

# MEMORANDUM

**Date:** November 8, 2012  
**TO:** All Faculty Senate Members  
**FROM:** Ida Cook  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on November 15, 2012

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Meeting Date: Thursday, November 15, 2012  
Meeting Time: 4:00-6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

## AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *October 18, 2012***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
  - Resolution 2012-2013-1 Approval Student Perception of Instruction Form
7. **New Business**
  - Resolution 2012-2013-2 Fair and Equitable Treatment and Benefits for University Personnel
8. **Committee Reports**
  - Budget and Administrative Committee – *Robert Dipboye*
  - Personnel Committee – *Kathryn Seidel*
  - Parking Advisory Committee – *Alex Tamasan*
  - Undergraduate Council – *Kelly Allred*
  - Graduate Council – *Jim Moharam*
9. **Other Business**
10. **Adjournment**

**Resolution 2012-2013-1 Approval of the Proposed Student Perception of Instruction Form**

**Whereas**, the Faculty Senate has previously endorsed the use of multiple measures in addition to the Student Perception of Instruction in the evaluation of faculty, and

**Whereas**, the revisions to the Student Perception of Instruction form have been pilot tested and evaluated, and

**Whereas**, the analysis of results from the tested Student Perception of Instruction form identified several items that contributed little additional information due to low correlation, and

**Whereas**, the purpose of the Student Perception of Instruction is primarily to provide a mechanism to assist faculty in improving their teaching, and

**Whereas**, the Faculty Senate has considered these factors and a final revision has been reviewed,

**Be It Resolved**, that the Faculty Senate hereby approves the final revisions to the Student Perception of Instruction form.

## **Student Perception of Instruction**

Instructions: Please answer each question based on your current class experience. You can provide additional information where indicated.

All responses are anonymous. Responses to these questions are important to help improve the course and how it is taught. Results may be used in personnel decisions. The results will be shared with the instructor after the semester is over.

### **Please rate the instructor's effectiveness in the following areas:**

**1. Organizing the course:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**2. Explaining course requirements, grading criteria, and expectations:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**3. Communicating ideas and/or information:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**4. Showing respect and concern for students:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**5. Stimulating interest in the course:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**6. Creating an environment that helps students learn:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**7. Giving useful feedback on course performance:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**8. Helping students achieve course objectives:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**9. Overall, the effectiveness of the instruction in this course was:**

a) Excellent      b) Very Good      c) Good      d) Fair      e) Poor

**10. What did you like best about the course and/or how the instructor taught it?**

**11. What suggestions do you have for improving the course and/or how the instructor taught it?**

**Resolution 2012-2013-2 Fair and Equitable Treatment and Benefits for University Personnel**

**Whereas**, the UCF Faculty Senate, university administration, and Board of Trustees have previously recognized and endorsed diversity and non-discrimination, and

**Whereas**, the UCF Faculty Senate has affirmed that fair and equitable treatment of university personnel should exist, and

**Whereas**, the policy of endorsing the extension of benefits to university registered domestic partners ensures equity and non-discrimination for university personnel,

**Be It Resolved** that the UCF Faculty Senate recommends the extension of benefits to university registered domestic partners.

**Faculty Senate Meeting**  
Minutes of  
**October 18, 2012**

Ida Cook, Faculty Senate Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of September 20, 2012 was made and seconded. The minutes were approved as recorded.

**GUESTS**

Steven Sesit, Registrar's Office  
Bryan Boyd, Registrar's Office  
Mark Muller, Burnett School of Biomedical Sciences  
Diane Wink, College of Nursing  
Shekinah Fashaw, Student Government Association

**ANNOUNCEMENTS**

Registrar's Office Updates – Bryan Boyd

Brian Boyd, University Registrar, announced that beginning next week they will be rolling out a waitlist for registration. Departments and colleges will be able to determine which courses will permit waitlisting. When a class is full, the student can choose to be waitlisted. If a spot opens, the student will be automatically added to the roster. Nothing else in the registration process will be affected by this. The system will email the student when they have been added to a class, and students can also opt in to receive communications by text message. The Registrar's Office will also be piloting an online change of grade process.

Ad hoc committee on pass/fail/honors grades

Cook announced that there is an ad hoc committee looking at the College of Medicine's request to add pass/fail/honors as official grades from the university. The committee is currently gathering feedback from the colleges. The committee has recommended that a pass/fail/honors option considered only for the graduate level.

CourseSmart

Cook announced that the Student Government Administration is looking at signing an agreement with CourseSmart to deliver textbooks digitally and reduce costs for students. Cook will be serving on the committee reviewing this proposal, and asked for feedback from faculty on their experiences with CourseSmart. Additionally, the contract will need to be reviewed by UCF's General Counsel.

Guidelines for Promotion and Tenure

Cook announced that a small committee has been established to revise the guidelines sent to external reviewers so that they can more easily perform reviews for promotion and tenure candidates. Arlen Chase, chair of that committee, briefly discussed the issues being examined.

### Amendment 12

Cook discussed Amendment 12 on the ballot for the upcoming election, which would allow the governor to appoint the student member to the Board of Governors, instead of having the student member elected by the presidents of the SUS student government associations. She encouraged faculty to vote no on that amendment.

### **REPORT OF THE PROVOST**

Diane Chase, Executive Vice Provost, provided an update on the general education core committees. There will be a meeting of the steering committee and discipline committee members next week. All of the SUS institutions have three faculty members serving on the disciplinary committees. Chase also announced that the university submitted their legislative budget request and requested \$13.9 million to increase faculty lines. They will be presenting this proposal at the next BOG meeting.

### **OLD BUSINESS**

#### Student Perception of Instruction

Cook provided an overview of the recommended revisions by the ad hoc SPoI committee, which had been established by the Steering Committee to reduce the number of items on the SPoI to ten, add back the "respect and concern" item, and make a recommendation on whether to use the symmetric or asymmetric scale. The items on the revised SPoI that was sent forward from the ad hoc committee were:

1. The organization of the course was:
2. The instructor's explanation of course requirements and expectations was:
3. The instructor's communication of ideas and/or information was:
4. The instructor's respect and concern for students was:
5. The instructor's stimulation of interest in the course was:
6. The instructor's effectiveness in creating an environment that helps students learn was:
7. The instructor's explanation of grading criteria was:
8. The usefulness of the instructor's feedback on course performance was:
9. The effectiveness of the instructor in helping students achieve course objectives was:
10. Overall, the effectiveness of the instruction in this course was:
11. What did you like best about how the instructor taught the course?
12. What suggestions do you have for improving how the instructor taught the course?

The senators discussed the proposed revisions and where items could be added, improved, or deleted. Diane Wink, Stephen Sivo and Arlen Chase, members of the ad hoc committee, discussed the reasoning behind the committee's recommendations. Cook explained that if the Senate approves the revised SPoI in November, it would hopefully go live for the Spring 2013 term.

Motion made to strike item four, "The instructor's respect and concern for students was".  
Seconded. Discussion followed. Motion failed.

Motion made to delete item seven and add "grading criteria" into item two. Seconded. Motion carried. Item two will now read: "The instructor's explanation of course requirements, grading criteria, and expectations was".

Motion made to add back items nineteen ("What did you like best about the course, independent of how the instructor taught the course?") and twenty ("What suggestions do you have for improving the course, independent of how the instructor taught the course?") from the pilot tested SPOI. Motion seconded. Discussion followed. Motion failed.

Motion made to edit questions eleven and twelve as follows:

Eleven: "What did you like best about the course and/or how the instructor taught it?"

Twelve: "What suggestions do you have for improving the course and/or how the instructor taught it?"

Motion seconded and carried.

Motion made to remove "and concern" from item four, which would read as "The instructor's respect for students was". Seconded. Discussion followed. Motion failed.

Motion made to add the prompt, "Please rate the instructor's effectiveness in the following areas," and edit the wording of the items 1-8 so that they have parallel structure, as follows:

1. Organizing the course:
2. Explaining course requirements, grading criteria, and expectations:
3. Communicating ideas and/or information:
4. Showing respect and concern for students:
5. Stimulating interest in the course:
6. Creating an environment that helps students learn:
7. Giving useful feedback on course performance:
8. Helping students achieve course objectives:

Motion seconded and carried.

Motion made to retain the scale Excellent, Very Good, Good, Fair, and Poor. Seconded. Discussion followed. The question was called. Motion to call the question carried. Motion carried.

## **COMMITTEE REPORTS**

### Budget and Administration – *Robert Dipboye*

The committee has met and the subcommittees are moving forward with their work. They are working on an affirmation of the importance of non-STEM disciplines, promoting multidisciplinary collaboration, post-tenure review, and student union fees for student organizations.

### Personnel – *Kathryn Seidel*

The committee will be monitoring the Instructor promotion process. Seidel requested that faculty email her if they become aware of any problems or issues. The committee will be looking at TIP, RIA, and SOTL.

### Parking Advisory – *Alex Tamasan*

The committee completed a resolution on the price of hang tags. The resolution will be going forward to the Steering committee.

Undergraduate Council – *Kelly Allred*

The committee has been meeting and conducting regular business. The next meeting is November 13 at 12:00 p.m. in COS 221.

Graduate Council – *Jim Moharam*

**Appeals Committee:** Committee met on 10/11 and 10/18. Next meeting is scheduled for 10/25.

**Curriculum Committee:** Committee met on 10/8. Next meeting is scheduled for 10/29.

**Program Review and Awards Committee:** Committee met on 9/28 and 10/5. Next meeting is scheduled for 10/19.

**Policy Committee:** Committee met on 10/3. Next meeting is scheduled for 10/24.

No specific issues to report.

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

**ADJOURNMENT**

The meeting adjourned at 5:42 p.m.



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