

FACULTY SENATE STEERING COMMITTEE

MEMORANDUM

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: December 2, 1998
SUBJECT: Minutes of meeting held on November 5, 1998

The Steering Committee was called to order by Dr. Ida J. Cook, Chair, at 4:04 p.m. The roll was circulated for signatures. The Minutes of October 1, 1998 were unanimously approved. Members present included Drs. Lee Armstrong, Richard Tucker, John Leeson, Phillip Taylor, Naval Modani, Rosie Joels, James McBrayer, Gregory Frazer, Provost Gary Whitehouse, and Vice Provost Frank Juge.

Announcements

Dr. Cook reported that the University Bookstore Advisory Committee had announced the availability of 15 book scholarships for Spring and Summer Semesters, 1999. The announcement was published through e-mail campus wide on Tuesday, November 3, 1998. It stated the criteria: Who is eligible, How to apply, and Where to apply.

Dr. Phillip Taylor inquired about Dr. David Hernandez's scholarship. It was discussed that \$1000 was needed to open the account and would be a good beginning coming from the Faculty Senate. Drs. Phil Taylor and Richard Tucker turned in checks to Kathy. Dr. Cook stated that Senators contributing, forward their checks to Kathy Wohlbold at the Faculty Senate Office, HFA-207C. She will collect the checks and do the paperwork to be delivered to the Foundation Office in Research Park. Make checks payable to the UCF Foundation Office, with a notation on the bottom: for Dr. David Hernandez Scholarship, Faculty Senate.

Dr. Cook reported that the Senate Office has received two names for grand marshals at Fall Commencement, 1998. Dr. Gordon Paul, Department of Marketing, College of Business Administration and Dr. Charles Micarelli, Department of Foreign Language, College of Arts and Sciences. Dr. James McBrayer stated that Dr. Richard Miller, Associate Dean for the College of Engineering, had mailed this information directly to the Registrar's office. He stated that Dr. Miller had not received the information mailed to the Dean's office. The College of Health and Public Affairs will forward their nominee to the Senate office on Friday. The following faculty volunteered for Faculty Senate representatives at commencement:

Dr. Ida Cook -- College of Arts and Sciences
Dr. Gregory Frazer – College of Health and Public Affairs
Dr. Rosie Joels - College of Education

Dr. Naval Modani stated he would speak to two Senate colleagues regarding representation from the College of Business Administration.

Dr. Cook also reported receiving e-mail from Stephanie Byrd, secretary of the American Sign Language Club at UCF. She stated she had collected 600 signatures and needed to know what to do next. Dr. Cook stated that she had replied to the student that the subject had been reviewed by the Faculty Senate numerous times within the past several years, and the Faculty Senate had vetoed the resolution more than once. Dr. Cook also informed the student if she wanted to continue with the issue, to forward the information to the Undergraduate Policy and Curriculum Committee.

Dr. Whitehouse announced that a committee was being established to define the Research and Graduate Studies office.

Standing Committee Reports

Undergraduate Policy and Curriculum Committee

Dr. Cook reported that she had not received a committee report from Dr. Barsch, Steering Committee liaison for the UPCC; therefore, there was no report. She did state that the UPCC is inundated with several program changes and minors coming from the colleges. Two additional meetings have been scheduled to handle the workload.

Dr. Whitehouse stated that he had been informed that at the last UPCC meeting the members had initially discussed the problem with the calculation of baccalaureate honors using the last 48 semester hours at UCF. Dr. Juge stated that a proposal was mailed to Dr. Cook regarding the honors calculations to be forwarded to the Faculty Senate, stating that until Senate action, the university would revert to the approach used in the 1997-98 catalog of using all of the hours applied toward the degree for the calculation of honors. For those students who graduate under the 1998-99 catalog for the fall, spring, and summer terms of this academic year, the 1998-99 catalog will be honored. For those students graduating after the fall of 1999 and beyond, the conditions of the 1997-98 catalog will apply; i.e., total hours applied to graduation will be used for calculation of the GPA for honors. A lengthy discussion ensued. Dr. Cook suggested retrieving information from Dan Coleman's office regarding the UCF GPA and the total hours. Dr. McBrayer suggested sending the information to the UPCC for their review and further consideration. Dr. Joels moved that the proposal go back to the UPCC for reconsideration and review with the new information. Dr. Tucker seconded the motion which was unanimously approved. It was agreed that if UPCC could not address this issue that it would then be handled by the Faculty Senate Steering Committee.

Graduate Council

Dr. Frazer, Liaison, reported that Dr. Malone has established a subcommittee to work with Council membership eligibility, describing tenure, tenure earning, associate or full professor. They will also be considering doing away with the patent form. The subcommittee will also be looking into the needs of Graduate Coordinators. A formal statement will be forwarded to the Steering Committee when it is finalized. Dr. Whitehouse stated that Pat Bishop has been appointed the Interim Vice President for Graduate Studies. A question was asked about the Blue Ribbon Committee – Search for the Vice President for Research. Dr. Whitehouse stated that six people will serve on the Search Committee - one representative chosen by the Faculty Senate Steering Committee.

Budget and Administrative Procedures

Dr. Modani, Liaison, reported that the committee had not met since the last Steering Committee meeting. Dr. Modani stated that they had met on October 8, 1998 with Ms. Linda Bonta, Director of Finance and Accounting, who gave an overview of the Travel Reimbursement process. She also

reported on new F&A forms and new training manuals. She also stated that there were positive efforts being established regarding the travel situation. Dr. Modani also stated that Dr. Kelliher, Chair, Budget and Administrative Procedures, had formed a small task force to look into the Pegasus module. Dr. Kelliher will serve as chair of the committee.

Dr. Joels stated that to date she has not heard of deans sharing college budgets within their college departments. Dr. Juge stated that he will encourage deans to comply with this request.

Personnel

Dr. Tucker, Chair, reported that the committee had met on October 26, 1998. The committee has subdivided into subcommittees to discuss several issues pending. They plan to review the Human Resources area, Student/Faculty Fraternalization Policy (not currently covered in the Golden Rule), and the faculty parking concerns.

Dr. Leeson brought forth the resolution on Parking recently e-mailed to the Steering Committee. Discussion arose regarding the e-mail from Dr. Roger Wayson, Chair, Parking and Traffic Committee. After discussion regarding this resolution, it was moved and seconded to place it on the agenda for the Faculty Senate on November 19, 1998. It was unanimously approved. At Dr. Tucker's suggestion, it was unanimously agreed to invite Dr. Wayson to the Senate meeting.

(RESOLUTION ATTACHED)

Dr. Modani suggested that a Faculty Senator be appointed to the University Parking and Traffic Committee. After some discussion regarding the advantages and disadvantages, it was moved, seconded, and unanimously approved to select a Faculty Senator for the Committee.

Faculty Senate Constitution Revisions

Dr. Naval Modani reported that the committee had met several times this semester and progress is being made. Some changes in the status of eligibility of tenure, tenure earning; increase faculty senators from 50 to 60 - for all degree granting units to have proportionate representation; Faculty Assembly quorum of 1/3 changed to 20%; Senate meetings may be canceled if there is insufficient business; committee members may continue to serve on Reporting Committees until informed of a replacement by the Senate Vice Chair. Also, the name changes from the Graduate Policy and Curriculum Committee to Graduate Council; Computer Policy Committee to Information Technology Resource Committee. And the proposed additions to the Faculty Senate Reporting Committees: General Education Oversight Committee, Bookstore Advisory Committee, and the Faculty Center for Teaching and Learning.

Dr. Cook requested that the Committee look into the responsibilities of Senate activating reporting committees.

Dr. Modani stated that hopefully the Constitution would be finalized by the end of fall semester, 1998.

The meeting adjourned at 5:15 p.m.

Next meeting scheduled for January 7, 1999