

M E M O R A N D U M

TO: Steering Committee Members
FROM: Dr. Manoj Chopra, Chair
DATE: November 10, 2007
SUBJECT: Steering Committee Meeting on Thursday, November 15, 2007

Meeting Agenda

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES OF *OCTOBER 11, 2007***
4. **ANNOUNCEMENTS AND RECOGNITION OF GUESTS**
5. **OLD BUSINESS**
 - ◆ Resolution from the Graduate Council 2007-08-03 ETD Dissemination - Dr. Liberman
 - ◆ Email Retention - Dr. Chopra
6. **NEW BUSINESS**
 - ◆ Provost's Update - Dr. Schell
 - ◆ BOG Update - Dr. Chase
 - ◆ BOT Taskforce on BOG Strategic Plan - Forward by Design - Dr. Chopra
 - ◆ Faculty Constitution Revisions - Dr. Cook
 - ◆ Makeup Policy for Scholar-Athletes - Dr. Cynthia Young
 - ◆ Sick Leave Policy - Dr. Chopra
 - ◆ Online Grade Approval - Dr. Dulniak
 - ◆ Governor's Green Initiative - Dr. Chase
7. **STANDING COMMITTEE LIAISONS REPORTS**
 - B&A – Jewett
 - Graduate Council - Lynxwiler and Liberman
 - Personnel - Orooji
 - UPCC- Pennington
8. **OTHER BUSINESS**

**Faculty Senate Steering Meeting
October 11, 2007**

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures. The minutes of **September 13, 2007** were reviewed and approved unanimously.

Steering Officers present: Drs. Manoj Chopra, Arlen Chase, Ida Cook and Pamela Ark.

Steering Committee Members present: Drs. Koons, Pennington, Kassab, Orooji, Liberman, LiKamWa, Howard, Jewett, Lynxwiler, Muller. and Daniell.

Steering Members and Administrators absent: Drs. Kamarath and Gunter.

Administrators present: Drs. Provost Hickey, John Schell and Lin Huff-Corzine.

Guests: Dr. Patricia Bishop

OLD BUSINESS

None

NEW BUSINESS

Provost Report – Provost Hickey reporting

- ***Conflict of Interest Resolution:*** Provost Hickey reported that the resolution from the Graduate Council (2007-08-01) as resubmitted was approved and signed this week.
- ***New Department:*** A proposal to establish the Department of Health Services Management and Information from the current HIS and HIM: informatics was approved. The program includes the graduate degree in healthcare informatics. No additional funds are needed in the budget and it will be chaired by Dr. Aaron Liberman.
- ***Budget Update:*** The joint committee Florida House and Senate is in 72-hour resting period and a new vote scheduled for October 12, 2007. He anticipates that the budget will not be vetoed by Governor Crist. The 3.6% recurring cut in the budget is down from the original 4%. There will be two pools of one-time nonrecurring moneys and the Centers of Excellence funding was reduced. Provost Hickey will issue an update as soon as the budget is final. Further, as the State of FL withheld 4% and Provost Hickey will withhold another 2% in escrow to offset anticipated cuts next year. None of the withheld moneys are returning to the units. He anticipates the creation of a savings account for UCF with a pool to be held centrally. Future budget cuts can be drawn from the savings account funds. The State of FL budget is anticipated as deficit for the next one to two years. Portions of the one-time moneys will be used to make certain that students are served; Drs. Schell & Morrison-Shetler will work with others as well as the SGA to invest in more spring instructors and adjuncts hired only with nonrecurring monies; and summer semester would provide more opportunities for students to be served by faculty. As the monies are nonrecurring, units will not be able to hire full-time tenure tract faculty. The positions will be part-time instructors and visiting faculty. Summer semester class offerings allow more faculty to have summer income through teaching assignments. These efforts are to allow students the opportunity to take courses and not delay graduation due to a limit in courses. The medical school budget monies were restored in the budget.
- ***Academic enhancement fee –*** UCF is likely in line to get the \$1000 fee – the fee is not connected to tuition funding through Bright Futures but a law may be passed in the spring of 2008 with phase in the next year.
- ***Unit Budget 5% reserve –*** Units can continue to build a budget reserve up to 5% with any moneys beyond that amount returned to UCF central fund. If a unit is trying to carry forward any reserves beyond 5% then the Provost will retain the difference and then apply to the budget cut to that unit; this is a way for a unit to deal with the fact that the budget reduction will be more than 4%.

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- *Technology fee* – it is still in existence in the budget and the annual increase in tuition is now being tied to the CPI – legislature can augment but cannot go below that amount. The technology fee is 5% of the tuition per credit hours.

Resolution from Graduate Council – Dr. Liberman reporting

The resolution presented is: Resolution 2006-2007-3 Electronic Thesis & Dissertations Dissemination Policy.

Resolution 2006-2007-3 Electronic Thesis and Dissertations Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, UCF will provide the following options for all graduate students submitting an Electronic Thesis and Dissertation where the university has no declared interest in pursuing the patent as determined by the Office of Research and Commercialization:

1. immediate worldwide dissemination with no restrictions
2. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend Electronic Thesis and Dissertation Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.
3. hold my thesis or dissertation for up to six months to pursue a patent.

Dr. Bishop comments: this resolution, as proposed, allows those students who want the opportunity to provide limited access to their work for a period of time to have this option; the time will allow the student to decide what needs to be done with the work before the availability on the world wide web; the period of one year goes to one year or three years and then an annual renewal if needed. Dr. Bishop clarified that there is a separate form used at start of thesis/dissertation regarding declaration that a patent will be with the University.

After discussion regarding the resolution, friendly amendments were offered and agreed upon by steering committee members. The amended resolution is stated below:

Resolution 2006-2007-3 Electronic Thesis and Dissertations Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Whereas, students are required to submit the thesis or dissertation electronically,

Be it resolved, UCF will provide the following options for all graduate students where the university and /or the student has no declared interest in pursuing a patent as determined by the Office of Research and Commercialization:

1. immediate worldwide dissemination with no restrictions
2. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend Electronic Thesis and Dissertation Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.
3. hold the thesis or dissertation for up to six months to pursue a patent.

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Motion to send as amended to full senate: unanimous to full senate. A copy of the actual form will be included with the resolution for review at the Faculty Senate meeting.

Advisory Council Faculty Senates (ACFS) Updates - Drs. Chase & Chopra reporting

As part of the ACFS strategic initiatives – Faculty Senates in the state of Florida are challenged to pass resolutions in favor of Governor Crist's environment 'Green' positions. Presently UCF Faculty Senate is in support of environmental concerns. The Governor and Chancellor may come and give public lectures regarding the environment.

BOG Strategic Plan Discussion - Drs. Chase and Chopra reporting

Dr. Chase discussed the following items presented at the BOG meeting. The strategic initiatives were distributed six days earlier with no briefing; all ten universities with current graduate degrees will be the only universities to have graduate programs. BOG is proposing taking control of the master's degree. The December meeting will have discussion as to what kind of control the board will have over higher education.

Dr. Chopra is a member of the UCF BOT task force on the BOG Strategic Plan called Forward by Design. The BOT Education and Finance committees are also discussing this issue. Please send comments to Dr. Chopra. Each university has a distinct mission to serve and core strength area to improve national rankings; increase baccalaureate degree production; reward freshman and sophomore retention rates.

Dr. Hickey commented that performance funding is being proposed by the BOG as the basis for state funding. UCF has the second or third highest retention rate and graduation rate in the state and received funding accordingly. The new spring tuition revenue increases will have 30% set aside for need-based aid for students. This strategy allows the university to zero out the impact of tuition increases on needy students.

Faculty Governance and Committee Structures – Dr. Chopra reporting

Dr. Chopra received a query from Jim Gilkesen regarding a faculty governance & committee structure issue in regard to elections for task forces and committees that ignore minority options. After discussion among the steering committee members, the sense of the committee is that this is an issue of the college/department by-laws and should be addressed at that level. No recommendation to send to committee within Faculty Senate at this time.

Syllabus Template - Dr. Ark reporting

This item is brought forward from the College of Nursing regarding a statement in a syllabus template that faculty received about a year and a half ago. Faculty are asking for clarification from the Provost's office regarding inclusion of the following statement in the template: "This syllabus may be modified at the discretion of the instructor. Changes will be discussed in class and/or via email." Members of the steering committee discussed that the syllabus template was sent as a suggested outline for units. Dr. Huff-Corzine stated that according to UCF general counsel syllabi are not contracts with students, rather guidelines only.

Agenda item referred to Drs. Schell and Provost Hickey for review and report to Faculty Senate Steering next month.

**Faculty Senate Steering Meeting
October 11, 2007**

STANDING COMMITTEE REPORTS

B&A – *Dr. Jewitt reporting*

Dr. Jewitt unable to attend the most recent meeting due to schedule conflict; there was a presentation on the Pegasus Model.

Graduate Council – *Dr. Lynxwiler & Liberman reporting*

Graduate Council policy and procedures committee met today and sent forward the resolution as noted above; discussed patents and will again discuss on Oct 25th; the committee meets every two weeks with excellent attendance.

Personnel – *Dr. Orooji reporting*

The committee met & continues to address promotion and tenure issues.

UPCC- *Dr. Pennington reporting*

No meeting this week due to no agenda items.

OTHER BUSINESS

Posthumous degree – *Drs. Chopra & Schell reporting*

A posthumous degree is offered by UCF for a deceased student to receive an honorary diploma. Dr. Schell reviewed the policy for committee members where no more than 15 hours and one semester must remain to complete degree requirements. Students who pass away earlier than this time frame do not qualify for posthumous degree. Previously, Dean McCarthy in COHPA had an internal ceremony and presented certificate to a deceased student's family. After discussion, the sense of the steering committee was to send this agenda item to the Commencement, Convocations and Awards Committee for review.

ADJOURNMENT

Meeting adjourned at 5:42 p.m.

October 24, 2007

To: Faculty Senate

From: Cynthia Young
Associate Professor of Mathematics
NCAA Faculty Athletics Representative

Re: Make-up Test Policy for Students who Miss Class While Officially
Representing UCF

On March 30, 2005 the UCF Provost and Vice President for Academic Affairs instituted policy # 4-401. This policy applies to all faculty members at the University of Central Florida. This policy states:

Students are frequently asked to represent the university in authorized events and activities. In some cases, this participation conflicts with the students' course assignments and requirements. It is university policy that faculty members offer a reasonable opportunity for such students to complete missed classroom assignments, including written or oral examination, quizzes, term papers, or other assignments. Furthermore, the make-up assignment and grading scale should be equivalent to the missed assignment and its grading scale. No penalty due to the absence may be applied to these make-up assignments.

As the NCAA Faculty Representative I encountered several faculty resistant to this policy and in August 2006 Dr. Rick Schell, Dean of Undergraduate Studies, sent a memo to all faculty stating:

Some faculty members have responded in ways that penalize the students either by limiting their choices or denying them timely assessment. None of the following actions are in keeping with the UCF policy:

- *Using a missed test as the one that is dropped when students are allowed to drop one test grade;*
- *Requiring students to take an optional comprehensive final exam in place of a missed test;*
- *Weighting the final exam more heavily for these students than for others;*
- *Giving the make-up test during the final examination period.*

An Option that you may have not considered is to have your test proctored by an academic advisor or university official traveling with the student or by a faculty member at the host institution.

In Fall 2007 I have encountered the following situations:

- Student Athlete has a class that has 4 tests and a final exam. She will miss tests 2 and 3. The instructor said that during the last week of class (the same week as test 4) that she can take tests 2 and 3 make ups. This has the student receiving no formative assessment after test 1 and loading up tests 2, 3, 4, and the final exam within one week. The instructor and chair said that this instructor is technically following the policy because the policy does not specify when the make up test must occur. Dr. Schell does make the statement, however, “denying them timely assessment.”
- Student taking a large class will miss test 2 which is a 50 question multiple choice test. The instructor gives two options (1) take a 50 question multiple choice cumulative final exam (clearly not equivalent content) or (2) take an essay test on the same material when returning from competition. The instructor argues that the material is equivalent because it covers the same material and that since the test is worth the same number of total points it is equivalent in grading scale. I argue that an objective MC test does not have an equivalent grading scale as a several question essay test that is subjectively graded.

I am requesting that Faculty Senate address the following three issues.

1. **POLICY APPLIES ONLY TO STUDENTS REPRESENTING UCF:**
Faculty often respond with they have to use the same make up policy for all students. This equates students representing the university with students who missed a test for other reasons. This policy only affects students officially representing UCF.
2. **FACULTY POLICIES NOT IN THE SPIRIT OF UCF POLICY:**
Faculty feel they are technically adhering to the policy even though students and administrators do not feel that their policy is in the spirit of “not penalizing the student” spirit of the policy. Can the faculty senate draft a policy that has specific scenarios to help give administrators and faculty more clear guidelines on this?
3. **ENFORCEMENT OF POLICY/APPEALS:** Where do students go when they feel an instructor’s policy penalizes students representing UCF?

Recommendations from the ad hoc Constitutional Revision Committee November 2007

Introduction:

As a result of the creation of two new colleges, an ad hoc Constitutional Revision Committee was formed to assure that teaching faculty from the University of Central Florida colleges and departments would be fairly represented, and that the apportionment would no unfairly establish proportionate representation greater than that of any current college.

The revisions are presented in the following format: The first subject from the Constitution presents the current wording of the particular section of the Constitution. Next, the new wording of the Proposed Changes to that particular section of the Constitution is presented.

In one place (apportionment) there is an option A and an option B.

- Notation:**
- a. Underlined words and phrases present new wording for the section.
 - b. Words contained in brackets [] present words which are proposed to be deleted or changed.
 - c. Each proposed change to a section is presented on a separate page.

Topics:

1. Increasing the number of faculty senators, while limiting the maximum number of faculty senators any one college can have.
2. Whether or not to include instructors and/or librarians in the apportionment base.
3. Whether or not to make instructors eligible for service in the Faculty Senate.
4. Increasing the size of the Steering Committee.
5. Changing the representation on the Budget and Administrative Committee to insure each college has at least one member.
6. Changing the representation on the Research Council to insure each college has at least one member.
7. Changing the representation on the Admissions and Standards Committee to insure each college has at least one member.
8. Addressing confidentiality of the annual report submitted by the University Promotion and Tenure Committee
9. Adding the Associate (??) Vice President for Strategic Planning to the Strategic Planning Committee
10. Revision of the name of the Common Undergraduate Program Requirements Oversight Committee and whether or not to include GEP Instructors on that committee.
11. Slight re-wording of duties and responsibilities of the Common Undergraduate Program Requirements Oversight Committee.
12. Revision of number of committees of the Graduate Council and responsibilities of the committees.

Topic 1: Increase the number of Senators to 75

3.3. (Current wording): 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)

$$\text{Number of senators} = 60 \times \text{-----}$$

(Total Number of eligible faculty members 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 (Proposed Change):**

Each academic unit will have at least 2 representatives, and no unit may have more than 1/6 of the total number of members in the Senate. 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)

$$\text{Number of senators} = \underline{75} \times \text{-----}$$

(Total Number of eligible faculty members 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.

Topic 2 – alternates Including Full-Time Instructors in calculation of apportionment or Including Full-time Instructors and comparable librarians in calculation of apportionment.

3.3.2 (Current wording):

Apportionment based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments who are listed as faculty on official records of the University on the first day of the spring semester of that year.

Option A: 3.3.2 (Proposed Change):

Apportionment based on the number of individuals on full-time, instructors, tenure-earning, or multi-year appointments, who are listed as faculty on official records....”

OR-

Option B: 3.3.2 (Proposed Change):

Apportionment based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments, professional librarians of comparable rank, and full-time instructors who are listed as faculty on official records....”

Topic 3: Make full-time instructors eligible for election to the Senate

3.4 Eligibility. (Current wording):

Only full-time professors, associate professors, and assistant professors with tenure, tenure-earning, or multi-year appointments, and professional librarians of comparable rank shall be eligible for election to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

3.4 Eligibility. (Proposed Change):

Only full-time professors, associate professors, and assistant professors with tenure, tenure-earning, or multi-year appointments, professional librarians of comparable rank, and instructors, shall be eligible for election to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

Topic 4: Increase size of Senate Steering Committee to 15

3.8.5.1 Steering Committee (Current):

Each college with **less than 5** senate members will have one representative on the Steering Committee.

3.8.5.2 The apportionment of the remaining members of the Steering Committee (after the provision in 3.8.5.1 is implemented) for colleges with **5 or more** senate members shall be derived as follows:

(Number of senators from each college
or degree granting unit with 5 or more senators)
----- X 12

(Total number of senators from colleges
or degree granting units with 5 or more senators)

Steering Committee (Proposed Change):

3.8.5.1 Each college with **less than 5** senate members will have one representative on the Steering Committee.

3.8.5.2 The apportionment of the remaining members of the Steering Committee (after the provision in 3.8.5.1 is implemented) for colleges with **5 or more** senate members shall be derived as follows:

(Number of senators from each college
or degree granting unit with 5 or more senators)
----- X 15

(Total number of senators from colleges
or degree granting units with 5 or more senators)

(Current wording):

3.10.3.1.1 Faculty Senate Steering Committee: The Faculty Senate chair, vice chair, secretary, twelve senators apportioned from the colleges on the basis set forth in section 3.8.5 herein, and the immediate past chair of the Senate (ex officio) shall serve as the Steering Committee of the Faculty Senate. The chair of the Faculty Senate shall serve as chair of the Steering Committee. Elections for college representatives on the Steering Committee shall be conducted at the first meeting of the new Senate as provided in section 3.8.5.

(Proposed Change):

Substitute the Number "fifteen" for "twelve" on line 2.

Topic 5: Change wording for Budget & Administrative Committee to allow each college to have representation

(Current wording):

Budget and Administrative Procedures Committee:

3.10.7.1 Membership. The Committee shall consist of fourteen tenured or tenure-earning faculty members, eight of whom are current members of the Faculty Senate, and the vice presidents for Academic Affairs and Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the vice president of Academic Affairs. Selection criteria emphasize expertise in finance or budget administration and do not consider college representation per se. However, it is expected that each college shall have one representative.

Proposed Change:

3.10.7.1 Membership. The Committee shall consist of fourteen tenured or tenure-earning faculty members, eight of whom are current members of the Faculty Senate, and the vice presidents for Academic Affairs and Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the vice president of Academic Affairs. It is expected that each college shall have one representative. The remaining members are unrestricted with regard to college affiliation. **Delete phrase in brackets**→ [Selection criteria emphasize expertise in finance or budget administration and do not consider college representation per se. However]

** If 3.4 changes to add instructors, *add Instructor*

Topic 6: Change wording of Research Council to allow each college to have representation.

(Current wording):

Research Council:

3.10.8.1 Membership. The Research Council shall consist of thirteen faculty members from the various colleges, two faculty members from the institutes and/or centers, a representative from the library (non-voting), and the vice president for Research (ex officio), or his/her designee. Terms of service shall be three years, staggered. The colleges shall have at least one member each. Members from the institutes and/or centers will be designated by the vice president for Research in consultation with the college deans and with the Committee on Committees. Faculty members from various colleges will be selected by the Committee on Committees in consultation with the vice president for Research and with college deans. The chair of the Council shall be elected annually by its membership. Selection criteria shall include a productive record of research/ scholarly activity. Only faculty members holding the rank of associate professor or professor shall be eligible for membership.

Proposed Change:

3.10.8.1 Membership. The Research Council shall consist of one ~~Delete phrase in brackets~~→ [thirteen] faculty member from each of the various colleges, two faculty members from the institutes and/or centers, a representative from the library [(non-voting)], and the vice president for Research (ex officio), or his/her designee. Terms of service shall be three years, staggered. The colleges shall have at least one member each. Members from the institutes and/or centers will be designated by the vice president for Research in consultation with the college deans and with the Committee on Committees. Faculty members from various colleges will be selected by the Committee on Committees in consultation with the vice president for Research and with college deans. The chair of the Council shall be elected annually by its membership. Selection criteria shall include a productive record of research/ scholarly activity. Only faculty members holding the rank of associate professor or professor shall be eligible for membership.

Topic 7: Change wording of Admissions and Standards Committee to allow each college to have representation.

(Current wording):

Admissions and Standards Committee:

3.10.9.1 Membership. The Committee consists of the following members: ten faculty with one representative from each college and enough at large faculty representatives to bring the number up to ten. Faculty representatives are selected by the Committee on Committees in consultation with the vice president for Student Development and Enrollment Services. Seven non-faculty representatives are selected by the vice president for Student Development and Enrollment Services with advice from each of the areas represented: Academic Development and Retention, EEO, Special Programs Unit, Student Government, and Undergraduate Studies. A representative from the professional advising office for each college, Undergraduate Admissions, Registrar's Office and Academic Services may serve as a non-voting resource person to assist the committee members. Vice president for Student Development and Enrollment Services (ex officio) or his/her designee chairs the Committee. Terms of service are three years, staggered. The Committee recommends to the vice president for Student Development and Enrollment Services.

(Proposed Change):

3.10.9.1 Membership. The Committee consists of the following members: **Delete phrase in brackets**→ [ten faculty with] one faculty representative from each college **Delete phrase in brackets**→ [and enough at large faculty representatives to bring the number up to ten]. Faculty representatives are selected by the Committee on Committees in consultation with the vice president for Student Development and Enrollment Services. **Delete word in brackets**→ [Seven] Non-faculty representatives are selected by the vice president for Student Development and Enrollment Services with advice from each of the areas represented: Academic Development and Retention, EEO, Special Programs Unit, Student Government, and Undergraduate Studies. A representative from the professional advising office for each college, Undergraduate Admissions, Registrar's Office and Academic Services may serve as a non-voting resource person to assist the committee members. Vice president for Student Development and Enrollment Services (ex officio) or his/her designee chairs the Committee. Terms of service are three years, staggered. The Committee recommends to the vice president for Student Development and Enrollment Services.

Topic 8: Address need for annual report to the Senate by the Personnel Committee to assure confidentiality

(Current wording):

University Promotion and Tenure Committee:

3.10.20.2.4 To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester.

(Proposed Change):

To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester, while complying with the rules set out by the Collective Bargaining agreement relating to confidentiality.

Topic 9: Add Associate Vice President for Strategic Planning to the membership of the Strategic Planning Committee

(Current wording):

Strategic Planning Committee:

3.10.21.1 Membership. The Council may consist of the following: one faculty member from each college, the chair of the Faculty Senate, and one faculty representing each of the colleges and one faculty representing the area campuses, a representative of the Staff Council, the vice president for Student Development and Enrollment Services, the Associate Vice President (Planning and Evaluation) for Academic Affairs, vice provost for Information Technologies and Resources, two college deans, the director of Minority Student Services, director of Diversity Initiatives, the director of International Studies and Programs, one department chair, the chair of the Research Council, the associate director of the Library, the director of Institutional Research and Planning, a staff representative from the Office of Public Affairs, the director of Computer Services, a student nominated by the Student Government president, an alumni nominated by the Alumni Association president, and additional members who may be appointed by the University president as appropriate to issues under review. Faculty representatives on the committee are selected by the Committee on Committees in consultation with the vice president for Academic Affairs. Terms of service for faculty members shall be three years, staggered. The Council chair shall be appointed by the president from the membership of the Council. The Council may establish ad hoc task forces to study various planning issues; such task forces will be modified or deleted as issues change.

(Proposed Change):

The Council may consist of the following: one faculty member from each college, the chair of the Faculty Senate, and one faculty representing each of the colleges and one faculty representing the area campuses, a representative of the Staff Council, the vice president for Student Development and Enrollment Services, the Associate Vice President for Strategic Planning ~~Delete phrase in brackets~~ → [(Planning and Evaluation) for Academic Affairs], vice provost for Information Technologies and Resources, two college deans, the director of Minority Student Services, director of Diversity Initiatives, the director of International Studies and Programs, one department chair, the chair of the Research Council, the associate director of the Library, the director of Institutional Research and Planning, a staff representative from the Office of Public Affairs, the director of Computer Services, a student nominated by the Student Government president, an alumni nominated by the Alumni Association president, and additional members who may be appointed by the University president as appropriate to issues under review. Faculty representatives on the committee are selected by the Committee on Committees in consultation with the vice president for Academic Affairs. Terms of service for faculty members shall be three years, staggered. The Council chair shall be appointed by the president from the membership of the Council. The Council may establish ad hoc task forces to study various planning issues; such task forces will be modified or deleted as issues change.

Topic 10: Change name of the Common Undergraduate Program Requirements Oversight Committee and add full-time Instructors who have responsibility for General Education Program to the committee.

Topic 11: Re-word duties and responsibilities of the Common Undergraduate Program Requirements Oversight Committee.

(Current wording):

3.10.22 Common Undergraduate Program Requirements Oversight Committee.

The Common Undergraduate Program Requirements Oversight Committee is a reporting committee of the Faculty Senate which provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

(Proposed Change):

Change Name of Committee:

3.10.22 Undergraduate Common Program Oversight Committee

The **Delete phrase in brackets**→ [Common Undergraduate Program Requirements Oversight Committee] to Undergraduate Common Program Oversight Committee

is a reporting committee of the Faculty Senate which provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

(Current wording):

3.10.22.1 Membership. The Committee shall consist of at least three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs, and the Dean of Undergraduate Studies, who shall chair the committee. The Committee on Committees chooses faculty members in consultation with the college deans and the Dean of Undergraduate Studies. Only tenured and tenure-earning faculty members are eligible to serve on the Committee. Terms of service shall be two years, staggered. Non-voting members of the Committee will include a representative from the Office of Diversity Initiatives and a representative from the Karen L. Smith Faculty Center for Teaching and Learning. Other non-voting members may be added to the Committee as resource persons at the discretion of the chair.

(Proposed Change):

3.10.22.1 Membership. The Committee shall consist of at least three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs, and the Dean of Undergraduate Studies, who shall chair the committee. The Committee on Committees chooses faculty members in consultation with the college deans and the Dean of Undergraduate Studies. Only tenured and tenure-earning faculty

members and full-time instructors responsible for general education courses are eligible to serve on the Committee. Terms of service shall be two years, staggered. Non-voting members of the Committee will include a representative from the Office of Diversity Initiatives and a representative from the Karen L. Smith Faculty Center for Teaching and Learning. Other non-voting members may be added to the Committee as resource persons at the discretion of the chair.

(Current wording):

3.10.22.2.1 To monitor that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

(Proposed Change):

To assure ~~Delete word in brackets~~ → [monitor] that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

Topic 12: Revision of the number of committees of the Graduate Council and responsibilities of the committees:

- a. **Revise** the names of the Committees to reflect their role and to eliminate unnecessary wording
- b. **Add** a new committee in order to handle the daunting task of program reviews (Graduate Program Review Committee)
- c. **Adjust** the composition of some of the committees to assure that all members of the Graduate Council have a committee assignment.

See separate document from the Graduate Council (*Graduate Council Constitution MCP draft Oct2007*) for editorial comments and changes.

3.10.5 Graduate Council. The Graduate Council is a standing committee of the Faculty Senate and reports to the Senate on graduate policy and curriculum matters. ~~Four~~ subcommittees of the Council examine and formulate policies and procedures, hear petitions for variances from graduate programs, college, or University requirements, and review graduate course action requests and requests for new programs, among other matters.

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3.10.5.1 Membership.

3.10.5.1.1 Graduate Council: The Council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the library, and the vice provost and dean of the Division of Graduate Studies (ex officio). Terms of service shall be ~~three~~ years, staggered. Only tenured associate or full professors are eligible to serve on the Council ~~and they must meet the qualifications for participating in graduate education as defined by the policy at www.graduatecouncil.ucf.edu/policy/approved_policies~~. Each college shall have at least one member on the Council, ~~and the Committee on Committees shall select the faculty members.~~ Nominations are open and will ~~also~~ be solicited from the deans of the respective colleges as well as from the vice provost and dean of the Division of Graduate Studies, ~~among others.~~ The Council chair and vice chair must be current Faculty Senate members and are elected annually by ~~the membership of the Council at the first meeting~~ after the new Senate is elected, normally in the early fall term. The elected chair of the Council will serve as the chair of the Graduate Policy committee. The vice chair of the Council will serve as the chair of the Graduate Curriculum committee, ~~and all members of the Graduate Council will integrated into the four committees.~~ ~~All Graduate Council members will serve on at least one committee.~~

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Deleted: Selection criteria for membership on the Council shall include: a record of involvement in the graduate programs within their respective colleges or units, the number of graduate student theses directed, and active scholarship within their particular discipline.

3.10.5.1.2 Graduate Policy committee: The Graduate Policy committee shall consist of four senate members, four non-senate members, ~~a graduate student~~, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council chair will serve as the chair of the Graduate Policy Committee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be ~~three~~ years, staggered. ~~The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.~~

Comment [mjs1]: Refers to ambiguous: the Council or the Senate? Hence the suggested change
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Comment [mjs2]: (1) repeat of above; (2) there is a graduate student on this cmt now
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3.10.5.1.3 Graduate Appeals and Awards committee: The Graduate Appeals and Awards Committee shall consist of ~~eight graduate faculty~~ members, ~~a graduate student~~, and the vice provost and dean of the Division of Graduate Studies (ex officio). ~~The Council chair will appoint~~

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Comment [mjs3]: Which is done first? Is the chair restricted to be from the list of selected members? If so, invert these sentences.

the chair of the Graduate Appeals and Awards Committee. The Committee on Committees shall select members, and to the extent possible, take in to consideration representation of various colleges. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association, and the vice provost and dean of the Division of Graduate Studies.

Comment [mjs4]: Presumably this is explained somewhere

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3.10.5.1.4 Graduate Curriculum Committee: The Graduate Curriculum committee shall consist of four senate members, four non senate members, a graduate student, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council vice chair will serve as the chair of the Graduate Curriculum committee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.

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3.10.5.1.5 Graduate Program Review Committee: The Graduate Program Review Committee shall consist of five senate members, five non-senate members, and the vice provost and dean of the Division of Graduate Studies (ex-officio). The Council chair will appoint the chair of the Graduate Program Review Committee. The Committee on Committees shall select members so that each college is represented on this committee. Terms of service shall be three years, staggered.

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3.10.5.2 Duties and Responsibilities.

3.10.5.2.1 Graduate Council.

3.10.5.2.1.1 To review all matters referred by committees of the Graduate Council.

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3.10.5.2.1.2 To transmit its recommendations to the Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive vice president for Academic Affairs.

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3.10.5.2.1.3 To review all graduate programs within the University on a periodic basis per Board of Trustees guidelines. The review process will include the University Seven Year Program Review reports and recommendations based on the review of the annual college reports on the status of graduate programs.

Comment [mjs5]: clarify

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3.10.5.2.2 Graduate Policy Committee.

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3.10.5.2.2.1 To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.

3.10.5.2.2.2 To review all matters referred by the Graduate Council.

3.10.5.2.2.3 To transmit its recommendations to the Faculty Senate Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive vice president for Academic Affairs.

3.10.5.2.3 Graduate Appeals and Awards committee.

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3.10.5.2.3.1 To hear petitions for variances from established policies governing post-baccalaureate, certificate or graduate degrees regardless of the administrative level from which the policy emanated including the graduate program, the college or the University; The petitions usually begin with the student, and are initially reviewed at the program level, followed by a college review before arriving at the Graduate Council Appeals and Awards Committee. Denial at a lower level should not impede the flow of the petition to the next level of review. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific petition.

Deleted: requirements for post-baccalaureate, certificate or graduate degrees at the University

3.10.5.2.3.2 To hear other cases as referred by the vice provost and Dean of Graduate Studies including but not limited to applicant appeals of adverse admissions decisions, student appeals of adverse administrative decisions such as withdrawals, drops, etc. and appeals that originate in The Golden Rule and require a decision by the vice provost and Dean of Graduate Studies. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific appeal.

Comment [mjs6]: Only admissions??

Deleted: or from graduate students at the University; or applicants to graduate programs. An appeal is student petition is considered when the department and college have reviewed the request and denied the petition or when the student is requesting an exception to University policies or regulations would like an exception granted to a university policy. Applicant petitions are considered when the applicant files an appeal of a program admission decision. The Graduate Appeals Subcommittee will review the appeal once the program has reviewed the decision and upon further consideration has denied entrance into the program.¶

3.10.5.2.3.3 To hear all requests from graduate program directors for exceptions from graduate policies and procedures.

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3.10.5.2.3.4 To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the executive vice president for Academic Affairs.

Deleted: recommend approval or denial of appeals or petitions to the vice provost and dean of the Division of Graduate Studies, who will notify the student, department, and college of the action. ¶

3.10.5.2.3.5 To monitor graduate program practices and make recommendations as appropriate.

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3.10.5.2.3.6 To review all matters referred by the Graduate Council.

3.10.5.2.3.7 All conclusions of deliberations by the Graduate Appeal and Awards Committee are considered recommendations to the vice provost and Dean of Graduate Studies who makes the

final decision for the University. The vice provost and Dean will then notify the appropriate persons of the decision, including students, programs, and colleges.

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3.10.5.2.4 Graduate Curriculum committee.

3.10.5.2.4.1 To review curricular issues related to graduate education.

3.10.5.2.4.2 To review changes to existing graduate programs (such as hours, thesis/non-thesis options) and make recommendations to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.4.3 To review new tracks or options to existing graduate programs and deletions of tracks or options, and make recommendations to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.4.4 To review new certificate programs and the deletion of existing certificate programs and make recommendations to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.4.5 To review all requests for additions, revisions and deletions of graduate and special topic courses and make recommendations to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.4.6 To review all matters referred by the Graduate Council.

3.10.5.2.5 Graduate Program Review committee.

3.10.5.2.5.1 To serve on program review committees for graduate programs, as part of the seven year program review cycle and report findings to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.5.2 To review proposals of new graduate programs and deletion of existing programs which will be submitted to this committee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for their review and approval. Recommendations will be reported to the vice provost and dean of the Division of Graduate Studies for transmittal to the Board of Trustees.

3.10.5.2.5.3. To review all assessment plans for graduate programs.

3.10.5.2.5.4. To review all matters referred by the Graduate Council.

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Deleted: 3.10.5.2.4.2 To review proposals of new graduate programs and deletion of existing programs which will be submitted to this subcommittee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for final approval.¶

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Resolution 2007-2008-2 ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.
3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years
4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years

Resolution 2007-2008-3 Thesis and Dissertation Submittals

Whereas, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

Whereas, many students are using the web extensively for their research, sometimes without understanding attribution, and

Whereas, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

And whereas, General Counsel has taken necessary actions with Turnitin.com to ensure that providing theses/dissertations to Turnitin.com will not jeopardize intellectual property for the authors of these works,

Therefore, be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements to submit the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

**University of Central Florida
Health Services**

SECTION: PROVIDER MANUAL

SUBJECT: PATIENT MEDICAL EXCUSE NOTES

POLICY: The medical staff at the Health Services is frequently asked by patients for written medical excuses for classes and/or work. We are committed to providing this important service to our patients. Students frequently have medical conditions, psychological conditions, or illnesses that require them to be away from the classroom or workplace, or affect their abilities to perform optimally on class work or exams. The Health Services providers should use the following guidelines:

PROCEDURE:

1. Providers are encouraged to solicit need for Medical Excuses during the time of the patient visit.
2. Unless specifically requested to do so by the patient, a diagnosis will not be written on an excuse note. A patient's medical condition is his or her own private and confidential information. Their instructors and/or employers do not have a right to obtain a diagnosis unless the patient personally chooses to share it with them. Furthermore, HIPPA regulations prohibit us to release any information about a patient's medical and/or psychological condition to any University Administrators, instructors, parents (unless a minor), or employer without specific written release by the patient.
3. In circumstances where details of a patient visit are requested, patients will be given the option to sign a Release of Information Form to obtain copies of their medical records.
4. In an effort to reduce the potential for forgeries or alterations, Medical Excuses will be hand-written on non-duplicating prescriptive pads. Providers should acknowledge in their office visit note if a Medical Excuse was written and the terms of the excuse.
5. Providers and patients may also make use of a Visit Verification Form (attached). This form is generated by the unit clerk and describes that the patient was seen at the Health Center on a particular date and time, but does not provide details of visit.
6. When a written note is utilized, a best estimate should be made of the time/date a patient can resume work and/or classes. Patients requiring more time to recover should come in before the excuse time has ceased for further evaluation.
7. It is the general policy of Health Services to not write an Excuse Note in retrospect or if the patient was not seen at the health center for the illness or injury in question. If the

patient received care elsewhere for an illness or injury, the patient should be referred back to that private provider for an excuse note.

- 8. Any Health Services provider or nurse can write an excuse note.
- 9. Students who request a medical excuse after they have left the clinical area will be given an option of either receiving a Visit Verification form that can be printed by the unit clerk, or getting a first available visit with the Consult-a-Nurse who will expedite a Medical Excuse with the patient's provider.

Approved by Associate Director of Clinical Services

Date: _____

By: _____

Reviewed: _____

Reviewed: _____