

University of Central Florida
Steering Committee Meeting
November 4, 2004

Dr. Arlen Chase, Chair, called this Steering Committee meeting to order at 4:05 p.m. Minutes of the October 7, 2004 meeting were unanimously approved.

Members present: Drs. Naval Modani, Michael Mullens, Manoj Chopra, Alain Kassab, Diane Wink, Ida Cook, Robert Pennington, Bose Subir, Dawn Trouard and Rosie Joels.

Members absent: Drs. Keith Koons and Henry Daniels.

Guests: Drs. Lynn Huff-Corzine and Provost Terry Hickey.

ANNOUNCEMENTS AND SELECTED ITEMS DISCUSSED

Dr. Chase announced plans for a holiday party on December 3, 2004.

OLD BUSINESS

Revised Constitution

Will call meeting on the 16th if needed for revisions of constitution. Dr. Hickey reported he made changes which have been sent to the President's office. Most changes are editorial in nature and changes/corrections of names of offices.

NEW BUSINESS

Resolution 2003-2004-XX from Graduate Council Committee

(Regarding Graduate Faculty qualifications) This has been withdrawn because of multiple questions and concerns about resolutions and accompanying procedures. Resolution will go back to the committee and be resubmitted in the future. Question asked if there could be a date to the follow up draft to be sure it can be identified. Question as to how future resolution will be distributed. It is seen by chairs and others before sent to senate by the steering committee.

Resolution 2003-2004-XX from Personnel Committee

Resolution read by Dr. Chase reads as follows:

RESOLUTION 2004-2005-XX

Creation of Colleges, Schools, and Other Academic Units

Whereas, The mission of the university is to offer high-quality undergraduate and graduate education, student development, and continuing education; to conduct research and creative activities; and to provide services that enhance the intellectual, cultural, environmental, and economic development of the metropolitan region, address national and international issues in key areas, establish UCF as a major presence, and contribute to the global community,

And

Whereas, the administration is responsible for establishing and supporting structural growth, creating and enforcing university operational policies, and acting as the final authority responsible for efficient and effective use of resources,

And

Whereas, the faculty senate is the basic legislative body of the University and plays a critical advisory role to the president and Board of Trustees regarding university growth and prosperity that effects academic and general educational policies,

Be it resolved that the university administration shall consult with the Faculty Senate when a determination is being considered to alter the university educational environment through the creation and administration of colleges, schools, and other academic units; and that affected faculty be given the choice of which unit to be affiliated with when such institutional change takes place.

Question asked what other academic units might there be if Centers are not included in resolution. Working left broad to another type unit is initiated at UCF this could be included under this resolution. Suggestion that first whereas be deleted because not needed.

Dr. Modani reminded group that it is not the job of steering committee to edit resolution. This can be changes at full senate meeting. Dr. Hickey asked how the resolution would be implemented. Question asked what if all of a unit in a new college with no discipline specific courses in the college where individual was asking to stay? May need wording showing communication and consultation in specific situations. Needs to reflect faculty desires and also need for expertise needed to teach in college in which faculty remains. Dr. Cook suggested the motion be sent back to the committee for further work on the phrasing about which unit individuals will be affiliated with. Motion to send back to committee made and seconded. Suggestion that it may need a modification to the final paragraph to reflect need to meet SACS requirements.

Resolution 2003-2004-2 -- Dr. Mark Kamrath, Personnel

Regarding Sabbatical Policy. Resolution read by Dr. Chase. Reads as follows:

**Resolution 2004-2005-XX
Sabbatical Policy**

Whereas, a common and accepted part of university faculty life is the sabbatical;

Whereas, it is an opportunity for professional growth and intellectual accomplishment through study, research, writing, and travel;

Whereas, sabbatical leaves provide for critical professional development and thereby enhance the faculty member's value, contribution, and worth to the university and its programs; and

Whereas, such activities not only serve to improve a faculty member's expertise in a given area but can also enhance teaching and research skills,

Be it resolved, the University of Central Florida shall provide sabbatical leaves as follows:

- for (a) a full academic year (two semesters) at a (minimum) of three quarters the academic year salary or (b) one semester at full salary; the number of full salary/one-semester sabbaticals will be calculated at the rate of 1 per 20 tenured and tenure earning faculty members.
- sabbaticals will be awarded to tenured faculty members after completion of at least 6 years of full-time service to UCF in the respective colleges on a pro rata basis, and an unlimited number of two-semester sabbaticals will be available to eligible faculty members; full benefits will continue during either the full or half salary sabbatical; faculty members will be eligible to apply for another sabbatical after 6 years from the completion of a sabbatical.
- because sabbaticals will be awarded to the respective colleges, faculty members will apply to the Dean of the College and the college faculty and administration will manage the screening and selection process; a committee of elected faculty members be established in each college that will review applications and provide a prioritized list of recommendations to the Dean; these recommendations for sabbaticals will be based on criteria established in each college and will reflect the benefits of the sabbatical to the faculty member, college, and university.
- a faculty member's annual assignment and evaluation shall include and address work performed during the sabbatical leave. This portion of the evaluation shall be conducted in accordance with the expectations of work outlined in the approved sabbatical application.

Question asked if all colleges have at least 20 faculty members. Dr. Modani reported they all do. The 1:20 ratio came from peer institution data. Does this change number? Substantially increases the number of sabbaticals. This would be even higher than the number being requested in collective bargaining at this term. What is the economic impact? What if there is not enough funding to support this. Motion to place resolution on senate agenda made and seconded.

Some phrasing appears to be missing from first bullet of the "Be it resolved" section of this resolution. This was verified and committee will be asked to correct this. Need to clarify benefits are for all three types of sabbatical. Suggested procedure parts (in third and fourth bullet) be moved out of resolution to an addendum. These suggestions will be brought back to the committee. Call for vote. Approved

Polaris Security

Dr. Wink expressed concerns about excessive amount of personal information on the pay stubs now available on the Polaris website. Dr. Hartman has informed Dr. Chase that this is being corrected. Comments made regarding the missing log out button on only the top page. Need a log out button on each page. Dr. Modani will contact Dr. Hartman about this issue.

Survey

Dr. Huddleston has asked to address full Senate at next meeting about a survey on university climate.

NSSE & FSSE

Dr. Schell has asked to address full Senate about these two surveys.

STANDING COMMITTEE REPORTS

Budget & Administrative – Dr. Ida Cook reported.

States committee meets next Monday. Moving toward endorsement of TIP etc. Also looking at alternative means of faculty evaluation in collaboration with FCTL. Would like to bring issue of alternative class schedules as is done in some colleges. Also looking at faculty requesting continuous support for implementation of web courses after initial establishment of the course to be sure there is support when needed. Might be Instructional Resources or FCTL.

Graduate Council – Dr. Subir Bose reported.

Two committees Policy and Course Review have met several times. Have considered several courses. Also new PhD track in Hospitality Education from Rosen College and College of Education. Has had preliminary approval. Track will be housed in College of Education.

Personnel – Dr. Manoj Chopra reported.

Dr. Manoj Chopra reporting. Has forwarded resolutions (see above). Also working on a resolution on salary compression with a subcommittee working on this. Plan to have resolution by January.

Undergraduate Policy & Curriculum - Dr. Bob Pennington reported.

Meeting next week. Agenda is very full. Several new programs, tracks, and changes in names of current majors and minors. Also discussing the Quality Enhancement Plan.

OTHER

QEP Enhancement

Quality Enhancement Plan topic needs to be identified. Suggestions for topic need to be made. Call for this sent out by Dr. Hitt yesterday. Dr. Joels asked if resolutions are reviewed to be sure they are SACS compliant. Dr. Chase replied they are. Something you are already doing and can be doing better.

Grade Distribution

Summary of Grade Distributions. Question asked if this could be related to better outcomes. Referred to Budget and Administration. Also will have general discussion at future Full Faculty meeting.

TIP, RIA and SoTL procedures.

Dr. Huff-Corzine expressed desire to continue these programs. Wants to know if funding of these programs is possible while bargaining is going on. Some issues: Recycles? Will they be given? Will these continue? What if bargaining ends up with no recycles or no money. If person gets award but no money would faculty be eligible to apply when there is money. There is substantial time and energy used for the process if no money. Budget and Administration Committee has a resolution in development about recycles. Dr. Cook will share issues with committee. Dr. Bose spoke to some problems, issues with the TIP process and program. Question asked if there are some departments penalized because there is less grade inflation and should we have the programs at all. Suggested that we not have TIP/RIA/SoTL if there's no funding. But, administrative procedures to verify eligibility will need to start very soon. If bargaining does not proceed a MOU may make it possible to do awards without final contract. Currently both proposals have TIP/RIA/SoTL in them but only one has recycles. Dr. Cook suggested the steering committee ask administration to start work to support the process if funding is available.

Made, seconded. Question called. Approved.

ADJOURNED

Motion to adjourn made and seconded and approved. Meet adjourned at 5:37 PM.