

**Faculty Senate Steering Committee Meeting**  
Minutes of  
**November 1, 2011**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:01 p.m. The roll was circulated for signatures.

Motion made to amend the agenda to address Student Perception of Instruction first. Motion seconded and carried.

**MINUTES**

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

**RECOGNITION OF GUESTS**

Diane Chase, Executive Vice Provost, Academic Affairs

Lisa Wayte, Computer Operations Manager

Daniel Harpin, Applications Systems Analyst, Computer Services and Telecommunications

Elliot Vittes, Interim Vice-Provost and Dean of Undergraduate Studies

Patricia MacKown, Associate Vice President, Student Development and Enrollment Services

Max Poole, Senior Associate Dean, College of Graduate Studies

Michael Stern, Associate Dean, College of Graduate Studies

Maribeth Ehasz, Vice President, Student Development and Enrollment Services

John Weishampel, Faculty Fellow, Academic Affairs

Sheila Gutierrez de Pineros, American Council of Education Fellow

**NEW BUSINESS**

SPoI Pilot Testing - Daniel Harpin and Lisa Wayte

Daniel Harpin demonstrated the way the pilot test of the new Student Perception of Instruction (SPoI) form has been incorporated into the SPoI process. The pilot will be used this semester. Section I of the survey is common to all course modalities, while Section II is tailored to the modality of the course. Mr. Harpin walked through the survey for W (online) and M (Media-Enhanced) courses to demonstrate how Section II was different for each. In order to increase response rates, Computer Services will be sending out notices to the faculty five days prior to the start of the SPoI period, which will begin at the end of November.

Lisa Wayte explained the data from the current SPoI and pilot SPoI will be released separately. The results from the current SPoI will be released to colleges after students are awarded their grades on December 19. The data from the pilot SPoI will be process separately and delivered in mid- to late-January. Ms. Wayte introduced the results format that faculty will receive via PDF. Faculty will also be able to receive the raw data in a CSV file.

For the pilot SPoI results, the grand mean and grand standard deviation have been removed. For each measure faculty will receive mean scores for their departments, colleges, and the university. In response to faculty requests, each student's free responses will be grouped together, rather than having all of the answers to each question grouped together. For comparisons by class size,

classes will be categorized as follows: small (<50 students), medium (50-100 students), large (>100 students). Tegrity (video lecture) courses will receive the face-to-face version of the SPoI, but that could be changed if needed.

Motion was made to add SPoI pilot tested to the agenda of the November Faculty Senate meeting. Motion seconded and carried.

## **ANNOUNCEMENTS**

None were made.

## **REPORT OF THE PROVOST**

### Promotion of Instructors & Lectures

The provost passed out a copy of the recommendations from the Instructor/Lecturer Promotion and Rank Committee. He will be asking for feedback from the Steering Committee at our next meeting.

### Business Administration Dean's Search

Over 80 applications were received for the search for the dean of the College of Business Administration. The search committee has narrowed the field to nine. They will continue to narrow the field by conducting interviews via Skype and then will issue invitations for campus interviews. It looks to be a good and experienced field of candidates.

### UCF Dental School Update

At the last Board of Governor's (BOG) meeting UCF, FAMU, and UF each presented proposals for dental schools. If a vote would have been taken at the BOG meeting, these proposals would likely have been defeated. The BOG is meeting on November 9, 2011. FAMU has withdrawn its proposal and created a partnership with UF wherein there will be five seats in each dental school class guaranteed for FAMU students. Both UF & UCF will be presenting at the November 9, 2011 meeting. Additionally, the BOG will be deciding if the USF Polytechnic Lakeland campus will be separated from USF.

### Electronic Promotion & Tenure

John Weishampel provided an update on the new electronic promotion and tenure submission process. The process has been developed through Academic Affairs and Computer Services and will be used starting with the next tenure cycle. They are in the process of beta testing the system with live users and volunteers are currently working on uploading the second set of test dossiers. Dr. Weishampel solicited volunteers from the Steering committee to test the next steps of the process. This next beta test will take approximately 3-4 hours. The electronic files will not be accessible to external reviewers. Provost Waldrop thanked Dr. Weishampel for his efforts.

Motion made to add an update of the electronic promotion and tenure process to the agenda for the November Senate meeting. Motion seconded and carried.

### The A to Q Letter

Provost Waldrop discussed a letter from Governor Scott, colloquially called the "A to Q letter", which the governor sent to each of the presidents of the state universities. Dr. Diane Chase is

directing the effort to collect the requested information. The deans have been asked to supply information about external groups that may influence decisions about setting curriculum, including discipline-specific accrediting agencies. The university will be tying Academic Learning Compacts (ALC) into responses to questions about writing and critical thinking.

UCF is working with the Board of Governor's staff and other universities to see what everyone else is providing. However, some items will be unique to UCF, such as our Quality Enhancement Plan (QEP). Provost Waldrop stressed the fact that this is a huge request, as the Governor asked universities to go back 5-10 years. The response to the letter is due back by November 15.

A question was raised about alumni tracking. Provost Waldrop said the Alumni Association can be helpful going forward. There is a liaison in each college working with the Alumni Association. Provost Waldrop thanked Dr. Chase for her help in leading this important effort.

## **OLD BUSINESS**

### Update on Undergraduate Catalog Deadline – Elliot Vittes

Dr. Vittes was asked to explain why the undergraduate catalog deadline was so early, given that the catalog is entirely online and does not need time to be printed and distributed. Dr. Vittes stated that the process is complicated and two parts of the university work to develop the catalog. The Registrar's Office works on the front matter, and Undergraduate Studies works on the other information. This year the deadline is January 24, 2012.

The reason for the early deadline is to provide the colleges with ample time for feedback and changes. Another factor is that our catalog year starts with Summer A, and we need to be able to report data to the state by April-May (Summer A). Dr. Vittes conceded that UCF's deadline was early, but not as early as other universities in the state. The timeline needs to be aggressive in order to provide advisors and students starting in summer with access to information. Dr. Vittes hopes to be able to move to a February deadline next year.

## **COMMITTEE REPORTS**

### Budget and Administrative Committee – Arlen Chase

The committee has not met.

### Graduate Council – Jim Moharam

Detailed activities of Graduate Council Committees (meeting schedule, agenda, and minutes) are available at <http://www.graduatecouncil.ucf.edu/>.

**Appeals Committee** met once on 10/6. Next meeting is scheduled for 10/27.

**Curriculum Committee** met twice on 10/12 and 10/26. Next meeting is scheduled for 11/16.

**Program Review and Awards Committee** met once on 10/21. Next meeting is scheduled for 11/4.

**Policy Committee** met twice on 10/12 and 10/26. Next meeting is scheduled for 11/9.

- Recommendations for revisions to the proposed academic misconduct review process will be presented at the meeting

No other issues that may require review/action by the Steering committee or the full Faculty Senate are under consideration at this time.

The committee is discussing the issue of graduate status for faculty. They are starting the reappointment process, which is bringing issues to the forefront. The committee is considering verbiage to tighten up the language. A senator noted that the guidelines for determining graduate faculty status are not in alignment with the promotion and tenure guidelines, and suggested that the committee investigate exclusions or a waiver process for faculty in administrative roles who are not actively engaging in scholarship. Dr. Moharam stated that the vice provost for Graduate Studies does have the ability to issue waivers, but this is something the committee plans to look at.

#### Parking Advisory Committee – Reid Oetjen

The SGA Vice President was present at the committee meeting and he was amenable to having dedicated faculty spots in all of the parking garages. The committee discussed the possibility of creating carpooling parking spots and a bike sharing program in order to reduce the number of cars on campus.

The Steering Committee asked that the committee look into parking options for faculty from the regional and Rosen campuses who pay full fees but only travel to the main campus on a limited basis.

#### Undergraduate Council – Kelly Allred

The committee met in October and had a presentation on the academic misconduct flowchart and form. It is on the agenda for discussion at the next meeting.

#### Personnel Committee – Ida Cook (for H.G. Parsa)

Dr. Cook announced that H.G. Parsa, the Steering Committee liaison, was having difficulty getting to all of the Personnel Committee meetings because he is based on the Rosen campus. She solicited a volunteer to replace him as liaison to this committee. Dr. Arlen Chase volunteered.

Dr. Cook reported that the committee is working on the determining the composition of the committee that will review non-tenure earning faculty, clinicians, and researchers for promotion. The Personnel committee has agreed to use the current University Promotion and Tenure Committee, but to augment it with non-tenure earning members when there are non-tenure earning personnel going up for promotion. The *Faculty Constitution* will need to be updated to reflect this.

### **OTHER BUSINESS**

#### BOT Strategic Planning Committee

The Board of Trustees Strategic Planning Committee will be meeting next week.

#### Ad hoc committee for ADA Compliance and Technology

Dr. Cook asked that those colleges who have not yet named a member to the ad hoc committee for ADA Compliance and Technology do so as soon as possible.

Joint Committees

Dr. Cook asked committee members to let her know if they are aware of any joint committees that have not yet met. She will encourage the committees to meet as outlined in the Constitution.

**ADJOURNMENT**

Motion to adjourn was made and seconded. The committee adjourned at 5:22 p.m.

## **Graduate Council Report November 2011**

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