules over a longer term and this would also result in better long-term planning by some departments.

Concerns have been expressed by students, faculty, and advisors following implementation of multi-term registration. A student focus group was convened in December and very few attended. Attendees did represent undergraduate and graduate groups and consisted of those who both support and do not support the program. Professional advisors have also submitted areas of concerns. Problems occurred for many reasons including changes made in scheduled by individual departments after the schedules were set. There is also some difficulty with students new to UCF who are being advised without full records available for review. All concerns and comments are being reviewed.

Many recommendations are being considered. Registration begins March 15, 2005 for Summer, Fall, and Spring. The administration will continue the fine tuning of the process. It will be examined again after use in the second year.

*Question:* Is there anything being done regarding announcements of sabbaticals and other special appointments and faculty status changes which may impact schedules? *Response:* Multiple steps needed if course needs to be changed. Departments are getting better at maintaining courses as scheduled. Another problem raised was associated with newly approved

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courses which are not yet in our system. Use of special topics courses may be an option. One of problems being addressed is identifying students who fail or do not achieve expected grade in a prerequisite course. The prerequisite problem is tied to PeopleSoft. The department advisors want to advise students and then help them withdraw and register in the right courses in the future.

The Florida Board of Governors loves the tracking system used by the University of Florida and we expect all universities will be asked to do this. Also Board of Governors and Board of Trustees are very focused on six year graduation rate. Ours is good among peers but not at expected level. Strong students seem to be enjoying multi-term registration. Weaker students are having a problem.

*Question:* How many students do this? Response: The percentages are higher than expected. The Steering Committee discussed if this should be taken to the full senate? It was suggested that this be given as a report with request for input to Dr. Schell's office. Dr. Schell has not yet had a faculty focus group. He will do this and will include faculty advisors and professional advisors in different units to develop a matrix of solutions.

### **NEW BUSINESS**

#### *Technology-related Issues – Dr. Joel Hartman*

Dr. Hartman reported on email problems in December and January. Currently all email coming into the university is scanned for viruses. Viruses are deleted and spam is tagged (PMX###). The system which does this is called Pure Message. The volume of email received by UCF exploded in November 2005 resulting in performance issues. New hardware and software was installed but there was a problem with a setting about January 11. There was then a major problem with mail delivery from about January 11 – 18<sup>th</sup>. Question: Why was there no notification to faculty, students, or staff? Response: We could not use email and thought it would be over more quickly. More upgrades are in process.

*Question:* Can junk mail be blocked? No. However, it is possible to shift messages directly to trash using the mail program (e.g. GroupWise).

*Question:* Why didn't the longer hours 24/7 support system work at start of term (and right after announced). Problems with vendor. These have been addressed. Should now have 24/7 support.

#### *Liberal Studies Program in the Office of Undergraduate Studies – Dr. Schell*

Dr. Schell presented a request to move the Liberal and Interdisciplinary Studies Program over to office of Undergraduate Studies. It had been housed in the College of Arts and Sciences. The Advisory Board for the Liberal Studies Program has asked for this. Data on the scope of courses and student enrollment in courses in all disciplines and colleges was distributed. There are NO courses offered out of the Liberal Studies program except for one GIS course which is taught by an adjunct. Office of Undergraduate Studies would like a school or department to take responsibility for that course. Otherwise, all courses and curricular decisions, including determination of courses for concentrations as well as what constitutes a minor are based in the school or department which houses the course. (Photography will be in Arts and Humanities.) All credit hour production goes with individuals teaching the course.

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*Question:* Will the program be renamed e.g. Interdisciplinary Studies to better describe program and avoid issue of what the word liberal means? Not planned at this time. Such a name change may be an issue because of existing interdisciplinary studies programs.

*Question:* Is this the consultation process? Yes. It needs to go to the full Faculty Senate as an informational item. Faculty Senate members will be asked if they want further discussion. It was added to the agenda for the senate meeting on February 16. Drs. Elliot and Schell are invited to present.

### *Parking Problems – Dr. Gunter*

Dr. Gunter discussed high levels of frustration from faculty, staff and students related to parking particularly near the Education Building in areas where the new garage is being built. There are no spaces starting early in the day and important meetings, including a dissertation defense, are being missed. Going to research park is a poor option for faculty and staff. There is also a problem to go behind arena along heavy construction areas. Action requested. It will be referred to committee.

### **STANDING COMMITTEE REPORTS**

- ✚ **Budget & Administrative** – Dr. Keith Koons reported.

No report.

- ✚ **Graduate Council** - Dr. Jim Moharam reported.

Dr. Patricia Bishop could not be present today. At the last scheduled meeting, Dean Gallagher was to address the Graduate Students but Dr. Gallagher did not show up for the meeting. There was an item that dealt with disallowing the use of 4000 level courses in master's programs of study which previously allowed six (or more) credit hours at the 4000 level. The Council has revisited that issue and discussed at length the ramifications of allowing this practice. SAC's accreditation guidelines specifically state that master's programs of study must contain "at least 30 semester credit hours of the equivalent at the post-baccalaureate, graduate, or professional level." Provost Hickey stated that it would best to give the College of Engineering and Computer Science the opportunity to address this issue themselves. He suggested that the Council provide an opportunity to CECS in a timely manner and if no one shows up then the deal is off. There is room for compromise in this matter. The proposed resolution from the Council will be sent back and get a report from Engineering and others. No reports from the Subcommittees.

- ✚ **Personnel** – Dr. David Workman reported.

Committee has met. Discussed the travel resolution in the previous meeting and would like to present at the next faculty senate meeting. Jeff Kaplan reads the resolutions as follows:

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**Resolution 2005-2006-4 Travel Reimbursement**

**Whereas**, the University expects faculty to travel as an essential part of their duties and responsibilities - for the enrichment and enlightenment of their professional development in teaching, service and research.

**Be it resolved** that the University of Central Florida will relentlessly pursue avenues that will lead to:

- a) an increase in the per diem rate for meals to be consistent with the current federally established guidelines.
- b) an increase in the mileage rate for faculty using their own vehicles to be consistent with the current federally established guidelines.
- c) a streamlining of the procedure to file a claim for reimbursement of expenses incurred while on university business.

It was moved that the resolution be presented at the faculty senate meeting on February 16, 2006. Approved.

- ✦ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.  
No report.

**OTHER**

None

**ADJOURNED**

Motion to adjourn at 6:30pm made and seconded. Approved.

## **2005-2006-6 Course Levels in Graduate Programs of Study**

**Whereas**, master's programs of study are required by UCF's regional accreditation body to include at least 30 semester credit hours of post-baccalaureate, graduate course work,

**Be it resolved** that all UCF master's programs of study will be required to include at least 30 semester credit hours of post-baccalaureate, graduate course work (5000 level and higher).