

MEMORANDUM

Date: November 3, 2008
TO: Members of the Steering Committee
FROM: Manoj Chopra
Chair, Faculty Senate

SUBJECT: STEERING COMMITTEE MEETING on November 6, 2008

Meeting Date: Thursday, November 6, 2008
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: Student Union Pensacola Board Room 222

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of** *October 9, 2008*
4. **Announcements and Recognition of Guests**
5. **Old Business**
6. **New Business**
 - Provost's update
 - Revisions to Reporting Committee Missions and Constitutional Format Changes
 - Engagement Graduation Requirement Initiative – Dr. Jewett
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. LiKamWa
 - Graduate Council – Dr. Kassab
 - Personnel Committee – Dr. Leigh
 - UPCC – Dr. Pennington
8. **Other**

Faculty Senate Steering Committee Meeting
October 9, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of September 18, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra, Cook, Jewett, and Chase.

Steering Committee Members Present: Drs. Belfield, Carson, Covelli, Daniell, Gause, Kaufman, Koons, Kovach, Leigh, LiKamWa, Lynxwiler, and Nutta.

Administrators Present: Dr. Diane Chase.

Steering Committee Members Not Present: Drs. Gunter, Kamrath, Kassab, Pennington and Quigley.

Recognition of Guests: None present.

Announcements

There is a discussion on the latest Provost's Update memo about reserves and the letter UFF recently sent out. Dr. Chopra read the text of the update.

Provost's Update – *Dr. Diane Chase reporting*

Pay increases were implemented effective October 3rd and will show up in the October 24th paycheck, prorated to October 3rd. There was a discussion on the raise percentage amount by merit evaluation. Faculty are encouraged to check MyUCF to confirm the amount of their own raise and note any discrepancies to their department chairs.

Further Announcements

The Chancellor of the State University System is stepping down as of February 1, 2009. A search is currently taking place for his replacement.

There was a discussion on the distribution of information from Steering and Senate to the faculty. Steering members can forward information to their colleagues in their units. Dr. Chopra discussed the establishment of a regular newsletter for the senate.

Old Business

None.

New Business

Promotion and Tenure Policies

There was a request from the Personnel committee to remove the Promotion and Tenure policy revisions from the agenda for this meeting and send it for further discussion at the committee level along with further review and study by the administration. Motion was made to remove this item from the agenda. Motion seconded and unanimously approved.

Webcourses

Dr. Chopra opened a discussion on issues with Webcourses and the migration from WebCT to the new Webcourses. The new version of Webcourses is still not stable and there is concern about the upcoming transition from WebCT. The transition cannot be rescheduled because WebCT will not be supported for much longer by the company that makes it. Faculty are greatly concerned, and feel that the administration does not seem to understand the depth of those concerns as the time for transition is fast approaching. It is suggested that this issue should be discussed at a full Faculty Senate meeting to make sure problems and concerns are addressed. In addition to those teaching online classes, the transition will impact faculty using Webcourses as a supplement to face-to-face instruction. All faculty must migrate to the new system before the new year, even if they will not be using Webcourses until summer 2009. In addition to Course Development and Web Services, the Faculty Center for Teaching and Learning and Instructional Resources may be able to provide assistance to faculty. There are some issues regarding responsibilities and staff lines, and concern that FCTL and OIR may not be permitted to do as much as they are able because Webcourses issues are supposed to be funneled to CDWS. Freeware software may be an alternative to Webcourses for some faculty.

ACTION: Gather specific examples of problems from faculty. Steering members should email Dr. Cook with specific problems, their own and from faculty in their units. Dr. Chopra will ask Dr. Joel Hartman to come to the next Faculty Senate meeting with appropriate staff to identify some of the problems faculty are having, the solutions to those problems, and plans for dealing with the crush at the beginning of the year. The committee also wished to inquire from Dr. Hartman if any other units can offer support to the faculty.

Academic Calendar Committee Recommendations

Two recommendations were forwarded by the Academic Calendar Committee to the Steering Committee:

1) The Committee agrees that a formal policy be created for limiting the number of exams a student may take in a day to two. If a third exam is scheduled for the same day, it should be rescheduled with the instructor. We ask that the appropriate Faculty Senate committee review and discuss this recommendation.

2) The Committee agrees that the faculty senate should review the current policy on the length of final exams and change it from a minimum of three hours to a minimum of two hours. By reducing the final exam time periods, we can more efficiently schedule the exams and reduce issues related to overlapping M and other unique courses. We could also build into the calendar specific times for three hours exams if faculty wanted the longer exam periods. We ask that the appropriate Faculty Senate committee review and discuss this recommendation.

ACTION: After a brief discussion, the motion was made to refer these to the Undergraduate Policy and Curriculum Committee. Motion was seconded and approved.

Text Book Affordability Discussion

Book orders are due by November 14. The early deadline for receiving the incentive is October 24. Questions remain about how some situations should be handled, including faculty not meeting the order deadline, courses being added after the deadline, and new faculty being hired after the order deadline. Dr. Cook is serving on the state-wide Textbook Affordability Committee, which has a teleconference on October 14 to devise recommendations about these and other related issues. The recommendations will be available in November. The rationale for the text book legislation is that books must be publicly announced to allow students the chance to attain them in the least expensive fashion. The list of books must be published in a centralized place at least 30 days before the start of the semester. President Hitt is interested in a joint faculty/student/administration initiative on book availability and cost.

ACTION: Motion was made to refer this to the Budget and Administrative Committee, with the possibility of developing resolutions on how UCF might deal with issues arising from the early book deadline, including late hires or late adjuncts hired, recalcitrant faculty, book selection for courses without faculty assigned by the deadline, and last minute faculty replacements. Motion seconded and approved.

Standing Committee Reports

Budget and Administrative Committee

No report.

Graduate Council

No report.

Personnel – Dr. Leigh reporting

Dr. Debopam Chakrabarti was elected Chair. The committee worked on revisions to promotion and tenure policies and to *Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs*, which had been returned by the Provost without approval. Dr. Belfield offered concerns to be passed onto the committee regarding potential problems with granting faculty tenure in two units, an issue which is being addressed in the tenure policy revisions.

Undergraduate Policy and Curriculum Committee

No report.

Other Business

Resolutions *2007-2008-6 Budget Management*, *2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research*, and *2007-2008-8 Endorsement of Student Government Green Fee* have been approved by the Provost.

A follow-up was presented on the issue raised at the September steering meetings regarding a department attempting to prohibit married couples from serving together on thesis and dissertation committees. The department in question has resolved the issue this is no longer being enforced as policy.

Adjournment

Motion to adjourn was made and seconded. The meeting adjourned at 5:45 p.m.

Engagement Graduation Requirement Initiative The UCF Experience

Background and Goals for the Proposed Requirement

Identifying and shaping “The UCF Experience” has been discussed at UCF for more than a decade. The UCF Strategic Plan advocates this goal: “Make recommendations for the undergraduate UCF Experience that are both curricular and co-curricular, are consistent with the UCF mission, and will produce desired student outcomes.”

One aspect of this experience is to leverage the advantage that UCF has by its location, situated as it is in a region of 3.6 million people as the only comprehensive university. This advantage provides opportunities for student engagement activities such as co-operative education, internships, clinical, research, leadership development, and service-learning opportunities adequate for an undergraduate student population of 42,000.

Our university, therefore, should encourage our students to take advantage of this institutional advantage by participating in engagement activities, thereby enriching their personal lives, academic careers, and civic experiences.

Other institutions understand the value of such engagement opportunities, and a civic service requirement is not unusual for undergraduate students.

The UCF challenge is to design an engagement experience that provides learning experiences for the diversity of our student population, colleges, disciplines, and programs while simultaneously supporting an institutional mandate. We have learned that at UCF one-size seldom fits all.

The proposed design, therefore, includes the more traditional civic engagement activities and adds other experiences to foster academic success and personal growth. All these activities, however, have a common set of goals:

- to encourage students to be actively engaged in their education
- to structure student contacts with faculty members and professionals on an individual basis
- to build sustainable learning communities inside our large institution
- to increase the retention and graduation rates among undergraduate students
- to support faculty members in their need to grow as teachers and researchers
- to provide a common “UCF Experience” for all undergraduates that supports our goal to be “America’s leading partnership institution”
- to design “The UCF Experience” as a means to differentiate UCF from other institutions of higher education

Activities and Criteria for the Proposed Requirement

The purpose of the Engagement Graduation Requirement Initiative, in brief, is to enhance undergraduate student learning and career success, to create a hallmark UCF undergraduate experience, and to serve the central Florida community and beyond.

The vision of this initiative is for all UCF undergraduate students to participate in academic-based experiential learning, serving the interests of students, faculty, the university, and the community.

To meet these objectives, students will field-test classroom learning and skills in real world settings to enhance learning, and the products they create from these experiences will support their educational and career goals. Undergraduate experiential learning will augment faculty members' pedagogy, enliven their teaching, and support their scholarship. This requirement will further the university's goal of being America's leading partnership university and serve our region and state.

Activities that are in place, that meet the proposed graduation requirement, and that have been completed by 80% of our undergraduate students by the time of graduation are the following:

1. capstone courses that meet the criteria
2. clinicals
3. cooperative education
4. fine arts projects that meet the criteria
5. honors program
6. internships that meet the criteria
7. LEAD Scholars
8. leadership development
9. practica that meet the criteria
10. service-learning
11. studies abroad that meet the criteria
12. undergraduate research that meets the criteria

Following are the criteria to be met by the activities listed above or by any new engagement activity recommended by a college to qualify that activity as a graduation requirement:

- a. activity shall be credit-bearing (a minimum 1 credit hour)
- b. activity shall demonstrate personal growth, civic engagement, or academic engagement
- c. activity shall be of appropriate duration (a minimum of 15 hours of engagement)
- d. activity shall have faculty or other professional mentoring
- e. activity shall have a structured student reflection
- f. activity shall have clearly stated learning objectives
- g. activity shall have approved assessment design

Many existing activities occur during a student's four-year career, which fulfill the proposed graduation requirement. Here is a brief summary.

Freshman Year: connecting with the campus. Students beginning their college careers are likely to be involved with the campus. In fact, freshman year is an excellent time to participate in an engagement activity that can spark other activities during a student's college career. Existing engagement activities appropriate for freshmen include:

Honors College
LEAD Scholars
service-learning

Sophomore Year: connecting with the community. Sophomore year is a time for students to look beyond the campus. Among the existing community engagement activities at UCF that meet the criteria are the following:

EXCEL
Honors College
LEAD Scholars
leadership development
service-learning

Junior Year: connecting with the field of study. Many students connect with their major during their junior year. This can be an exciting time for students to practice what they learn in the classroom. Engagement activities appropriate for juniors that meet the UCF criteria include:

co-op
clinical
fine arts projects
internships
practica
study abroad
undergraduate research (RAMP, McNair, SMART, contract and grant)

Senior Year: putting it all together. During the senior year, students synthesize their learning and experiences of their university career. Some possible engagement activities that meet the UCF criteria for seniors are:

capstone course
Honors in the Major
fine arts performance
Orientation Team
service-learning

Implementation for the Proposed Requirement

Upon approval by the university, students completing one of the above activities will be certified as completing the engagement requirement. Programs that wish to supplement the above list of acceptable activities may provide details establishing that the activity meets the engagement criteria and is worthy of certification as a "UCF Engagement Activity." An Engagement Council composed of faculty members, staff members, and students will consider requests for additional activities as well as other issues related to this initiative. The requirement will be in place for students graduating under the catalog in which the requirement is published.

The Future of the UCF Experience Phase Two: After the Proposed Requirement

Requiring a single engagement activity for graduation is the first step in developing a comprehensive UCF experience focused on student engagement. The larger goal of The UCF Experience is to embed engagement experiences in all four years* of a student's college career. This goal subscribes to a developmental design for student engagement, supporting personal growth with an ever increasing complexity of experiences during an undergraduate career.

An Engagement Certificate, awarded upon graduation to students who qualify, will reward students who complete four years* of approved engagement activities. A holistic approach to student development will inform this fully-developed UCF Experience, and the activities will reflect cognitive, affective, and behavioral growth. A menu of curricular, co-curricular, and extra-curricular activities qualifying students for the Engagement Certificate will be developed in concert with the Student Government Association, Student Development and Enrollment Services, Faculty Senate, and colleges. Student portfolios will track student participation in these engagement activities.

The goal of a comprehensive, university-wide engagement initiative is admittedly ambitious. The implementation of a requirement for a single engagement activity, however, will be the catalyst for the ultimate four-year UCF Experience program. The full UCF Experience can be implemented within three years of the approval of the graduation requirement.

* two-year design for AA students

October 29, 2008