

Faculty Senate Meeting

November 17, 2005

Dr. Ida Cook, Faculty Senate Vice Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of *October 27, 2005* were unanimously approved with minor changes.

RECOGNITION OF GUEST

Dr. Cook introduced guests Drs. Lin Huff-Corzine, John Schell, Dennis Dulniak and Mr. Steve Orsini, and Dr. Alison Morrison-Shetlar (Faculty Center for Teaching and Learning).

ANNOUNCEMENTS

- Ratification of contract has been approved. It is now awaiting approval of the BOT.

Old Business

Athletics Department - Presentation by Steve Orsini

Update on athletics at UCF. Goal is to be a top 25 university in all sports we offer. Sports program generates all needed revenue except for income generated by student fees. It is not seen as a competitor for dollars at the University. Dr. Cynthia Young is new Faculty Representative to the Athletics Department for NCAA. Competition is central to their mission. He would like any association between UCF and sports programs to be positive.

Student athletes' three goals: Graduate from UCF, keep up with academics, retention. Be good in athletics. Held to higher standard than usual student conduct. If student conduct not up to standard they will not be a student athlete. The football team will win a division championship if they win the game on Saturday. The team is now bowl eligible. The football team is turning around. The GPA and conduct problems are improved but will be better. Men and women's teams in all areas are doing well and moving to do better.

Facilities update: Do have the approval for an on campus football stadium at the NE campus location contingent on financial plan and actual cost. It will be paid for through project generated revenue. IT will be a phased approach, starting at 45,000 and then moving to 65,000 seats. There is an opportunity for faculty and staff to choose to sit in a particular location.

Convocation center is now under construction and is a part of the multifunction construction in that area. New Women's softball stadium is almost complete and we are constructing a new facility for women's rowing. UCF is working on fully compliance on Title IX. We have the numbers but the scholarships are not yet at needed levels. Question asked if the grade updates can be done in another way. An electronic notification and confirmation process is under development.

New Business

Electronic Gradebook – Dr. Alison Morrison-Shetlar

A handout was circulated on this new faculty-driven initiative to have alternative way of posting grades. Multiple groups on campus are working together to make this happen. It is an alternative to the submission of grades through the portal. An instructor will check in via Polaris. Faculty will indicate on the syllabus how they will display grades. Grades from scantrons can be uploaded automatically. Release will only be made after manual release by instructor. They can also be uploaded and downloaded using MS Excel.

Five faculty (experienced and inexperienced with Excel and electronic grade books) are doing an alpha test on this system. Issues are being resolved as they appear. Feedback from students is also being solicited.

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It could be modified to allow automatic notification to athletic department. Question raised - Is this integrated with WebCT? No, that is another option which could be an alternative choice for the instructor. Students would need to look at each course to see their grades. Question raised - Will this replace the bubbled grade sheets at end of term? This is mostly to address need to post grades to students. Transfer of grades to Polaris would be a next step. It would be doable from either this electronic gradebook or WebCT. The development is not yet at that point.

A question was asked if this may be used to track attendance. Attendance can be made a column but faculty would have to enter data. If a student withdraws or is dropped for non payment, the student will not be able to see grades but he or she will not be deleted from the gradebook. Question raised - what will be the backup and security protocol? The data will be backed up at the end of the term but additional interim backup is recommended. Question raised - can other faculty do this? Yes, beta testing is planned with training if needed (live or printed). Alpha test is taking place now, beta in Spring 2006 and full production as an option to all in the Summer of 2006. The gradebooks will be automatically populated even if the instructor does not want to use it. Volunteers for beta test sought. Dr. Morrison-Shetlar is looking for a diverse group to be sure most situations in most colleges are addressed.

STANDING COMMITTEE REPORTS

- **Budget & Administrative** – Dr. Charles Kelliher
Dr. Koons reporting. The committee had a meeting with further questions about Pegasus model answered. Question was raised about getting an electronic version of materials from those presentations. Dr. Cook will follow up on getting and distributing these.

- **Graduate Council** – Dr. Stephen Goodman
 - **Policy and Procedures Subcommittee** (chaired by Stephen Goodman)
Met three times since the last Senate meeting. The subcommittee revised the definition of full time status for master's students at the thesis stage to make the language compliant with federal guidelines for dispersing financial assistance. Suggested changes have been shared with graduate coordinators, where it has been well received. The subcommittee has also been actively reviewing the academic appeals process (in conjunction with the Appeals Subcommittee), and is revising catalog language to make the process less ambiguous, and to provide an avenue for academic programs to assume an advocacy role for petitioning students. The subcommittee is also reviewing the current policy regarding Academic Progress and Performance. Changes are being considered here regarding when a student with GPA deficiencies is reverted to a "probationary" status, the parameters that would permit a student to return from probationary status to regular status, and under what circumstances a student would be disqualified and reverted to non-degree seeking status (here again, valuable input is being received from the Appeals Subcommittee). Finally, the subcommittee is reviewing the issue of 4000-level courses being used in a graduate student's program of study. Catalog language is inconsistent in various sections, leading to confusion over whether it is summarily allowed, or perhaps allowed only under special conditions. As the subcommittee forms opinions on all of these issues, preliminary results are being shared with graduate coordinators for further input. It is expected that some of these issues will result in policy change that may come before this full body in the near future.

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- **Graduate Curriculum Subcommittee** (chaired by Ram Mohapatra)
Met one time since the last Senate meeting. The subcommittee approved the addition of two Graduate Certificate programs (Clinical Nurse Specialist and Nursing and Health Professions). In addition, the subcommittee approved the following Course Action Requests: 2 course additions, 4 course deletions, and 7 course revisions.
- **Graduate Appeals Subcommittee** (chaired by Jana Jasinski)
Met three times since the last Senate meeting. Two of those meetings were devoted to the review of student petitions (for such issues as waiver of the 7-year rule, excess transfer hours into master's and doctoral programs, substitution, etc.). More than 30 petitions were reviewed in these two meetings. The third meeting was held to provide feedback to the Policy and Procedures Subcommittee regarding the issue of Academic Progress and Performance of graduate students (as noted above).
- **Personnel** – Dr. Jeff Kaplan
Two issues are being discussed: Final exam administration; and travel reimbursement issues (How to increase rate of reimbursement and how guidelines are administered between departments). The committee is also working on a resolution to make the mechanism for evaluating of deans more transparent. Next meeting in January 2006.
- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington
Approved programs and program revisions in several minors and majors. Some proposals were tabled. Deadline for items to be decided

Other

Two ad hoc committees – reports by Dr. Cook

TIP/ RIA/ SoTL Committee

Standardize presentation of awards and address eligibility in particular with TIP awards. The committee expects to bring back a proposal with multiple options in some areas which faculty members can give feedback. It is also looking at the types of evidence that would be used to document teaching accomplishments. Hope to have at least draft TIP document and possibly all three to Faculty Senate by January.

Faculty Constitution Revision Committee.

The Constitution Revision committee is working on cleaning it up and will try to have revisions by the beginning of Spring term so elections of members can occur for next year.

ADJOURNED

Motion made seconded and approved. The meeting adjourned at or around 5:15 pm.

After you log in to the Portal and add the MyGrades pagelet, it should be visible in the lower left:

The screenshot shows the MyUCF Portal interface. The 'MyGrades' pagelet is highlighted with a black circle. It displays the following information:

- MyGrades Alpha**
- ENC11020001**
- Instructor: Instructor Name
- fct12**
- Instructor: Kevin Yee
- fct1**
- Instructor: Instructor Name

A student will click on her course and see the grades her instructor has released:

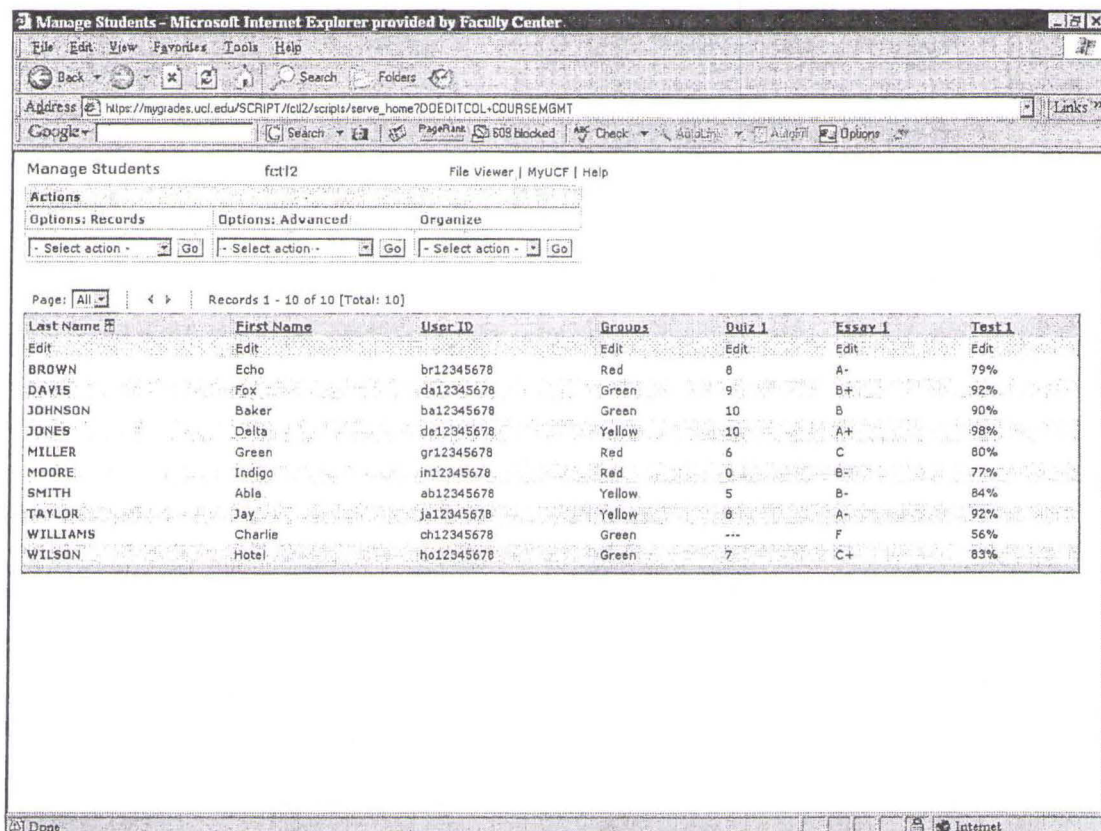
The screenshot shows the Student Record for Alison Morrison-Shetlar (amorriso). The 'My Grades' section displays the following table:

Assignment	Grade
Quiz 1	8
Test 1	92%
Essay 1	B-

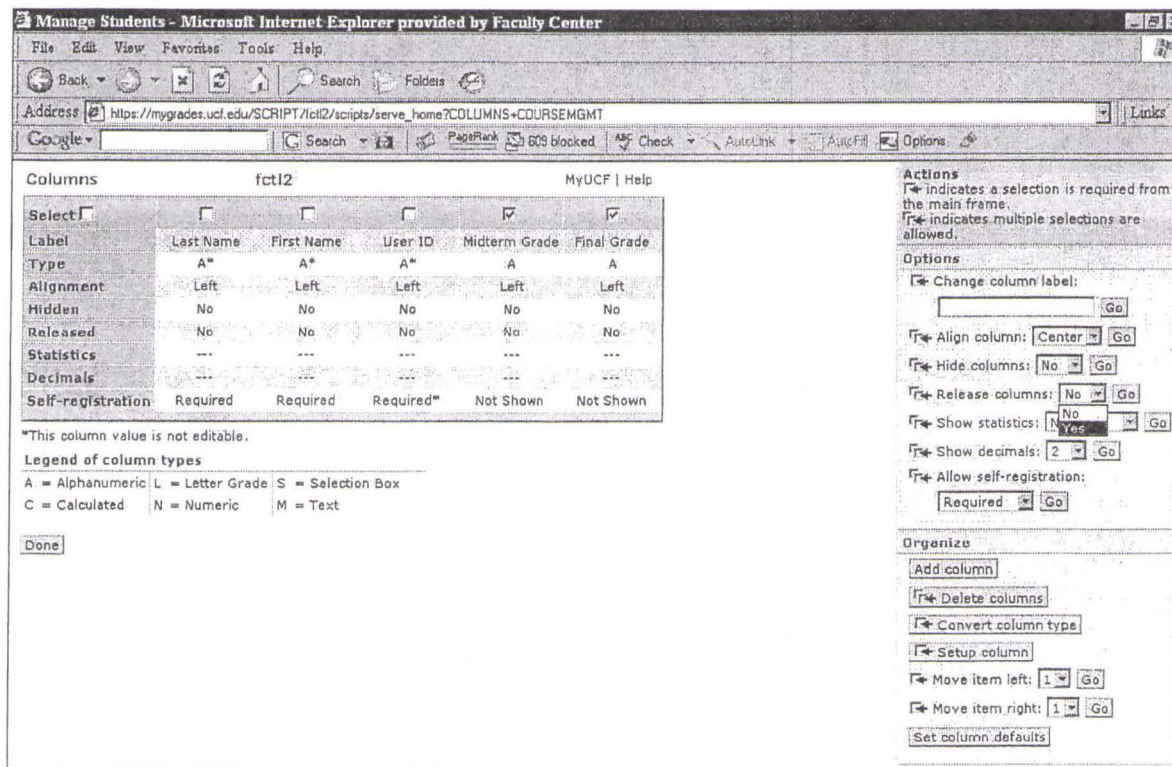
Below the table, there is a link: [Go Back to MyUCF](#)

1

When an instructor clicks into a course, her display includes the student names and individual grades by column. Several options are available in the pulldown menus at the top.



“Manage Columns” is an important tool where columns can be created, deleted, or moved. It is also where grades must be manually released before they are visible to students:



2

The roster and any existing grades can be downloaded, imported into Excel, and manipulated like any spreadsheet or gradebook.

Microsoft Excel - ENC1101-0023_2005-11-15_upload.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Last Name	First Name	User ID	Groups	Quiz 1	Essay 1	Test 1								
2	BROWN	Echo	br1234567	Red	8	A-	79%								
3	DAVIS	Fox	da1234567	Green	9	B+	92%								
4	JOHNSON	Baker	ba1234567	Green	10	B	90%								
5	JONES	Delta	de1234567	Yellow	10	A+	98%								
6	MILLER	Green	gr1234567	Red	6	C	60%								
7	MOORE	Indigo	in1234567	Red	0	B-	77%								
8	SMITH	Able	ab1234567	Yellow	5	B-	84%								
9	TAYLOR	Jay	ja1234567	Yellow	8	A-	92%								
10	WILLIAMS	Charlie	ch1234567	Green		F	56%								
11	WILSON	Hotel	ho1234567	Green	7	C+	63%								
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Uploading grades as a comma-delimited file is also easy. New columns (such as a new grading event) will be seamlessly added to the MyGrades display.

Browser: Standard (https://mygrades.ucl.edu/SCRIPT/ctl2/scripts/serve_home/ADDSTUDENT+COURSEMGMT)

Address: https://mygrades.ucl.edu/SCRIPT/ctl2/scripts/serve_home/ADDSTUDENT+COURSEMGMT

Google

Add Students

Import From File

Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.

Filename: Browse...

Separator:

https://mygrades.ucl.edu - WebCT File Browser - Microsoft Internet Explorer provided by Facul...

File Edit View Favorites Tools Help

Google

File Browser

Select a file. Tip: To view a file, click . If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
My-Files			
ENC1101-0023_2005-11-15_upload.csv	449	November 16, 2005	11:35am
WebCT-Files			

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename: Browse...

Upload to:

Done