

**FACULTY SENATE STEERING COMMITTEE  
MINUTES  
November 4, 1999**

The Faculty Senate Steering Committee was called to order by Dr. Ida Cook, at 4:07 p.m. Minutes of October 7, 1999 were unanimously approved. Members present: Provost Gary Whitehouse, Drs. Cynthia Hutchinson, Richard Tucker, K. Phillip Taylor, Pat Higginbotham, Jamal Nayfeh, Glenn Cunningham, Naval Modani, and Aaron Liberman.

**ANNOUNCEMENTS**

Dr. Gary Whitehouse announced that there has been a reorganization involving the School of Computer Science and the College of Engineering effective November 15, 1999. The college will be renamed the College of Engineering and Computer Science. Within the College of Engineering and Computer Science, a School of Electrical Engineering and Computing will be established with the divisions of Computer Science, Electrical Engineering, and Computer Engineering. (The name of the school is still under deliberation.) There was brief discussion on the distribution of diplomas. Dr. Whitehouse also reported that the University Budget Committee had met and discussed the "carried forward funds" of approximately \$2,000,000. There may be an additional \$500,000 for the expansion of the Student Union.

**OLD BUSINESS**

Dr. Naval Modani reported that Dr. Abraham Pizam, School of Hospitality Management, will serve as the Grand Marshal at commencement on December 18, 1999 for the College of Business Administration. Dr. Modani volunteered to serve as the Faculty Representative. Dr. Liberman stated that he would inquire on the Grand Marshal for the College of Health and Public Affairs. Dr. Cook reported that Dr. Christian Bauer, College of Engineering and School of Optics will serve as Grand Marshal.

**NEW BUSINESS**

**Committee Reports**

Budget and Administrative - Dr. Glenn Cunningham reported that the committee is working on several agenda items.

- ◆ Travel: There are still several problems related to travel that need to be corrected with the Travel issue. Dr. Whitehouse stated that a facilitator has been assigned to address these concerns.
- ◆ Payroll: There continue to be problems with faculty, graduate students, and adjuncts receiving their paychecks in a timely manner. Mr. William Merck, Administration and Finance, and Mr. Mark Roberts, Human Resources, are working on the problem.
- ◆ Campus alterations and improvements: The committee is working with Mr. Merck regarding the process of alterations and improvements on campus as governed by University guidelines and requirements.
- ◆ Retirement system: There continues to be concerns regarding the changes in the retirement system, e.g., changes in retirement benefits and the contributions to the retirement system.

Graduate Council - Dr. Jamal Nayfeh reported that the committee has been very busy. There are two resolutions for the Faculty Senate to consider placing on the agenda by the Steering Committee.

Undergraduate Policy and Curriculum Committee - In the absence of Dr. Karl-Heinrich Barsch, Kathy Wohlbold, the secretary for the UPCC, reported that the Committee met on November 2, 1999. The UPCC approved several program and certificate proposals. There are subcommittees working on several issues and there were no resolutions to be brought forward.

Personnel Committee - Dr. Aaron Liberman reported that the committee is submitting a resolution regarding the Deans involvement in third year tenure and promotion review.

### **Senate Agenda**

a) The following resolution was forwarded by the Personnel Committee for addition to the Senate agenda:

#### **Resolution 1999-2000-2 Third Year Tenure and Promotion Review**

**Whereas**, Tenure earning faculty are apprised annually on their progress towards tenure by the department's Tenure and Promotion Committee, as well as the Chair of their department; and

**Whereas**, The third year appraisal is an especially important review in the process; and

**Whereas**, The faculty of UCF believes that it is essential to have a fair, equitable and comprehensive review of each tenure earning candidate's progress at the critical 3 year point;

**Be It Resolved**, That the Dean of the college shall also apprise the candidate as part of the third year appraisal; and

**Be It Resolved**, The appraisal shall be advisory to the candidate, unless there is substantive cause for additional review/action regarding a particular candidate.

Dr. Liberman explained that an informal survey had been conducted by the Personnel Committee which showed heightened expressions of concern in two colleges. It was moved and approved to add Resolution 1999-2000-2 to the agenda.. The resolution was unanimously approved.

b) The following resolution was forwarded by the Graduate Council for addition to the Senate agenda:

#### **Resolution 1999-2000-3 TOEFL Scores**

**Whereas**, Current University policy requires that international students, except those who are from countries where English is the only official language or those who have earned a degree from an accredited American college or university, are required to attain a paper-based TOEFL (Test of English as a Foreign Language) score of 550 or its computer-based equivalent of 213 unless otherwise specified by the program of study; and

**Whereas**, Several programs in the University have advertised minimum TOEFL requirements that are below these standards; and

**Whereas**, With very few exceptions the international students in the programs with standards below the University standard actually meet or exceed the University standard; and

**Whereas**, The paper-based TOEFL testing procedure has been phased out, and computer-based TOEFL testing is the only method of TOEFL delivery;

**Be It Resolved,** That the University and all graduate programs in the University adopt a common minimum requirement for a score of 220 on the computer-based TOEFL.

Dr. Nayfeh explained the background on how the score was determined. It was moved and approved to add Resolution 1999-2000-3 to the Senate agenda.

c) The Graduate Council submitted two more resolutions relating to incomplete grades to be added to the Senate agenda.

**Resolution 1999-2000-4 Incomplete Grades**

**Whereas,** The intent of Resolution 1996-97-1 was to have unresolved incomplete grades changed after one year, or at the time of graduation, to the lowest grade associate with the course in which the incomplete was assigned; and

**Whereas,** Current catalog wording provides that unresolved incomplete grades be automatically changed to a grade of "F" by the Registrar 12 months after the last day of the semester in which the incomplete grade was earned, or prior to graduation, whichever comes first;

**Be It Resolved,** That the policy be amended to reflect the fact that courses graded on a satisfactory/unsatisfactory basis (S/U) will have unresolved incomplete grades revert to a grade of "U" at the aforementioned points in time.

**Resolution 1999-2000-5 Incomplete Grades** (The language of the first **Whereas** below presupposes that the first resolution will be passed, and that current policy will now dictate changing the grade to the lowest grade associated with the course rather than the old blanket "F".)

**Whereas,** Current policy dictates that unresolved incomplete grades be changed after one year, or at the time of graduation, to the lowest grade associate with the course in which the incomplete was assigned; and

**Whereas,** It is often useful to extend incomplete grades in dissertation hours or thesis hours until the dissertation or thesis is completed, at which point the incomplete grades are changed to a letter grade;

**Be It Resolved,** That incomplete grades in dissertation hours (XXX 7980) or thesis hours (XXX 6971) will be exempt from the 12 month change rule as long as the student is continuously enrolled, and need only be changed prior to graduation.

After a brief discussion it was moved, and approved to place Resolutions 1999-2000-4 and 1999-2000-5 on the Faculty Senate agenda.

The meeting adjourned at 4:42 p.m.