

## MEMORANDUM

**TO:** All Faculty  
**FROM:** Richard D. Tucker  
Chair, Faculty Senate  
**DATE:** December 27, 1997  
**SUBJECT:** Faculty Senate Meeting - November 20, 1997

---

---

The meeting was called to order by Dr. Richard Tucker, Chair, at 4:06 p.m. The roll was circulated for signatures. A correction to the minutes of October 23, 1997 was announced by Dr. Rosie Joels. Under Announcements and Recognition of Guests, fourth paragraph, "Dr. Whitehouse also announced that Vice President LeVester Tubbs from Student Affairs has resigned." The sentence should read, "Dr. Whitehouse also announced that Vice President LeVester Tubbs is expected to resign." The minutes were then unanimously approved.

### **ANNOUNCEMENTS AND RECOGNITION OF GUESTS**

Dr. Tucker recognized Chris Labruso, Student Government Chief of Staff. Mr. Labruso announced that there was no report from Student Government and excused himself from the meeting.

Provost Whitehouse reported: 1) Budget workshops are being held at university and unit levels to review the budget process. The last workshop will be held on Tuesday, November 25, 1997. 2) PEP and SPE meetings will be held on November 20, 1997. Faculty Senate is invited to attend the meetings. 3) Chancellor Reed has now resigned, and a long range search committee meeting to review recommendations for filling his position will take place on December 3, 1997. 4) Dr. Whitehouse has met with UCF General Council, Beth Liberto, and she is in the process of reviewing the third draft of the university's travel guidelines. Dr. Liberto's goal is to make certain the guidelines are as comprehensible as possible. 5) Bud Berringer is the Chair for the Student Affairs Exploration Committee. Committee members: Richard Tucker, Faculty Senate, Ronald Atwell, Robert Harman, Reuban Rodriguez, and Carol Wilson from the Division of Student Affairs. Also student representatives, Jennifer Boyce and Ben Johnson. Mr. A. J. Range, Multicultural Student Services, will represent Provost Whitehouse.

Dr. Tucker added that the Committee will study models regarding structure for the Office of Student Affairs. Consultants will be contacted to provide a national perspective. He also stated that the Committee is open for recommendations from faculty. A recommendation is due by January 15, 1998.

Dr. Tucker announced that he had attended two of the Task Force Budget meetings, and that they are studying the budget review processes. He distributed copies of the task force report. Dr. Walter Johnson, past chair of the Senate's Budget and Administrative Procedures Committee, is serving on the UCF Budget Committee.

Dr. Tucker announced the names submitted for grand marshals and faculty representatives for commencement on December 20, 1997.

Arts and Sciences

Dr. Terry Frederick, Grand Marshal  
Dr. Terri Susan Fine, Faculty Representative

Business Administration

Dr. John Salter, Grand Marshal  
Dr. Stephen Goodman, Faculty Representative

Engineering

Dr. Charles Nuckolls, Grand Marshal

Education

Dr. Rosie Joels, Faculty Representative

Health & Public Affairs

Dr. Raymond Shapek, Grand Marshal  
Dr. K. Tom Liou, Faculty Representative

Dr. Tucker reminded the faculty to study the recent memo concerning the excess hour surcharges which will take effect in Fall, 1998. This will also effect transfer students who first enroll at UCF in the fall. The Teaching and Learning Center will hold two forums to discuss the implications of these policies. Monday, November 24, from 3:00 - 5:00 p.m. and Tuesday, December 2, 10:00 a.m. - 12:00 noon. Dr. Cook asked if every student will get a copy of the excess hour surcharge memo. Dr. Tucker responded that 1st class mailings had gone out to all students. A lengthy discussion continued regarding courses that exceed 15% of the minimum credit hours, graduate student exceptions, hours for transfer students, State policy, etc. It was mentioned that this recent legislation has been labeled "an intellectual curiosity tax" by President Hitt. Dr. Cook recommended that the Faculty Senate draft a message to the legislature expressing UCF's concerns about the shortsighted precedence that discourages students from seeking a broad education. It was also suggested that the Faculty Senate needs to address implications of excess hours on curriculum. Dr. Cunningham agreed and added a resolution should be drafted from the Undergraduate Policy and Curriculum Committee stating the faculty's concerns in this matter.

Dr. Tucker announced that the Bookstore Advisory Committee held its organizational meeting and that one of the issues is whether to become a Faculty Senate reporting committee; a recommendation will be made at a later date.

**UNFINISHED BUSINESS**

Plus/Minus Grade Implementation Committee report - Dr. Fine

Dr. Fine reported that after repeated attempts to contact Chris Labruso, Student Government Chief of Staff, she has received no response. Therefore, there is no additional information to report from her committee.

Student Evaluation Form Committee report - Dr. Tucker

Dr. Tucker reported that Dr. Charles (Chuck) Reilly has informed him that he is unable to chair the committee. Dr. Tucker would like recommendations from the Faculty Senate. Dr. Tucker added that Dr. Peter Seldin, an expert on teaching portfolios, will be on campus the end of January 30, 1998. This should enable the committee to study all aspects of teaching performance.

Sustained Performance Evaluation - Dr. Juge

Dr. Juge reported that a completed document has been forwarded to the deans. It is hopeful that the final document will be published by February, 1998.

**NEW BUSINESS**

**Standing Committee Reports:**

Undergraduate Policy and Curriculum Committee - Dr. Mullens, Chair

Dr. Mullens reported that committee teams are investigating several issues and are making progress. The Committee approved two program revisions: Legal Studies Program - BA/BS Option and a Capstone Course. An athletic training program of study - addition to the Health Services program was also approved.

Graduate Policy Curriculum Committee - Dr. Malone, Chair

Dr. Malone reported that the Committee is still in the process of investigating the restructuring of the GPCC and Graduate Council.

Budget and Administrative Procedures Committee - Dr. Kelliher

Dr. Cunningham reported for Dr. Kelliher in his absence, and stated that the Committee will meet on the week of November 24, 1997.

Personnel Committee - Dr. Boreman

Dr. Boreman reported that the Committee met two weeks ago and made recommendations to be included in the final Sustained Performance Evaluation document. Dr. Boreman met with the Steering Committee to discuss the recommendations and answer any questions. The Steering Committee concurred with the recommendations.

**General Education Oversight Committee report - Dean Seidel**

Dr. Taylor Ellis reported for Dean Seidel. The Committee has approved two new courses. A template has been generated for syllabi. The guidelines will be forwarded to the college departments shortly.

**TIP and PEP Procedures - Dr. Modani**

Dr. Modani reported that TIP and PEP guidelines were distributed to the Faculty Senate and have been mailed to the college deans. Dr. Joels questioned whether eligibility of criteria was only "in unit." Dr. Modani responded that it was in unit and out of unit. He also added that this section of guidelines were copied from the collective bargaining agreement. TIP eligibility requirements are the same as last year. TIP portfolios are due in the deans' office by January 30, 1998, and PEP portfolios are due in deans' office by January 9, 1998. PEP awards will be \$5,000 each, and the Provost will fund three of the awards. Dr. Tucker added that the PEP eligibility time criteria has changed from 10 years to 7 years, and that copies of guidelines will be forwarded to all colleges and units that have eligible candidates.

**Emeritus Status Procedure - Dr. Cunningham**

Dr. Cunningham reported that the Commencement, Convocations and Recognitions Committee met with Dr. Juge and have recommended clarifications to the procedure which the deans approve. Nominations are forwarded to the chair of the nominee's department. The department chair forwards their approval to the dean of the college. With the dean's approval, it is forwarded to the Commencement, Convocations and Recognitions Committee for consideration and approval. Dr. Cunningham, chair of the CCRC, then forwards the recommendation to the Provost and he and the President make the final approval.

Dr. Tucker also questioned the procedures for honorary degrees. Dr. Cunningham will supply the Office of the Faculty Senate with the procedures. There is also no change to those procedures. It was questioned if the Faculty Senate was establishing a web page. Dr. Tucker replied that consideration of a web page is in the process.

The meeting adjourned at 4:50 p.m.