

## **Executive Steering Committee Minutes for November 6, 2003**

Dr. Arlen Chase, Chair, called the Steering Committee to order at 4:10 p.m. Motion to approve the minutes of the **October 9, 2003** meeting was made and seconded. No discussion. Approved unanimously.

**Members present:** Drs. Diane Chase, Rufus Barfield, Naval Modani, Robert Pennington, Rosie Joels, Manoj Chopra, Dawn Oetjen, Cynthia Young, Keith Koons, Alain Kassab and Provost Terry Hickey.

**Members absent:** Dr. Michael Mullens and Ida Cook.

**Guests:** Drs. John Schell and Lin Huff-Corzine; Mr. Rob Melendez (photographer, Central Florida Future), Ms. Patricia Xavier (Reporter, Central Florida Future) and Mr. Jeff Streep (Student Government)

### **ANNOUNCEMENTS AND RECOGNITION OF GUEST**

Dr. Hickey reported. Need to presume no enrollment growth money and possible further cuts in budget. Currently deans are indicating that summer courses will be about as before. There is a "line of credit" from reserves for any courses needed which can not be funded by the college. All income, credit hours from these courses will come back to academic affairs to replenish reserves. There are enrollment minimums.

Question raised if there will be a cap on enrollment. If no increased funding and a budget cut, may need to cap enrollment. Do not know now. We get no funding for 6,000 of current students beyond tuition and fees. Cap would be to some extent at both freshman and junior transfer level.

### **OLD BUSINESS**

#### Trustee Chairs/University Chairs

Discussed report. Several issues and questions regarding raised. What is a Trustees Chair? Is it for eminent scholars or just driven by research dollars generated? What is the purpose of the Trustee Chair? Should only the Web of Science be used for citation checks? What is composition of group which makes recommendations to provost? What is the role of the faculty in the process? Questions to Provost Hickey. Will we have this during this academic year? Will we be able to do anything considering the current collective bargaining situation? It appears to be bargaining unit's preference that all items related to salary must be dealt with through bargaining. The provost welcomes input from Faculty Senate on the process of awarding of Trustee Chairs. Dr. Lin Huff-Corzine is meeting about procedures for Trustee Chairs. Senate has obligation to make recommendations on awards. Need to look at the procedural issues. Dr. A. Chase asked to be made a part of meetings on Trustees Chairs award procedures. If any one else is particularly interested, please notify Dr. Chase and report back at the next Steering Meeting in January.

#### Collective Bargaining

Current pace of negotiation is slow. What will be bargained is whether or not the awards can be made. May not be in purview of Faculty Senate. TIP and RIA may be part of collective bargaining because they are a UCF program, not legislatively mandated. Bargaining is now at the university level making it possible to bargain at a different level of detail than when contract bargained at state level.

### **NEW BUSINESS**

#### Scholarships of Teaching Award

Scholarship of Teaching and Learning Award qualifications and procedures has been developed. Draft proposal distributed. Suggestion that we review and discuss at the Steering meeting on January 8, 2004. Question raised regarding if there's a definition of the scholarship of teaching and learning. Is research in area of teaching and learning? See descriptions of the Boyer model and the scholarship of teaching and learning. Includes disseminating of this knowledge. Will then plan to move ahead expeditiously. Dr. Hickey offered to support a full day workshop on this topic if award is approved.

Teaching Assignments and Schedule for Spring 2004

Be sure you do not have teaching assignment interferes with Faculty Senate, Steering and Standing/Reporting committee meetings.

Excellence in Professional Service Awards

Drs. Cynthia Young, Diane Wink, Naval Modani and Rufus Barfield offered to serve on the committee to review all nominee portfolios.

Resolution from Personnel Committee

Original copy distributed and read by Dr. A. Chase.

**RESOLUTION 2003-2004-3 Promotion and Tenure Composition Resolution**

**Whereas**, UCF is a far larger and more mature university than when the original promotion and tenure procedures currently being used were adopted, and;

**Whereas**, most research universities have faculty actively involved in promotion and tenure decisions that hold an equivalent or higher rank than the candidates on department, college, or university levels, and;

**Whereas**, it can be considered inappropriate for a faculty member of a rank lower than the rank a candidate is seeking to make a promotion or tenure decision;

**BE IT RESOLVED**, that promotion and tenure committees at the department, college and university levels should be comprised of faculty that hold a rank equal to or higher than the one being considered, and ;

That in no case should untenured faculty be a member of a promotion and tenure committee and;

That professors of the appropriate rank from other departments in the college shall be enlisted to help in promotion and tenure processes should a given department be lacking faculty of an equivalent or higher rank.

Motion to send resolution to Faculty Senate. Clarification about need for Full Professors. Can be a sub-committee of the full college committee. May want to make this at college level or above only. Passed unanimously. Will be presented at November Faculty Senate meeting.

**STANDING COMMITTEE REPORTS**

- **Budget & Administrative** – Dr. Cynthia Young reported.

Had presentation by Provost Hickey on the budget.

- **Graduate Council** – Dr. Alain Kassab reported.

Has reviewed certificate programs and sunset programs not considered active. Presentation on electronic thesis and dissertation policy. Will be done this Spring and Summer as an option. Will be in place for all dissertations by Fall 2004. Issue raised as to if this would be considered prior publication. In some situations this may happen if available on the web. All will be on a Florida based server. Will still be sent to University Microfilm who will archive them and could make printed copy available. (Pro Quest is the new name for University Microfilm.) Dr. Joels reported on a study by a faculty who has studied this. Very few publications would consider this web publication of the dissertation a prior publication. Student will have ability to have dissertation not published on the web. There will be some training sessions on this. Question asked about if this would count as a publication and interfere with patent right? Unsure. Other issues of intellectual property also raised. All the issues are in the dissemination process, not the archiving process. Dr. Kassab will follow up. Also suggested Dr. Bishop and M.J. Soileau follow up on issues raised by publication on the web and need to educate students and faculty.

- **Graduate Council** – Dr. Alain Kassab reported.(cont.)  
Issues about summer hours for domestic GTAs and about students who have stopped attending. Also discussed policy on ensuring English speaking ability of all GTAs. Would include exam and mandated courses if student does not succeed. Notification of students is addressed in proposed policy. Draft about control of existing programs and transfer to institutes and centers being developed. Several examples (in microbiology, engineering and others) presented. Also looking at evaluation of TAs, tuition waiver policy, incomplete grade policy.
- **Personnel** – Dr. Rosie Joels reported.  
No report. Dr. Lin Huff-Corzine was there and gave a report. Most of discussion was on tenure and promotion review resolution discussed above. Suggested they check on the new Faculty Senate committee. Sabbatical is next item on the list.
- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.  
Will also be looking at proposal/business plan to insure English speaking ability of GTAs for whom English not first language and move of economics to College of Business. Academic Bankruptcy policy will also be discussed.

## **OTHER**

### Student Government Invitation

Offer from student government for a joint meeting reception with student government before the meeting on November 20, 2003. Steering Committee accepted and is greatly appreciative for the invitation.

### Holiday Reception

All Steering Committee members invited to a reception at Dr. Chase's home on December 5, 2003.

### Athletic Presentation

Mr. Orsini will be discussing athletics program at the next Senate meeting. Suggested an academic program to discuss ethics program. The fact that this problem was identified and acted on quickly and decisively was also discussed. Dean of Undergraduate studies asked to examine development of a program (such as a freshman experience) program for the students. Some faculty discussed ethics modules they have presented in classes. May be needed in many classes. Could discuss with student government. There are freshman experience classes in many majors and this could be expanded. Drs. Dawn Oetjen, Rufus Barfield, Diane Chase to meet with Dr. Schell about development/ expansion of ethics programs.

## **ADJOURNED**

Motion to adjourn at 5:26 made and seconded. Approved.