

Faculty Senate
Steering Committee Meeting
Minutes of November 3, 2016

Keith Koons, chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of September 8, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jennifer Sumner, Director of Academic Support Services, Regional Campuses
Kristy McAllister, Coordinator, Academic Affairs Information and Publication Services

ANNOUNCEMENTS

The Senate received approval from the provost on the following resolutions:

Resolution 2016-2017-1 Joint Committees and Councils

Resolution 2016-2017-2 Various Joint Committees and Councils

Resolution 2016-2017-4 Undergraduate Council and Committees

Resolution 2016-2017-5 Graduate Council and Committees

Resolution 2016-2017-6 Parking Advisory and University Parking and Transportation Committees

Resolution 2016-2017-8 Nominating Committee

Resolution 2016-2017-11 Section IX Amendments

The remaining resolutions approved at the October 20, 2016 Senate meeting are still under review. Dr. Korosec indicated that Dr. Hartman will review Resolution 2016-2017-3 and is having Dr. Young review Resolution 2016-2017-9, while Resolution 2016-2017-10 is being reviewed by the provost. The provost is looking at an addendum to Resolution 2016-2017-10. Hopefully a response will be forthcoming in the next couple of weeks.

OLD BUSINESS

None.

REPORT OF THE PROVOST

The provost is attending the Board of Governors meeting today. Ronnie Korosec reporting on behalf of the provost.

Gallup-Purdue Index

As part of a national initiative, UCF was part of a study earlier this year to evaluate our graduate students level of satisfaction with the quality of education and services received. The survey was sent to 100,000 alumni that graduated from UCF between 1970 and 2015. The response rate was 9%. Gallup representatives were on campus a couple of weeks ago to share preliminary information. A report will probably be available in the Spring

semester. The provost requested the findings be made available to Steering and communicated to larger groups.

Collective Impact - Strategic Plan

Dr. Lisa Jones facilitated a provost retreat on October 27 on the Collective Impact and institutionalizing the Strategic Plan. Mike Morsberger helped secure a \$10,000 commitment from Nelson Marchioli, chair of the UCF Foundation Board to recognize faculty and staff that are actively involved in the strategic planning process and able to bring new and innovative ways of implementing the strategic plan. Details are still in development.

Student Demand for Mental Health Services

There is a spike in the number and scope of counseling services needed by students this year at UCF and throughout the State of Florida. The need for services has increased by 4 – 5% over last year. UCF does not have enough counselors in permanent roles to meet the demand. The Board of Trustees approved hiring four temporary counselors while trying to secure more funds.

Provost College Visits

The provost scheduled half day sessions at all colleges to receive feedback. The provost visited with the College of Arts and Humanities on October 20, and the Rosen College of Hospitality Management on October 26. The Rosen College noted that the faculty were appreciative and the visit was well received. The provost spends about thirty minutes providing an overview of the Collective Impact – Strategic Plan, followed by a question and answer session. The remaining time is planned by the college. Upcoming college visits include:

- College of Business Administration – November 18, 2016
- College of Sciences – January 13, 2017
- College of Health and Public Affairs – January
- Burnett Honors College – January
- College of Engineering and Computer Science – February
- College of Education and Human Performance – March
- College of Medicine, College of Nursing, and College of Optics and Photonics – April

Provost Forum

Thanked everyone that attended and participated in the provost forums. The first forum on Research and Graduate Studies was co-hosted by the provost and Liz Klonoff. The second forum on Faculty Excellence and Prominence was co-hosted by the provost and Cynthia Young. The webcasts are archived at <http://provost.ucf.edu/2016-17-provost-forums/>, if you were unable to attend. Two more forums are planned in the spring; Student Success on February 13, 2017, and Funding and Philanthropy on April 13, 2017. Both forums are from 9:00 – 10:00 a.m. in the Morgridge International Reading Room. The provost plans to hold the forums on an annual basis.

Question: Can you clarify who is reviewing the pending resolutions?

Answer: Resolution 2016-2017-3 University Promotion and Tenure Committee and Resolution 2016-2017-9 Governance in Academic Units are both being reviewed by Cynthia Young. Resolution 2016-2017-7 Information Technology Advisory Committee is being reviewed by Joel Hartman and Resolution 2016-2017-10 Restore Section IV Meetings of the Senate I. Resolution is being reviewed by the provost.

NEW BUSINESS

Foundations of Excellence (FoE) Update Presentation

Dr. Jennifer Sumner provided an update on the FoE initiative. Dr. Sumner distributed a First Year Summary 2014-2015. In 2014-2015, 61% of undergraduates transferred to UCF, of which 54% represented transfers through DirectConnect. Discussed the purpose and the steps taken over the past year, what UCF learned, and what needs to be done going forward.

Question: Is there any way to target some of the efforts? For example, the drop in GPA after the first semester, is it different by program? If so, can't we target the drops?

Answer: Working with Institutional Knowledge Management (IKM) to get data for this year. The GPA does go back up in the second semester. Will see if we can isolate the declines based on IKM data.

Question: Has anyone tried to track down county or specific institutions in order to determine where to issues are coming from and who are the most productive institutions that don't have transfer issues?

Answer: Most of the transfers are from the Direct Connect partners and others are from other colleges. With the increase in our online presence, we expect more transfers from out-of-state. It's important to get strategies in motion now to help in the future.

Question: How is transfer shock any different from first year in college students?

Answer: Similar, but students coming from a small institution have smaller class sizes with more structured instruction. For example, UCF has video captured lectures that don't require the student to attend. Student support at the university is vast with over 500 initiatives that impact transfer students. The support is sometimes hard for the students to navigate.

Question: Does any data indicate that the transfer students are moving away from home for the first time and that could be adding to the GPA drop?

Answer: Have not seen that in the data, but it could be an issue since one of the benefits of DirectConnect is that the student can stay local and live at home.

Comment: In comparing freshman and transfers, we might have better processes in place for freshman. For example, freshman are required to attend a two-day orientation where transfer students only attend a one-day orientation. UCF transfer students now exceed the total of first time in college freshman.

Question: In some programs, when a student's GPA drops, they change majors then the GPA increases. Is this the norm?

Answer: These are all great data points and we can look into it.

Comment: Others would be interested in knowing: where the transfers are coming from, are they switching majors, and other information that may help program directors.

Question: What is the reciprocity with the six feeder institutions? What is their role in preparing their students in attending a university?

Answer: We have had great success with our partnerships. Especially through curriculum alignment. We have six different working groups (curriculum alignment, advising alignment, data resources, professional workforce development, and others). Each campus has a DirectConnect Coordinator on-site. We also just launched the DirectConnect pathway, an online program that enhances the DirectConnect experience.

Question: Even though we have common course numbering, we've found that the content and achievement is not the same, resulting in students entering at a disadvantage.

Answer: Although curriculum alignment is focused on the STEM area, the faculty at the partner institutions and UCF discuss disparities in common courses.

Question: Do we have a minimum GPA requirement for transfers?

Answer: No.

Comment made how first time freshman and transfer students are different and many faculty don't understand the college system, courses, and difference in students.

Comment: With the university pushing for greater student retention and higher GPA's, many program directors are frustrated since they are held accountable for these issues beyond their control.

Comment: The upcoming data analysis will benefit everyone.

Question: There are a number of actions being rolled out. When will we hear about them?

Answer: Out of 118 recommendations, we are moving forward on 24 specific items. We will be having a joint meeting toward the end of the year to talk about long term sustainability. So it depends on the action item and the universities response and ability to fund and provide resources. We can send the Steering committee a breakdown on where we are with the 24 action items and a percentage of completion in each area. Dr. Koons indicated that the Steering Committee can assist in disseminating the information.

50th Anniversary of the Faculty Senate

This April marks the 50th anniversary of the Faculty Senate. Would like ideas on what Steering would like to do to mark the anniversary. Ideas included:

- Open house with faculty.
- Periodic service announcement throughout the year to communicate accomplishments.

- 5-7 minute video summarizing 50 years of history and accomplishments of the Faculty Senate over the years.
- Invite current and past senators still working at UCF to a celebration. Rosen might be able to help plan.
- Fun awards.
- Have a week-long celebration of faculty. Ask each college/unit to highlight past accomplishments.
- Work with Faculty Center for Teaching and Learning or Faculty Excellence.

Noted that the Senate now recognizes senators serving 10 years. Last year we honored all senators serving 10 years – 35 years, including retirees. This year we will celebrate two honorees.

If you have any other ideas, please email the chair and the Senate administrative assistant.

LIAISON COMMITTEE REPORTS

Budget and Administrative – Nina Orlovskaya

Committee met yesterday. Discussed benefits of online teaching versus face-to-face.

Parking Advisory Committee – Bari Hoffman-Ruddy

Committee met October 24. Curt Sawyer provided a comparison of the UCF parking permit costs compared to other State University System institutions. UCF appears higher since the institution is new and still has debt obligations relating to the parking garages. Committee was also provided with the Board of Trustees presentation on parking and transportation services. Comment made regarding the dangers of parking in the D lots and having to walk through car and bus traffic in order to get to the buildings. There is no cross walk. Dr. Koons will pass along to Curt Sawyer.

Personnel Committee – Linda Walters

Working on a resolution to triple nursing mother lactation rooms on campus. The federal recommendation is 6 rooms for every 1,000 women. We are hoping to get enough rooms to accommodate the total number of women faculty and staff. Right now we have seven rooms; asking to triple the number of rooms.

Question: How are room locations communicated?

Answer: Posted on the Center for Success of Women's Faculty website, other websites, and distributed with maternity leave information.

Graduate Council – Jim Moharam

All committees have met. Curriculum Committee approved an Integrative Anthropological Sciences PhD proposal. An issued tied to Online came through the Policy committee regarding fully online degree programs. The Board of Trustees approved a \$51 reduction per credit hour in tuition since the students do not attend classes on campus or use other facilities. These credit hours are apparently treated differently and UCF Online keeps part of the credit. The new budget model does not include UCF Online credit hours. We need to learn more about how this works. Departments may not be willing to offer programs if the department receives no credit or

funding. Last year the university only had a total of approximately 200 students in the fully online degree programs, but will potentially grow. Dr. Koons asked the Budget and Administrative committee to investigate the issue.

Undergraduate Council – Kelly Allred

The executive committee met and worked on updating policies and procedures. The revised policies and procedures will go to the committee for a vote. Discussed the topic assigned by Steering regarding a form to document the approvals across colleges/departments prior to being submitted to the committee for approval. The committee feels communication is happening and a form is not necessary.

OTHER BUSINESS

Reminded liaisons that the next Steering Committee meeting is scheduled for January 12. Any resolutions should be submitted by January 5.

We have a presentation scheduled on an update on UCF Downtown at the November 17 meeting. Thad Seymour will discuss the physical plans and Mike Frumkin will talk about the programs.

Comment made indicating that student credit hour fights are emerging as an unintended outcome of the new budget allocation model. For instance, a faculty member from college A will no longer be allowed to teach the course for college B since funding will be lost. Also, instances of colleges submitting proposals ahead of other colleges in order to get a course added for the funds. The provost's office may want to address. One institution puts a j at the end of a course for a course taught by several colleges that way credit is given by enrollment. Ronnie Korosec was asked to take the issue back to the provost.

Dr. Harrington would like to modify Article VII. Amendments in the Faculty Constitution to clarify the procedure. Asked anyone interested in drafting clearer language to contact him.

Question: When the Budget and Administrative committee gets an answer regarding how the new budget model handles online degree programs, where should the answer be sent?

Answer: The issue is assigned to the committee to handle and the outcome can be included in the liaison committee report at a future meeting. Two resources would be Tom Cavanagh and Joel Hartman.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:40 p.m.

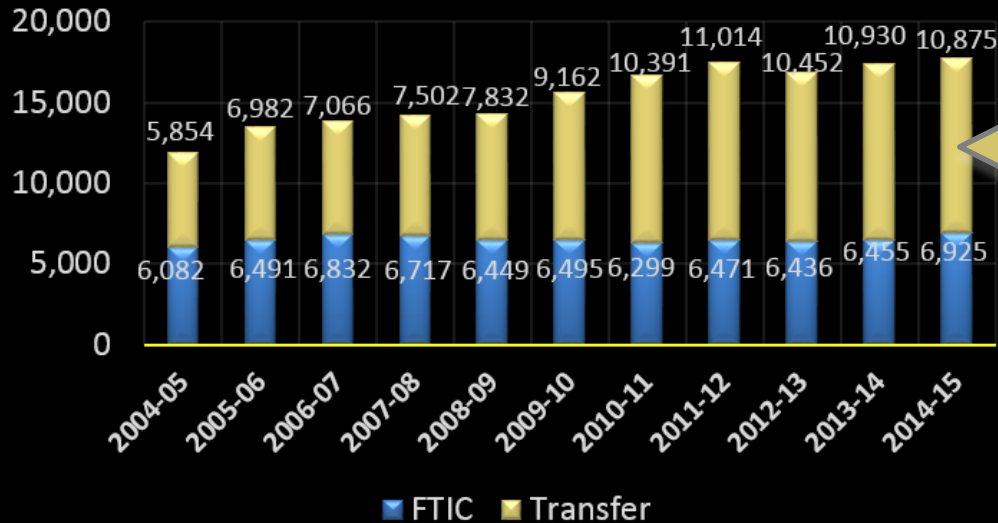


University of Central Florida
Foundations of Excellence
Transfer Focus

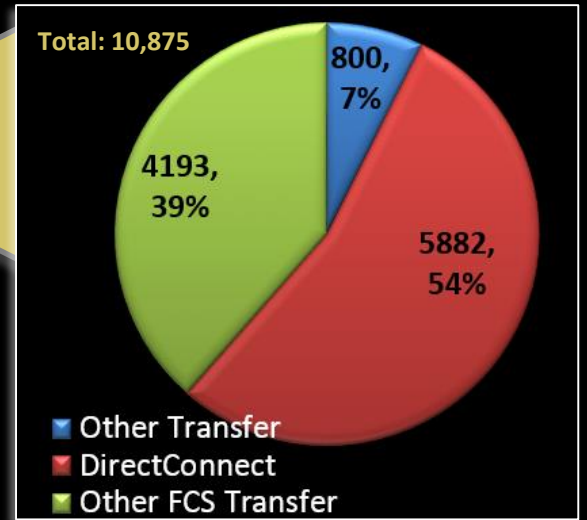


UCF admits over 10,000 transfer students annually
 In 2014-2015, 61% of undergraduates came to UCF as transfers,
 54% through *DirectConnect to UCF* with earned AA/AS degrees

Incoming Students by Entry Type



2014-15 Undergraduate Transfers





Purpose of FoE

Transfer students can experience a period of difficulty as they transfer from a two-year college into a four-year university, often termed “Transfer Shock.”

The Foundations of Excellence (FoE) Transfer Initiative is:

- In partnership with the John N. Gardner Institute for Excellence in Undergraduate Education.
- A process driven approach whereby a recommended action plan is developed around institutional improvements leading to higher levels of transfer student academic success, learning, satisfaction, and graduation.



Structure of FoE

- **Year One**

- A self-study of transfer policies, practices, and procedures.
- Over 500 initiatives identified for the Current Practices Inventory; over 17,000 student and 1,000 faculty-staff respondents to the FoE surveys; over 200 faculty, staff, students, and partner representatives on the FoE Taskforce.
- Over 118 recommendations were made on how to improve the transfer students' academic success, learning, satisfaction, and graduation.

- **Year Two**

- Development of implementation plans for all recommended action items, with preliminary deployment of several initiatives.

- **Beyond Year Two**

- Full implementation and sustainability of key action items.



Current Status—Year Two

Theme 1: *Transfer Philosophy Statement:* Create, adopt, and distribute a campus-wide philosophy statement on the transfer student experience.

Theme 2: *Communication:* Create coordinated messaging about transfer student success.

Theme 3: *Transfer Credit Evaluation:* Expedite, enhance, and streamline the transfer credit evaluation process.

Theme 4: *Curriculum Alignment:* Expand Curriculum Alignment efforts between UCF and sending institutions.

Theme 5: *Transfer Orientation:* Enhance the transfer student orientation experience .

Theme 6: *Transfer Engagement:* Create a holistic student experience that will assist in developing the academic, personal, social, and professional skills of students.

Theme 7: *Academic Success:* Create academic support services for faculty, staff, and students to result in a greater understanding, involvement, and commitment to transfer student success.



What We Learned in Year One

- UCF needs an institution-wide transfer philosophy statement.
- UCF's many support structures/units must be better focused, organized, coordinated, and communicated to students.
- UCF should engage students earlier and throughout their transition process to focus on career and life goals.
- Faculty have limited understanding of the transfer student experience, and faculty rarely interact with colleagues at partner institutions.



Next Steps

- Adopt a University-wide Transfer Philosophy Statement
- For each of the major action items:
 - Establish an implementation plan to include milestones, action steps, costs, and timeline
 - Develop an assessment and evaluation plan
 - Plan for long term sustainability