

# *Faculty Assembly – Faculty Senate*

Dr. Arlen Chase, Faculty Senate Chair, called the meeting to order at 4:05 p.m.

## **ANNOUNCEMENTS AND RECOGNITION OF GUEST**

Dr. Chase introduced Guests Lynn Huff-Corzine, John Schell, Jennifer Helman (Student Government), Dennis Dulniak, Tom Huddleston and Denise Young.

## **FACULTY ASSEMBLY**

### *Revised Constitution – Dr. Modani*

Dr. Modani presented a summary of the proposed revisions to the Faculty Senate Constitution. The major reason for embarking on a revision of the Faculty Constitution is to incorporate faculty from three new colleges (College of Optics and Photonics, Rosen College of Hospitality Management, and Burnett College of Biomedical Sciences) in our committee structure (standing as well as reporting committees). Other than the changes to accommodate the above, the Constitution remains essentially the same. Minor reasons for the revision are to clarify some language and reduce redundancy, to make some of the committee compositions a bit more flexible, to rationalize the amendment process, and to emphasize certain elements of the Constitution to make them clearer. Question raised from Rich Gause, Librarian representative regarding different concerns in the constitution from 3.3.4 (the eligibility of instructors to the calculation of apportionment), 3.9.4 (faculty assembly should be able to address issues to the faculty senate without prior to the meeting), 5.0 (Amending the constitution, if all issues need to be presented prior to the meeting and BOT suspending or amending the constitution).

Dr. Modani addressed the issue concerning the voting on the constitution. He stated that general faculty assembly is not disenfranchised. The faculty senate is adopting a different procedure for amending the constitution. The procedure will be that in the 1<sup>st</sup> time around the faculty senate approves the constitution then it is sent to all members of the faculty assembly who are to provide input to the Faculty Senate Steering Committee members. Then their input will be considered by the Faculty Senate Steering Committee and incorporated as appropriate. The revision which will then be conveyed back to faculty assembly members. The faculty senate will vote for the 2<sup>nd</sup> time after everyone has reviewed and discussed all the suggestion that have been made. Every member can speak at the meeting

Dr. Chase commented that there have only been a few faculty assemblies in the past. This new approach will give a chance for faculty to discuss it at two successive meetings. At the first one, issues will be raised. All members of the faculty are also represented by senators. They will know the issues. At the second meeting, all the information was gathered and re-discussed at a Steering committee meeting will be brought forward for approval at a second meeting. This does not mean that people cannot speak. We have always followed Roberts Rules of Order for recognition from individuals from the floor to allow members of faculty assembly not on the senate to speak to the senate. Dr. Modani commented that he couldn't recall a time where a member of the Faculty Assembly wanted to speak directly the senate and was not allowed to have the opportunity to do this.

Dr. Modani commented on the issue concerning using instructors in calculation of apportionments. Instructors are members of the faculty assembly but we've had this approach as a long standing provision in the constitution. This is not new to the senate. The majority of instructors are temporary to the institution. Calculations for apportionment to the faculty senate are based on numbers of tenure, tenure-earning and multi-year appointments. Regarding the amendment about the right of the Board of Trustees, this is a statement which was in the prior constitution. The only change at this point is from the term Board of Regents to Board of Trustees. This was only a terminology change to reflect the change in structure.

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Question raised from Dr. Trouard if there will be information distributed reflecting all changes or additions to the constitution via email or website. Dr. Modani answered that he will prepare a document that will contain all the changes or additions to the constitution which he will make sure that it's sent out via email to all faculty and posted on the senate website. Dr. Modani pointed out that the two important major issues were:

- ⇒ To accommodate the new college.
- ⇒ Amendment process needs to incorporate a 2 step process.

Question asked if the senate could suggest changes to this constitution at anytime. Yes, changes can be made anytime and it will brought back to the senate to be voted on. The question is being called. Dr. Chase called the question to going off debate. Unanimously approved.

Dr. Chase called in favor of voting on this constitution. Modani said that we should count the votes in a show of hands. There were 49 approved, 25 oppose and 1 abstention. Constitution is approved.

Dr. Modani called a point of order. A 2/3 vote is needed for adoption of change so the motion was not passed, Dr. Pennington, Parliamentarian called for a special session with the senate to be for a later schedule meeting. There will have to be another faculty assembly in January to again vote on the revised Faculty Senate constitution.

## **FAULTY SENATE** *Minutes November 18, 2004*

The roll was circulated for signatures. The minutes of October 21, 2004 were unanimously approved.

### **NEW BUSINESS**

#### Survey presentation by Dr. Huddleston SDES

Dr. Huddleston discussed the importance of faculty and staff opinions in the survey circulating via email. They are evaluating current marketing communications efforts. They seek to learn the attributes faculty and staff believe to be the best indicators of a high quality, student-centered university; and perception of UCF's strengths and weaknesses. Faculty and staff will receive an invitation via email to participate in this survey. The invitation will include the web address and password for accessing the survey. Any questions or concerns, please contact Dr. Huddleston, VP of Marketing, Communications and Admissions.

#### Resolution 2004-2005-2 Sabbatical Policy

Dr. Chase read the resolution presented by the Personnel Committee:

### **Resolution 2004-2005-2 Sabbatical Policy**

**Whereas**, a common and accepted part of university faculty life is the sabbatical;

**Whereas**, it is an opportunity for professional growth and intellectual accomplishment through study, research, writing, and travel;

**Whereas**, sabbatical leaves provide for critical professional development and thereby enhance the faculty member's value, contribution, and worth to the university and its programs; and

**Whereas**, such activities not only serve to improve a faculty member's expertise in a given area but can also enhance teaching and research skills,

**Be it resolved**, the University of Central Florida shall provide sabbatical leaves as follows:

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- ⇒ (a) a full academic year (two semesters) at a (minimum) of three quarters the academic year salary or (b) one semester at full salary; the total number of sabbaticals shall be calculated at the rate of 1 per 20 tenured and tenure earning faculty members.
- ⇒ an unlimited number of full academic year (two-semester) sabbaticals at half of the academic year salary will be available to eligible faculty members;
- ⇒ sabbaticals will be awarded to tenured faculty members after completion of at least 6 years of full-time service to UCF in the respective colleges on a pro rata basis; faculty members will be eligible to apply for another sabbatical after 6 years from the completion of a sabbatical.
- ⇒ full benefits will continue for all types of sabbaticals;

## **RECOMMENDED PROCEDURE**

- ⇒ Since sabbaticals will be awarded to the respective colleges, faculty members will apply to the Dean of the College and the college faculty and administration will manage the screening and selection process; a committee of elected faculty members be established in each college that will review applications and provide a prioritized list of recommendations to the Dean; these recommendations for sabbaticals will be based on criteria established in each college and will reflect the benefits of the sabbatical to the faculty member, college, and university.
- ⇒ Absent a legitimate business reason, the Dean or Dean's representative shall make sabbatical appointments from the recommended list. Prior to making an appointment that is not from the committee's list, the Dean or Dean's representative shall consult with the committee.
- ⇒ The faculty member's annual assignment and evaluation shall include and address work performed during the sabbatical leave. This portion of the evaluation shall be conducted in accordance with the expectations of work outlined in the approved sabbatical application.

Open for discussion. Question raised regarding the calculation of the rate 1 per 20 tenure and tenure-earning faculty if college or department has less than 20. There are no colleges with less than 20 faculty. Question asked how you are evaluated. The chair will be evaluated on the bases of what you're doing during that time. Minor wording changes to clarify resolution made. The revised resolution reads as follows:

### **Resolution 2004-2005-2 Sabbatical Policy**

**Whereas**, a common and accepted part of university faculty life is the sabbatical;

**Whereas**, it is an opportunity for professional growth and intellectual accomplishment through study, research, writing, and travel;

**Whereas**, sabbatical leaves provide for critical professional development and thereby enhance the faculty member's value, contribution, and worth to the university and its programs; and

**Whereas**, such activities not only serve to improve a faculty member's expertise in a given area but can also enhance teaching and research skills,

**Be it resolved**, the University of Central Florida shall provide sabbatical leaves as follows:

- ⇒ (a) a full academic year (two semesters) at a (minimum) of three quarters the academic year salary or (b) one semester at full salary; the total number of sabbaticals shall be calculated at the rate of 1 per 20 tenured and tenure earning faculty members.
- ⇒ an unlimited number of full academic year (two-semester) sabbaticals at half of the academic year salary will be available to eligible faculty members;
- ⇒ ~~sabbaticals will be awarded to~~ tenured faculty members will be eligible for sabbaticals after completion of at least 6 years of full-time service to UCF to apply in the respective colleges on a pro rata basis; faculty members will be eligible to apply for another sabbatical after 6 years from the completion of a sabbatical. full benefits will continue for all types of sabbaticals;

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## NSSE & FSSE – Dr. Schell

There are a series of test administered nationally to undergraduate students (freshmen and sophomore) and faculty in February. The return rate for undergraduate were 24%, 34% freshmen and over 35% faculty. All of the results have not been received yet. This data shows how UCF compares to other universities. The differences are interesting and are not surprising. Students work less on campus and not a lot more off campus. Our seniors analyze quantitative problems at a higher rate than other students because we are a technologically and scientifically based university compared to some other universities.

## NSSE & FSSE – Dr. Schell cont.

On the FSSE (Faculty Survey of Student Engagement), faculty were asked how many hours in a typical 7 day week do they spent on working with undergraduates and research, supervising internships, and conducting service activities among many other things. Would like for faculty to take advantage of Feb 13 & 14<sup>th</sup> workshop in the Student Union, Pegasus Ballroom, which will specifically look at faculty and student results of National Survey for Student Engagement (NSSE) and Faculty Survey Student Engagement (FSSE). All faculty are urged to participate in this conference sponsored by the NSSE & FSSE. Several workshop will be specifically for UCF Faculty and will address actions we need to take based on the outcomes of these surveys. This data will help us decide what 3 to 5 topics that should be taken up at the workshop on Feb 13 & 14<sup>th</sup>. We, as an institution, will then study these issues at greater depth, using the results of the NSSE and FSSE as a foundation for this process. If you have any questions or concerns, please contact Dr. Rick Schell, Dean Undergraduate Studies.

Dr. Schell would also like to congratulate on a job well done with the Ph D. program in English Department for Undergraduate Research Journal. UCF Faculty from all academic departments are invited to review undergraduate research manuscripts in the debut issue of the online scholarly journal. If you are interested in reviewing manuscripts, please update your research profile on our website at <http://ejournal.ucf.edu>.

## TIP, RIA and SOTL Procedures

Dr. Chase reported that there will not be any funding for any of these awards this year because of bargaining issues.

## **STANDING COMMITTEE REPORTS**

**Budget & Administrative** – Dr. Charles Kelliher reported.

Passed resolution on recycling TIPs. Expect to have this resolution at the next senate meeting. Web courses for Web CT. Discussed merit criteria. College's merit criteria. Ed Neighbor give us an update on Pegasus funding model and specials. Will with the Provost to discuss increased input into process on formation of new colleges.

**Graduate Council** – Dr. Stephen Goodman.

No report.

## Subcommittees

### ⇒ **Graduate Policy and Procedure Subcommittee (chaired by Stephen Goodman)**

Has had two meetings since the last Senate meeting. The subcommittee has been working in earnest on drafting a comprehensive, university-wide set of minimum qualifications for participating in graduate education (participating includes serving on graduate program committees, teaching graduate courses, serving as a member or chair of a thesis advisory committee, and serving as a member or chair of a dissertation advisory committee). The subcommittee was about to submit a formal resolution on this matter at the last Steering committee, however, some feedback from various parts of the university prompted the committee to pull it back for further examination prior to submission to the Steering committee. The subcommittee made some changes to this document at today's meeting and is once again ready to submit it to the Steering committee.

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The Policy and Procedures Subcommittee has also finalized revisions to the graduate catalog copy in matters related to graduate assistantships, stipends, positions codes, etc.

⇒ **Course Review and New Programs: (chaired by Ram Mohapatra)**

Has one very busy meeting since the last Senate meeting. At this meeting the subcommittee approved a proposal to increase the program requirements for the MA in Clinical Psychology by 1 hour to a total of 61 hours; approved a proposal in the Nursing Masters program to revise 6 courses and add 1 new course, with the total program required credit hours to remain the same; approved a proposal in the Masters in Communicative Disorders program to revise 4 courses, delete 3 courses and add 1 new course, with a net impact of increasing the required courses by 4 credit hours, but decreasing the overall required hours of the program by 1 credit hour to a new total of 72. In addition, the subcommittee approved Course Action Requests for 10 special topics courses, 16 course additions, 1 course deletion, and 19 course revisions.

⇒ **Graduate Appeals and Awards Subcommittee: (chaired by Jana Jasinski)**

No report.

**Personnel – Dr. Mark Kamrath.**

In the last meeting, the committee finished a resolution on Sabbaticals and passed today. Also working on another resolution on College Creation which was forwarded to the Steering but returned for minor changes and Salary Compression and Inversion. Will have all resolution ready by the next senate meeting.

**Undergraduate Policy & Curriculum - Dr. Bob Pennington reported.**

Met on the 11/9 and approved to change the name of tract to Event Management for Conventional Conference Track in BS of Hospitality Management, Rosen College. A new European Studies minor in Political Science, College of Arts & Sciences. Revised BA in Music, College of Arts & Sciences.

**OTHER**

Request proposals for Federal Priority Identification Process a national government which we have a lobbyist that push this forward. The deadline for submitting proposals for consideration in our FY 2006 federal priorities process will be Monday, November 29<sup>th</sup>. Please see Dr. Chase after the meeting regarding this proposal.

**ADJOURNED**

Motion to adjourn at 5:30pm made and seconded. Approved.

**Next Faculty Senate Meeting on Thursday, January 27, 2004 at 4:00 p.m.**