

MEMORANDUM

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: December 2, 1996
SUBJECT: Minutes of meeting held on November 7, 1996

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The Steering Committee was called to order by Dr. Richard Tucker, Chair at 4:05 p.m. The roll was circulated. Corrections to the Minutes of October 12, 1996 were read: Under OTHER - paragraph 4, "structure of graduate programs, should read structure of graduate education," and in paragraph 7, "BOR asked to revise TIP guidelines, not PEP guidelines." Corrected copies of the minutes were distributed. The minutes were unanimously approved as corrected. Members present: S. Goodman, N. Modani, C. Hinshaw, J. Leeson, R. Reedy, T. Ellis, R. Joels, J. McBrayer, B. Petrasko, and Vice Provost Frank Juge. Guest: Dr. Karl-Heinrich Barsch.

OLD BUSINESS

Safety Issues: These issues were discussed at the last Faculty Senate meeting.

A. Golf Carts - Dr. Tucker reported that Vice President William Merck has investigated the issue and discovered that recommendations had been made by another committee, but never implemented. Some current changes that were recommended include:

- 1) Clear identification of ownership, department, student union, etc.
- 2) "How's My Driving"? 823-0000
- 3) Install sound device.
- 4) Users training program.

Dr. Tucker informed the Committee that these issues were discussed at the President's Advisory Staff meeting. It was confirmed by legal counsel that UCF is liable if an accident should occur. Dr. Hitt expressed concern over the problem in terms of safety, liability, and aesthetics. These recommendations are under consideration through the administration office. Other recommendations by the Steering Committee:

- 1) Assign one person in each department for responsibility of their cart or carts.
- 2) Identification plates be visible on front and rear of each cart.
- 3) Rules and regulations be posted on the inside of each cart.

Dr. Juge stated that these suggestions will be forwarded to Vice President William Merck, and if there are other suggestions, they can be e-mailed to him also.

B. LYNX buses - Dr. Tucker reported that concerns have been expressed over the Lynx buses speeding through the VAB parking lot. Speed Thomas, head of the LYNX/Laser bus project, and R. Turkiewicz, Director of the UCF Police Department, have been contacted. They reported that the current site is only temporary and that LYNX will monitor safety issues including the speed of the buses. The LYNX terminal will be located in the new parking garage when construction is completed. The golf carts will also have a specific place for parking in the garage.

Several faculty expressed their frustrations regarding the lack of parking after 5:30 p.m. The students have access at that time to all parking on campus, except the 24 hour parking. It was suggested that a time change to 6:30 or 7:00 pm may correct some of the problem. Dr. Modani recommended that faculty with evening parking concerns, contact Roger Wayson, Chair of the Parking and Traffic Committee, (e-mail: wayson@pegasus.cc.ucf.edu) with copies to Dr. Whitehouse and Mr. Merck. Discussion continued as the faculty expressed further concern over the apparent uncontrolled growth of student body and the lack of facilities for those students. Is there a limit to enrollment? There are classrooms with not enough seats for all the students. Dr. Reedy also raised concerns about safety hazards in the Visual Arts Building. Dr. Juge stated that he would check on the overcrowding and safety issues immediately. A shortage of computers for students in the colleges is a big problem. The library is also short of LUIS terminals and too few computers in the computer labs. Dr. Juge replied that there are three new buildings in line for classroom space. The Communications building is now under construction, the College of Health building will begin next year, and a large classroom building is planned for the third year. All the new buildings will have many classrooms. The hiring of several new faculty is also causing a problem with parking. Ms. Hinshaw reminded the Committee that there is a need for a science library, but no immediate or long term plans for this building has been set.

Dr. Joels asked if PEP was on target. Dr. Juge answered affirmatively. All college committees are in process. Dr. Tucker asked if TIP and PEP were considered under the current unfair labor negotiations. Dr. Juge replied that they are not and those salaries will be released even if regular salary increases continue under negotiation..

NEW BUSINESS

Dr. Tucker introduced Dr. Karl-Heinrich Barsch, Chair of the Undergraduate Policy and Curriculum Committee. Dr. Barsch presented:

RESOLUTION 1996-1997-1 Policy for Incomplete "I" Grades

Whereas, An "I" grade is intended for incomplete course work that is to be completed later; and

Whereas, Current rules allow for "I" grades that are never changed into a letter grade; and

Whereas, Such use of an "I" grade may amount in practice to a very late withdrawal and therefore constitute an abuse of the intention of the "I" grade;

Be It Resolved, That an "I" grade must be changed by the instructor to a letter grade within one year or before the student's graduation, whichever comes first. If no such change is done, the "I" grade shall automatically become an "F" grade at that time.

This resolution is intended to clarify the true intent of "I" (incomplete) grades. His survey on the practices of other institutions revealed that their regulations are much stricter than UCF's, and students are not allowed to graduate with "I" grades. This resolution will prevent UCF students from graduating with "I" grades. No survey has been done at UCF, but it was discussed by the

Committee that many “I” grades are given out each semester. Dr. Barsch explained that by allowing one full year to resolve an “I” grade, students in foreign studies programs would be able to return to the university to complete their course requirements. Dr. Leeson asked if the resolution would be retroactive. The conclusion by the Committee was that it would not be retroactive. Dr. Tucker recommended that data be compiled and comparisons be made from other college catalogs before the next Senate meeting. He anticipates some questions at the Senate floor regarding these issues.

Dr. McBrayer recommended that the language in the resolution be more specific and state “one calendar year” rather than “a year.” Dr. Joels added that the University should anticipate an audit on “I” grades since withdrawals are already being audited. It was moved, seconded and unanimously approved to send the resolution to the Senate floor. The current UCF Undergraduate Catalog, on page 75, states:

INCOMPLETE GRADE A grade of “I” (incomplete) is assigned by the instructor when a student is unable to complete a course due to extenuating circumstances, and when all requirements can be completed in a short time following the end of the term. The student is responsible to arrange with the instructor for the completion of the incomplete grade by the deadline published in the Academic Calendar for the next term. If the incomplete is not changed by the established deadline, it may become a part of the student’s permanent record with no credit given for the class, or the instructor may assign a grade of “F”. An “I” cannot be removed by Grade Forgiveness. Academic actions are not affected by the change of an “I”.

STANDING COMMITTEE REPORTS

Undergraduate Policy and Curriculum Committee - Dr. Fine, Steering Committee liaison for UPCC, is attending a Southern Political Science Association meeting in Atlanta. Dr. Barsch, Chair of UPCC, reported earlier on Resolution 1996-97-1.

Personnel Committee - Dr. Reedy, Steering Committee liaison, reported that the Committee is studying the TIP Review procedure, retirement issues, chair “stipends,” and Post Tenure Review. A resolution is in process for Post Tenure Review. Dr. Hernandez is researching the faculty retirement issues. Mark Roberts and Deborah Evans will be involved with the discussions of these issues. There will be two sub-committees to give reports at their next meeting. Mr. Reedy asked if phased retirement was included. Dr. Tucker replied that this is an academic policy issue and the Personnel Committee is researching the issue at this time. The question came up regarding compensation for administrators’ overloads. According to Dr. Modani, administrators on appointment receive a stipend which is salary money and counts toward retirement. Dr. Modani added that according to BOR policy, overload activities must be paid from OPS. OPS money does not count towards retirement. Dr. Joels requested an analysis of females receiving such compensation. She also asked how administrators qualify for TIP. Dr. Juge responded that they must generate student credit hours at/or above median for department or college. They are compensated as salary, not stipend. Every administrative position will have a stipend. Dr. Whitehouse is trying to assure this is being done uniformly.

Budget and Administrative Procedures Committee - Dr. Leeson, Steering Committee liaison for BAPC, reported that the Committee was meeting at this time also. He had nothing to report at the moment.

Graduate Policy and Curriculum Committee - Dr. Goodman, Steering Committee liaison, reported that the Committee has approved a master’s program in Spanish and in TESOL. The Committee

will be studying the structure on academic policies and curriculum issues and the appeals process. They will be conducting Teamnet sessions - a brainstorming approach to discuss issues related to the structure of graduate education.

Dr. Tucker reported on the Advisory Council of Faculty Senates meeting held in Tallahassee on October 25, 1996. Dr. Modani, past chair of the Advisory Council, was also in attendance. All SUS faculty senates were represented. The Council is presently researching the post-tenure review. The University of South Florida submitted a resolution strongly opposing the process. The Council did not endorse the resolution. They expressed concern that this is a collective bargaining issue with the BOR and UFF and the action of the Faculty Senates should not interfere with that process. The Council recommended that the Board of Regents establish a committee on academic issues and policies. The next Council meeting will be held in January at the same time the Board of Regents has their meeting. The Council discussed its relationship with United Faculty of Florida. There is a need to clarify separate responsibilities and explore common interests. UFF President, Brian Nelson, sent a letter to the Advisory Council of Faculty Senates to ask for collaboration on faculty issues; he will be invited to a future meeting.

Other discussions concerned distance learning at UCF and the Florida Gulf Coast University. Dr. Modani stated that UCF is regarded as one of the leaders in the State concerning distance learning.

ANNOUNCEMENTS

Ms. Carole Hinshaw announced that the Library is continuing the search for Director of Libraries. They are interviewing several candidates. They have not had the response they need from faculty or administration at the interview sessions.

Dr. Tucker announced that there is an open meeting of the Strategic Planning Council on December 12, 1996 to present the latest plan.

Provost Whitehouse was unable to attend this meeting, he was in Tallahassee.

Dr. Roseanne White, Biology professor, has been recommended to represent the College of Health and Public Affairs as Grand Marshal for commencement on December 21, 1996.

ADJOURNMENT

The meeting adjourned at 5:45 p.m.