

*Faculty Senate Meeting
November 29, 2007*

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures. The minutes of October 25, 2007 were approved unanimously.

ANNOUNCEMENTS, RECOGNITION of GUESTS and ADMINISTRATION

- ⇒ Dr. Chopra requested any additions or corrections to today's agenda to add the resolution regarding Governor Crist Environmental Initiatives in the State of Florida. Motion was made to add this item to the agenda. It was seconded and approved unanimously.
- ⇒ Recognition of guest: Drs. Schell, Morrison-Shetler, Huff-Corzine, Bishop, Mr. Delniak, Registrar, Mr. Scott Cole, General Counsel, Joel Hartman

OLD BUSINESS

NONE

NEW BUSINESS

BOG and BOT Updates - Drs. Chase and Chopra reporting

- ⇒ Dr. Chase reported that the BOG meeting is the first week of December, 2007.
- ⇒ Dr. Chopra reported that the BOT workshop met to address the strategic plan from the BOG; the chair of the BOG was present and gave constructive information.
- ⇒ Dr. Chopra reviewed three key items:
 1. Strongly in favor of masters approval at local level BOT than at the BOG level;
 2. For schools that are performing well, anticipate a shift from purely FTE to performance-based funding; the thought is that the shift should not favor poor past performance; there should be equal money for enhancement and those schools that are performing well;
 3. There will be a compact between local BOTs and the BOG and the strategic plan of each university giving consideration to what is mission of university

Graduate Council FS Resolution 07-08-2 ETD Dissemination - Dr. Liberman reporting

Dr. Liberman reviewed the resolution and answered questions from senators. Clarification was made that graduate students must submit an electronic document; However, Dr. Bishop reiterated that individual situations can always be reviewed by Graduate Office. The electronic mode was approved by UCF four years ago. The wording of the resolution was submitted to the General Counsel and deemed the best way to state the resolution so as to protect the rights of students. Friendly amendments were offered and accepted regarding revision in the order and wording of the options in the resolution.

Resolution GS-2: ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.

*Faculty Senate Meeting
November 29, 2007*

3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years
4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years

Motion was made to approve the 2007-2008-2 Resolution. It was seconded and approved unanimously.

Graduate Council FS Resolution 07-08-3 Thesis and Dissertation Sub. (Turnitin.com) - Dr. Liberman reporting

Dr. Liberman reviewed the resolution and answered questions regarding turnitin.com as an extension of the university and further, protection shields are in place at the company to avoid access of the results in the public domain.

Resolution 2007-2008-3 Thesis and Dissertation Submittals

Whereas, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

Whereas, many students are using the web extensively for their research, sometimes without understanding attribution, and

Whereas, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

And whereas, General Counsel has taken necessary actions with Turnitin.com to ensure that providing theses/dissertations to Turnitin.com will not jeopardize intellectual property for the authors of these works,

Therefore, be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements to submit the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

Motion was made to approve the 2007-2008-3 Resolution. It was seconded and approved unanimously.

Email Retention Policy and Technology - General Counsel Cole and Dr. Hartman reporting

Questions were answered regarding the retention of emails for three years according to FL statutes. Senators asked why the university was unable to archive emails rather than it being handled by individual faculty. The explanation was given that faculty are able to manage the archive and make appropriate decisions regarding which messages to provide if a request is received by the university to release email communication. If the university maintained the archive, then the entire archival material would be sent to the requesting source.

*Faculty Senate Meeting
November 29, 2007*

The current GroupWise back up is 180 days as a business practice; at that point, faculty are directed to archive to one computer. Joel Hartman stated that the link to the archival directions would be restored and directed faculty to review the directions and seek assistance within the department or through computer services if there were no IT within the department. VP Cole reminded faculty that the obligation to archive is with the individual as a public employee. The schedule of archival is published in the policy, with most requirements set at three years – the procedure is one copy of sent or received communication out of university, must be retained by employees. The messages to be archived are within the context of each employee's job and only include email at this point in time.

When a request is received to disclose electronic communication, the employee makes the determination as to which messages are considered to be a public record. Senators requested training and education of existing faculty come through Dean's office of the college rather than through Faculty Senate. Dr. Hartman agreed to place on the ITRCC meeting agenda.

Faculty Constitution Revisions - Dr. Cook reporting

Dr. Cook extended a thank you to Drs. Jewitt, Chase, and Pennington as members of the constitutional revision committee. Dr. Cook reviewed the distributed revisions by topics. The motion was made to suspend the apportionment for 2008-2009 Senate pending the completion of the constitution revisions process. If there are any changes in the proposed revisions, then the work would come back again to the senate. In January, 2008, the vote will reflect the sense of the senate. Motion made, seconded and approved to agree to table further discussion of the proposed constitution revisions at this time. Anticipate reconvene of Senate in January.

Online Grades - Dr. Dulniak reporting

The Registrar's Office anticipates that the current bubble form will cease operation in Spring 2008. The office conducted a pilot of on-line grading during the current fall semester with 57 faculty, 232 sections, and 700+ students representing 4% in the pilot. The objective of the pilot was to test the process and establish the security measures. The plan in Phase 2 is to take online grades and allow upload from WebCT, MyUCF, & acceptable MS Excel files. The office will print grade sheets one more time in spring for faculty if desired; there will be online instruction available however no formal classroom training. Grade changes will not be part of the online system but only initial grade submission.

STANDING COMMITTEE REPORTS

Budget and Admin – Dr. Belfield reporting

Referral matter – see attachment to add to the minutes – adjunct hiring guide on line; PAFs are online – criminal background new employees; adjuncts fellows within 48 hours – contracted out resource.

Graduate Council – Dr. Liberman reporting

The Graduate Council Curriculum Subcommittee has met three times since the last Senate meeting. The committee approved proposals for the addition in new selected graduate programs. Next meeting of the Graduate Curriculum Subcommittee scheduled on December 11, 2007.

Personnel – Dr. Chakraborti reporting

The committee continues work on two main items: (1.) modify guidelines for directors with a vote anticipated at the next meeting and (2.) review of promotion guidelines. The next meeting is scheduled on December 4, 2007.

*Faculty Senate Meeting
November 29, 2007*

STANDING COMMITTEE REPORTS CONT:

UPCC – Dr. Pennington reporting

The committee met on Tuesday and approved the Rosen College degree in golf course management. The next meeting is scheduled on December 11, 2007. Dr. Pennington reminded senators that in order to include items in the 2008-2009 catalog, any changes/additions must be decided in January with the January 8th meeting as last date to get anything approved for the catalog of next year.

OTHER BUSINESS

FS 2007-08-4 Endorsement of Governor Crist Energy Initiatives

Senators engaged in a discussion of the aspects of energy initiatives in the U.S. as well as global climate implications. Friendly amendments were offered along with some revisions to the resolution. Motion was made and seconded to adopt a resolution similar to FIU, upon a vote, the motion did not carry. Further discussion led to additional wordsmith actions. The resolution below was moved and seconded, motion carried.

Resolution 2007-2008- 4 Endorsement of Governor's Crist's Energy Efforts

Whereas, the issues of energy independence and sustainability are of vital importance to the state of Florida and the nation as a whole;

Whereas, energy independence and the development of sustainable energy resources have significant implications to the citizens of Florida, ranging from cost of living to quality of life to safety and security;

Whereas, global climate change poses a serious threat to the people and natural systems of the state including coastlines;

Whereas, public and private policy makers in the state are addressing the issues of energy independence and global climate change and will make decisions that will have long term implications for the citizens of the state;

Be it resolved that the Faculty Senate of the University of Central Florida strongly endorses the efforts of Governor Charlie Crist and the Florida legislature to develop progressive directions to help stimulate the development of renewable energy resources in Florida, thus mitigating the damaging effects of global climate change.

ADJOURNMENT

Motion made, seconded and approved to **suspend** this meeting of the Faculty Senate and reconvene the meeting on January 17, 2007 at 4:00 motioned and seconded. Meeting was suspended.

Recommendations from the ad hoc Constitutional Revision Committee November 2007

Introduction:

As a result of the creation of two new colleges, an ad hoc Constitutional Revision Committee was formed to assure that teaching faculty from the University of Central Florida colleges and departments would be fairly represented, and that the apportionment would no unfairly establish proportionate representation greater than that of any current college.

The revisions are presented in the following format: The first subject from the Constitution presents the current wording of the particular section of the Constitution. Next, the new wording of the Proposed Changes to that particular section of the Constitution is presented.

In one place (apportionment) there is an option A and an option B.

- Notation:**
- a. Underlined words and phrases present new wording for the section.
 - b. Words contained in brackets [] present words which are proposed to be deleted or changed.
 - c. Each proposed change to a section is presented on a separate page.

Topics:

1. Increasing the number of faculty senators, while limiting the maximum number of faculty senators any one college can have. (p.2)
2. Whether or not to include instructors and/or librarians in the apportionment base. (p.3)
3. Whether or not to make instructors eligible for service in the Faculty Senate. (p.4)
4. Increasing the size of the Steering Committee. (p.5)
5. Changing the representation on the Budget and Administrative Committee to insure each college has at least one member. (p.6)
6. Changing the representation on the Research Council to insure each college has at least one member. (p.7)
7. Changing the representation on the Admissions and Standards Committee to insure each college has at least one member. (p.8)
8. Addressing confidentiality of the annual report submitted by the University Promotion and Tenure Committee. (p. 9)
9. Adding the Vice President in charge of Strategic Planning to the Strategic Planning Committee (p.10)
10. Revision of the name of the Common Undergraduate Program Requirements Oversight Committee and whether or not to include GEP Instructors on that committee. (p.11)
11. Slight re-wording of duties and responsibilities of the Common Undergraduate Program Requirements Oversight Committee.(p.11,p.12)
12. Revision of number of committees of the Graduate Council and responsibilities of the committees. (p.13 and attachment)

Topic 1: Increase the number of Senators to 75

3.3. (Current wording): The number of elected members of the Faculty Senate will be apportioned among the colleges and units as follows:

(Number of eligible faculty in a college or unit)

$$\text{Number of senators} = 60 \times \text{-----}$$

(Total Number of eligible faculty members in the University)

The number of senators representing a college or unit will be determined by rounding the above calculated value to the nearest whole number. A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.

***3.3 (Proposed Change):**

Each academic unit will have at least 2 representatives, and no unit may have more than 1/5 of the total number of members in the Senate. The number of elected members of the Faculty Senate will be apportioned among the colleges and units as follows:

(Number of eligible faculty in a college or unit)

$$\text{Number of senators} = \underline{75} \times \text{-----}$$

(Total Number of eligible faculty members in the University)

The number of senators representing a college or unit and the library will be determined by rounding the above calculated value to the nearest whole number. A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.

Topic 2 – alternates Including Full-Time Instructors in calculation of apportionment or Including Full-time Instructors and comparable librarians in calculation of apportionment.

3.3.2 (Current wording):

Apportionment based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments who are listed as faculty on official records of the University on the first day of the spring semester of that year.

Option B: 3.3.2 (Proposed Change):

Apportionment based on the number of individuals with full-time tenured, tenure-earning, or multi-year appointments, professional librarians of comparable rank, and full-time instructors who are listed as faculty on official records....”

Topic 3: Make full-time instructors eligible for election to the Senate

3.4 Eligibility. (Current wording):

Only full-time professors, associate professors, and assistant professors with tenure, tenure-earning, or multi-year appointments, and professional librarians of comparable rank shall be eligible for election to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

3.4 Eligibility. (Proposed Change):

Only full-time professors, associate professors, and assistant professors with tenure, tenure-earning, or multi-year appointments, professional librarians of comparable rank, and full-time instructors, shall be eligible for election to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

Topic 4: Increase size of Senate Steering Committee to 15

3.8.5.1 Steering Committee (Current):

Each college with **less than 5** senate members will have one representative on the Steering Committee.

3.8.5.2 The apportionment of the remaining members of the Steering Committee (after the provision in 3.8.5.1 is implemented) for colleges with **5 or more** senate members shall be derived as follows:

$$\begin{array}{r} \text{(Number of senators from each college} \\ \text{or degree granting unit with 5 or more senators)} \\ \hline \phantom{\text{(Number of senators from each college}} \quad \quad \quad \text{X} \quad \underline{12} \\ \text{(Total number of senators from colleges} \\ \text{or degree granting units with 5 or more senators)} \end{array}$$

Steering Committee (Proposed Change):

3.8.5.1 Each college with **less than 5** senate members will have one representative on the Steering Committee.

3.8.5.2 The apportionment of the remaining members of the Steering Committee (after the provision in 3.8.5.1 is implemented) for colleges with **5 or more** senate members shall be derived as follows:

$$\begin{array}{r} \text{(Number of senators from each college} \\ \text{or degree granting unit with 5 or more senators)} \\ \hline \phantom{\text{(Number of senators from each college}} \quad \quad \quad \text{X} \quad \underline{15} \\ \text{(Total number of senators from colleges} \\ \text{or degree granting units with 5 or more senators)} \end{array}$$

(Current wording):

3.10.3.1.1 Faculty Senate Steering Committee: The Faculty Senate chair, vice chair, secretary, twelve senators apportioned from the colleges on the basis set forth in section 3.8.5 herein, and the immediate past chair of the Senate (ex officio) shall serve as the Steering Committee of the Faculty Senate. The chair of the Faculty Senate shall serve as chair of the Steering Committee. Elections for college representatives on the Steering Committee shall be conducted at the first meeting of the new Senate as provided in section 3.8.5.

(Proposed Change):

Substitute the number "fifteen" for "twelve" on line 2.

Topic 5: Change wording for Budget & Administrative Committee to allow each college to have representation

(Current wording):

Budget and Administrative Procedures Committee:

3.10.7.1 Membership. The Committee shall consist of fourteen tenured or tenure-earning faculty members, eight of whom are current members of the Faculty Senate, and the vice presidents for Academic Affairs and Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the vice president of Academic Affairs. Selection criteria emphasize expertise in finance or budget administration and do not consider college representation per se. However, it is expected that each college shall have one representative.

Proposed Change:

3.10.7.1 Membership. The Committee shall consist of fourteen tenured or tenure-earning faculty members, eight of whom are current members of the Faculty Senate, and the vice presidents for Academic Affairs and Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the vice president of Academic Affairs. It is expected that each college shall have one representative. The remaining members are unrestricted with regard to college affiliation. **Delete phrase in brackets**→ [Selection criteria emphasize expertise in finance or budget administration and do not consider college representation per se. However]

** If 3.4 changes to add instructors, *add Instructor*

Topic 6: Change wording of Research Council to allow each college to have representation.

(Current wording):

Research Council:

3.10.8.1 Membership. The Research Council shall consist of thirteen faculty members from the various colleges, two faculty members from the institutes and/or centers, a representative from the library (non-voting), and the vice president for Research (ex officio), or his/her designee. Terms of service shall be three years, staggered. The colleges shall have at least one member each. Members from the institutes and/or centers will be designated by the vice president for Research in consultation with the college deans and with the Committee on Committees. Faculty members from various colleges will be selected by the Committee on Committees in consultation with the vice president for Research and with college deans. The chair of the Council shall be elected annually by its membership. Selection criteria shall include a productive record of research/ scholarly activity. Only faculty members holding the rank of associate professor or professor shall be eligible for membership.

Proposed Change:

3.10.8.1 Membership. The Research Council shall consist of one ~~Delete phrase in brackets~~ → [thirteen] faculty member from each of the various colleges, two faculty members from the institutes and/or centers, a representative from the library [~~delete~~ (non-voting)], and the Vice President for Research (ex officio), or his/her designee. Terms of service shall be three years, staggered. The colleges shall have at least one member each. Members from the institutes and/or centers will be designated by the vice president for Research in consultation with the college deans and with the Committee on Committees. Faculty members from various colleges will be selected by the Committee on Committees in consultation with the vice president for Research and with college deans. The chair of the Council shall be elected annually by its membership. Selection criteria shall include a productive record of research/ scholarly activity. Only faculty members holding the rank of associate professor or professor shall be eligible for membership.

Topic 7: Change wording of Admissions and Standards Committee to allow each college to have representation.

(Current wording):

Admissions and Standards Committee:

3.10.9.1 Membership. The Committee consists of the following members: ten faculty with one representative from each college and enough at large faculty representatives to bring the number up to ten. Faculty representatives are selected by the Committee on Committees in consultation with the vice president for Student Development and Enrollment Services. Seven non-faculty representatives are selected by the vice president for Student Development and Enrollment Services with advice from each of the areas represented: Academic Development and Retention, EEO, Special Programs Unit, Student Government, and Undergraduate Studies. A representative from the professional advising office for each college, Undergraduate Admissions, Registrar's Office and Academic Services may serve as a non-voting resource person to assist the committee members. Vice president for Student Development and Enrollment Services (ex officio) or his/her designee chairs the Committee. Terms of service are three years, staggered. The Committee recommends to the vice president for Student Development and Enrollment Services.

(Proposed Change):

3.10.9.1 Membership. The Committee consists of the following members: **Delete phrase in brackets**→ [ten faculty with] one faculty representative from each college **Delete phrase in brackets**→ [and enough at large faculty representatives to bring the number up to ten]. Faculty representatives are selected by the Committee on Committees in consultation with the vice president for Student Development and Enrollment Services. **Delete word in brackets**→ [Seven] Non-faculty representatives are selected by the vice president for Student Development and Enrollment Services with advice from each of the areas represented: Academic Development and Retention, EEO, Special Programs Unit, Student Government, and Undergraduate Studies. A representative from the professional advising office for each college, Undergraduate Admissions, Registrar's Office and Academic Services may serve as a non-voting resource person to assist the committee members. Vice president for Student Development and Enrollment Services (ex officio) or his/her designee chairs the Committee. Terms of service are three years, staggered. The Committee recommends to the vice president for Student Development and Enrollment Services.

**Topic 8: Address need for annual report to the Senate by the University
Promotion and Tenure Committee to assure confidentiality**

(Current wording):

University Promotion and Tenure Committee:

3.10.20.2.4 To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester.

(Proposed Change):

To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester, while complying with the rules set out by the Collective Bargaining agreement relating to confidentiality.

Topic 9: Add Vice President in charge of Strategic Planning to the membership of the Strategic Planning Committee

(Current wording):

Strategic Planning Committee:

3.10.21.1 Membership. The Council may consist of the following: one faculty member from each college, the chair of the Faculty Senate, and one faculty representing each of the colleges and one faculty representing the area campuses, a representative of the Staff Council, the vice president for Student Development and Enrollment Services, the Associate Vice President (Planning and Evaluation) for Academic Affairs, vice provost for Information Technologies and Resources, two college deans, the director of Minority Student Services, director of Diversity Initiatives, the director of International Studies and Programs, one department chair, the chair of the Research Council, the associate director of the Library, the director of Institutional Research and Planning, a staff representative from the Office of Public Affairs, the director of Computer Services, a student nominated by the Student Government president, an alumni nominated by the Alumni Association president, and additional members who may be appointed by the University president as appropriate to issues under review. Faculty representatives on the committee are selected by the Committee on Committees in consultation with the vice president for Academic Affairs. Terms of service for faculty members shall be three years, staggered. The Council chair shall be appointed by the president from the membership of the Council. The Council may establish ad hoc task forces to study various planning issues; such task forces will be modified or deleted as issues change.

(Proposed Change):

The Council may consist of the following: one faculty member from each college, the chair of the Faculty Senate, and one faculty representing each of the colleges and one faculty representing the area campuses, a representative of the Staff Council, the vice president for Student Development and Enrollment Services, the **Delete words in brackets**→[Associate Vice President (Planning and Evaluation) for Academic Affairs], Vice President in charge of Strategic Planning, vice provost for Information Technologies and Resources, two college deans, the director of Minority Student Services, director of Diversity Initiatives, the director of International Studies and Programs, one department chair, the chair of the Research Council, the associate director of the Library, the director of Institutional Research and Planning, a staff representative from the Office of Public Affairs, the director of Computer Services, a student nominated by the Student Government president, an alumni nominated by the Alumni Association president, and additional members who may be appointed by the University president as appropriate to issues under review. Faculty representatives on the committee are selected by the Committee on Committees in consultation with the vice president for Academic Affairs. Terms of service for faculty members shall be three years, staggered. The Council chair shall be appointed by the president from the membership of the Council. The Council may establish ad hoc task forces to study various planning issues; such task forces will be modified or deleted as issues change.

Topic 10: Change name of the Common Undergraduate Program Requirements Oversight Committee, and add full-time Instructors who have responsibility for General Education Program to the committee.

Topic 11: Re-word duties and responsibilities of the Common Undergraduate Program Requirements Oversight Committee.

(Current wording):

3.10.22 Common Undergraduate Program Requirements Oversight Committee.

The Common Undergraduate Program Requirements Oversight Committee is a reporting committee of the Faculty Senate which provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

(Proposed Change):

Change Name of Committee:

3.10.22 Undergraduate Common Program Oversight Committee

The **Delete phrase in brackets**→ [Common Undergraduate Program Requirements Oversight Committee] to Undergraduate Common Program Oversight Committee

is a reporting committee of the Faculty Senate which provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

(Current wording):

3.10.22.1 Membership. The Committee shall consist of at least three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs, and the Dean of Undergraduate Studies, who shall chair the committee. The Committee on Committees chooses faculty members in consultation with the college deans and the Dean of Undergraduate Studies. Only tenured and tenure-earning faculty members are eligible to serve on the Committee. Terms of service shall be two years, staggered. Non-voting members of the Committee will include a representative from the Office of Diversity Initiatives and a representative from the Karen L. Smith Faculty Center for Teaching and Learning. Other non-voting members may be added to the Committee as resource persons at the discretion of the chair.

(Proposed Change):

3.10.22.1 Membership. The Committee shall consist of at least three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs, and the Dean of Undergraduate Studies, who shall chair the committee. The Committee on Committees chooses faculty members in consultation with the college deans and the Dean of Undergraduate Studies. Only tenured and tenure-earning faculty

members and full-time instructors responsible for general education courses are eligible to serve on the Committee. Terms of service shall be two years, staggered. Non-voting members of the Committee will include a representative from the Office of Diversity Initiatives and a representative from the Karen L. Smith Faculty Center for Teaching and Learning. Other non-voting members may be added to the Committee as resource persons at the discretion of the chair.

(Current wording):

3.10.22.2.1 To monitor that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

(Proposed Change):

To assure ~~word in brackets~~ → [monitor] that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

Topic 12: Revision of the number of committees of the Graduate Council and responsibilities of the committees:

- a. **Revise** the names of the Committees to reflect their role and to eliminate unnecessary wording
- b. **Add** a new committee in order to handle the daunting task of program reviews (Graduate Program Review Committee)
- c. **Adjust** the composition of some of the committees to assure that all members of the Graduate Council have a committee assignment.

See attached separate document from the Graduate Council (*Graduate Council Constitution MCP draft Oct2007*) for editorial comments and changes.

3.10.5 Graduate Council. The Graduate Council is a standing committee of the Faculty Senate and reports to the Senate on graduate policy and curriculum matters. ~~Four~~ subcommittees of the Council examine and formulate policies and procedures, hear petitions for variances from graduate programs, college, or University requirements, and review graduate course action requests and requests for new programs, among other matters.

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BACK TO TABLE OF CONTENTS

3.10.5.1 Membership.

3.10.5.1.1 Graduate Council: The Council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the library, and the vice provost and dean of the Division of Graduate Studies (ex officio). Terms of service shall be ~~three~~ years, staggered. Only tenured associate or full professors are eligible to serve on the Council ~~and they must meet the qualifications for participating in graduate education as defined by the policy at www.graduatecouncil.ucf.edu/policy/approved_policies~~. Each college shall have at least one member on the Council, ~~and the~~ Committee on Committees shall select the faculty members. Nominations are open and will ~~also~~ be solicited from the deans of the respective colleges as well as from the vice provost and dean of the Division of Graduate Studies, ~~among others~~. The Council chair and vice chair must be current Faculty Senate members and are elected annually by ~~the membership of the Council at the first meeting~~ after the new Senate is elected, normally in the early fall term. The elected chair of the Council will serve as the chair of the Graduate Policy committee. The vice chair of the Council will serve as the chair of the Graduate Curriculum committee, ~~and all members of the Graduate Council will integrated into the four committees~~. ~~All Graduate Council members will serve on at least one committee.~~

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Deleted: Selection criteria for membership on the Council shall include: a record of involvement in the graduate programs within their respective colleges or units, the number of graduate student theses directed, and active scholarship within their particular discipline.
Comment [mjs1]: Refers to ambiguous: the Council or the Senate? Hence the suggested change
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3.10.5.1.2 Graduate Policy committee: The Graduate Policy committee shall consist of four senate members, four non-senate members, ~~a graduate student~~, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council chair will serve as the chair of the Graduate Policy Committee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be ~~three~~ years, staggered. ~~The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.~~

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3.10.5.1.3 Graduate Appeals and Awards committee: The Graduate Appeals and Awards Committee shall consist of ~~eight graduate faculty~~ members, ~~a graduate student~~, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council chair will appoint

Comment [mjs3]: Which is done first? Is the chair restricted to be from the list of selected members? If so, invert these sentences.

the chair of the Graduate Appeals and Awards Committee. The Committee on Committees shall select members, and to the extent possible, take in to consideration representation of various colleges. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.

- Comment [mjs4]: Presumably this is explained somewhere
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3.10.5.1.4 Graduate Curriculum Committee: The Graduate Curriculum committee shall consist of four senate members, four non senate members, a graduate student, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council vice chair will serve as the chair of the Graduate Curriculum committee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the Council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.

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3.10.5.1.5 Graduate Program Review Committee: The Graduate Program Review Committee shall consist of five senate members, five non-senate members, and the vice provost and dean of the Division of Graduate Studies (ex-officio). The Council chair will appoint the chair of the Graduate Program Review Committee. The Committee on Committees shall select members so that each college is represented on this committee. Terms of service shall be three years, staggered.

BACK TO TABLE OF CONTENTS

3.10.5.2 Duties and Responsibilities.

3.10.5.2.1 Graduate Council.

3.10.5.2.1.1 To review all matters referred by committees of the Graduate Council.

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3.10.5.2.1.2 To transmit its recommendations to the Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive, vice president for Academic Affairs.

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3.10.5.2.1.3 To review all graduate programs within the University on a periodic basis per Board of Trustees guidelines. The review process will include the University Seven Year Program Review reports and recommendations based on the review of the annual college reports on the status of graduate programs.

- Comment [mjs5]: clarify
- Deleted: Five-

3.10.5.2.2 Graduate Policy Committee.

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3.10.5.2.2.1 To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.

3.10.5.2.2.2 To review all matters referred by the Graduate Council.

3.10.5.2.2.3 To transmit its recommendations to the Faculty Senate Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive vice president for Academic Affairs.

3.10.5.2.3 Graduate Appeals and Awards committee.

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3.10.5.2.3.1 To hear petitions for variances from established policies governing post-baccalaureate, certificate or graduate degrees regardless of the administrative level from which the policy emanated including the graduate program, the college or the University. The petitions usually begin with the student, and are initially reviewed at the program level, followed by a college review before arriving at the Graduate Council Appeals and Awards Committee. Denial at a lower level should not impede the flow of the petition to the next level of review. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific petition.

Deleted: requirements for post-baccalaureate, certificate or graduate degrees at the University

3.10.5.2.3.2 To hear other cases as referred by the vice provost and Dean of Graduate Studies including but not limited to applicant appeals of adverse admissions decisions, student appeals of adverse administrative decisions such as withdrawals, drops, etc, and appeals that originate in The Golden Rule and require a decision by the vice provost and Dean of Graduate Studies. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific appeal.

Comment [mjs6]: Only admissions??

Deleted: or from graduate students at the University; or applicants to graduate programs. An appeal is student petition is considered when the department and college have reviewed the request and denied the petition or when the student is requesting an exception to University policies or regulations would like an exception granted to a university policy. Applicant petitions are considered when the applicant files an appeal of a program admission decision. The Graduate Appeals Subcommittee will review the appeal once the program has reviewed the decision and upon further consideration has denied entrance into the program.¶

3.10.5.2.3.3 To hear all requests from graduate program directors, for exceptions from graduate policies and procedures.

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3.10.5.2.3.4 To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the executive vice president for Academic Affairs.

Deleted: recommend approval or denial of appeals or petitions to the vice provost and dean of the Division of Graduate Studies, who will notify the student, department, and college of the action. ¶

3.10.5.2.3.5 To monitor graduate program practices and make recommendations as appropriate.

Deleted: coordinators

3.10.5.2.3.6 To review all matters referred by the Graduate Council.

3.10.5.2.3.7 All conclusions of deliberations by the Graduate Appeal and Awards Committee are considered recommendations to the vice provost and Dean of Graduate Studies who makes the

final decision for the University. The vice provost and Dean will then notify the appropriate persons of the decision , including students, programs, and colleges.

BACK TO TABLE OF CONTENTS

3.10.5.2.4 Graduate Curriculum committee.

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3.10.5.2.4.1 To review curricular issues related to graduate education.

3.10.5.2.4.2 To review changes to existing graduate programs (such as hours, thesis/non-thesis options) and make recommendations to the vice provost and dean of the Division of Graduate Studies.

Deleted: 3.10.5.2.4.2 To review proposals of new graduate programs and deletion of existing programs which will be submitted to this subcommittee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for final approval.†

3.10.5.2.4.3 To review new tracks or options to existing graduate programs and deletions of tracks or options, and make recommendations to the vice provost and dean of the Division of Graduate Studies.

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3.10.5.2.4.4 To review new certificate programs and the deletion of existing certificate programs and make recommendations to the vice provost and dean of the Division of Graduate Studies.

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3.10.5.2.4.5 To review all requests for additions, revisions and deletions of graduate and special topic courses and make recommendations to the vice provost and dean of the Division of Graduate Studies.

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3.10.5.2.4.6 To review all matters referred by the Graduate Council.

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3.10.5.2.5 Graduate Program Review committee.

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3.10.5.2.5.1 To serve on program review committees for graduate programs, as part of the seven year program review cycle and report findings to the vice provost and dean of the Division of Graduate Studies.

3.10.5.2.5.2 To review proposals of new graduate programs and deletion of existing programs which will be submitted to this committee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for their review and approval. Recommendations will be reported to the vice provost and dean of the Division of Graduate Studies for transmittal to the Board of Trustees.

3.10.5.2.5.3. To review all assessment plans for graduate programs.

3.10.5.2.5.4. To review all matters referred by the Graduate Council.

Resolution 2007-2008-3 Thesis and Dissertation Submittals

Whereas, the originality of thesis and dissertation work reflects directly on the quality of the institution, its faculty, and its students, and

Whereas, many students are using the web extensively for their research, sometimes without understanding attribution, and

Whereas, UCF makes available Turnitin.com for faculty and students to ensure that the work of the student is original,

And whereas, General Counsel has taken necessary actions with Turnitin.com to ensure that providing theses/dissertations to Turnitin.com will not jeopardize intellectual property for the authors of these works,

Therefore, be it resolved, that UCF will require all students submitting a thesis or dissertation that meet graduate degree requirements to submit the thesis or dissertation through Turnitin.com. Turnitin.com will supply the results to the ETD committee chair for review.

Resolution 2007-2008-2 ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, that UCF will provide the following options for all graduate students submitting the required Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.
3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years
4. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___ five years