

Faculty Senate Information Technology Committee

MEETING MINUTES

Meeting Date: Monday, November 26, 2018
Meeting Time: 2:00 – 3:00 pm
Meeting Location: College of Sciences Building, Room 221

1. Call to Order

The meeting was called to order at 2:06pm.

2. Roll Call

Members in attendance: Thad Anderson, Lee Dotson, Jeannie Hahm, Joseph Harrington, Athena Hoepfner, Reid Oetjen, Sumanta Pattanaik, Matthew Rex, John Schultz, Stephanie Vie, Gregory Welch.

(Remote connection through Skype and/or Polycom was nonfunctional because of echo. So Barbara Sharanowski and Deedra Walton though tried to join the meeting were unsuccessful.)

3. Approval of Minutes of *October 22, 2018*

Minutes of October 22, 2018 were approved (after fixing the spelling mistake of Ryan Seilhamer's name).

4. Recognition of Guests

Lisa Wayte, Michael Davignon, Brian Boyd and Steven Sesit attended the meeting to discuss SPOI related matters.

5. Old Business

- a. Student Perception of Instruction (SPOI) – Processing Mid-Cycle or Mid-Term reports: It was felt that Mid-Term SPOI is complicated, requires system development from scratch, and has so many unknowns to resolve in this one session. The Mid Term SPOI can be handled by another resolution at a later time. Everyone agreed that at this time the provision be made to accommodate abbreviated or customized course length SPOI. All voted in favor of accepting the draft resolution "Resolution 2018-2019-X SPOI Processing" that was amended to remove lines 17-19 and lines 30-32.
- b. Teleconference Technology: The committee reviewed the Conference room inventory.
 - The members suggested some updates to the list. Some of the updates are: Barbara Ying Center conference room may not be functional anymore. Rosen College of Hospitality Dean's Conference room #231E is missing from the list. It has similar capabilities as other conference rooms in Rosen College. However, like other Rosen College conference rooms, at this time it is unknown whether that room is accessible to the larger UCF community.

Library has another conference room (#229), with facilities similar to other library conference rooms. However, none of the library conference rooms are accessible to outside of library community.

- While most of the conference rooms are equipped with a computer and the conference rooms in Trevor Colbourn Hall (TCH) has none. It is unclear who is responsible for equipping TCH conference rooms.

- The committee discussed the possibility of having conference rooms with turn-key communication systems (simply press a button and you are connected) or room with state-of-the-art communication facilities and instructions of how to use it, availability of immediate support/trouble shooting for such rooms etc... Joe Harrington suggested that we should push towards a senate resolution so that it becomes a UCF's priority for providing such facility. Sumanta Pattanaik was charged to bring a draft resolution to the next meeting for further discussion.

6. Pending Business

- a. Navigation/Directions on Campus.

7. Adjournment

The meeting was adjourned at 3:10pm.

1 **Resolution 2018-2019-8 Student Perception of Instruction Processing**
2

3 **Whereas**, the purpose of the Student Perception of Instruction is primarily to provide feedback
4 to faculty in order to continually improve courses and teaching methods; and
5

6 **Whereas**, *Resolution 2011-2012-7 Student Perception of Instruction Administration Period* was
7 approved by the Senate and the provost to specify that the online Student Perception of
8 Instruction (SPoI) survey be administered during the last 15 days of instruction in each term,
9 closing one hour before the official final exam period opens; and
10

11 **Whereas**, the Registrar’s Office defines the opening and closing of the SPoI survey based on
12 each specific course end date, regardless of the semester end date; and
13

14 **Whereas**, many courses have an abbreviated or customized course length that ends prior to the
15 end of a semester (such as a 7-week course); and
16

17 **Whereas**, UCF IT processes SPoI data at the end of each semester resulting in faculty teaching a
18 course with an abbreviated or customized course date waiting until the end of the semester for
19 data to improve instruction; and
20

21 **Whereas**, UCF IT has requested that a change in the processing of the SPoI survey be voted on
22 by the Faculty Senate; therefore
23

24 **Be it resolved** that the Faculty Senate requests that UCF IT process and distribute all SPoI
25 reports for abbreviated or customized courses based on the course end date, regardless of when
26 the semester ends.