

## FACULTY SENATE STEERING COMMITTEE

### MEMORANDUM

**TO:** Faculty Senate Steering Committee  
**FROM:** Faculty Senate Office  
**DATE:** October 14, 1998  
**SUBJECT:** Minutes of meeting held on October 1, 1998

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The Steering Committee was called to order by Dr. Ida J. Cook, Chair, at 4:07 p.m. The roll was circulated for signatures. The Minutes of September 10, 1998 were unanimously approved. Members present included Drs. Lee Armstrong, Lee Cross, Richard Tucker, John Leeson, Naval Modani, Rosie Joels, James McBrayer, Linda Malone, Gregory Frazer, and Vice Provost Frank Juge. Guest: Dr. Taylor Ellis, Hospitality Management.

#### **Announcements**

Dr. Cook announced that Dr. Gary Whitehouse was at a meeting in Gainesville in regard to the Metropolitan University Plan (TIER). Dr. Cook welcomed Drs. Frank Juge and Taylor Ellis.

#### **Standing Committee Reports**

##### Undergraduate Policy and Curriculum Committee

Dr. Cook stated that Dr. Heinrich Barsch, Steering Committee Liaison, was out of the country; therefore, there was no report.

##### Graduate Council

Dr. Gregory Frazer, Steering Committee Liaison, reported that the committee had not met. Dr. Linda Malone, Chair of Graduate Council, reported that the Subcommittee Course Review and New Programs had met and discussed several new proposals. The other two subcommittees have not met.

##### Personnel

Dr. John Leeson, Steering Committee Liaison, reported that the committee had not met; therefore, there was no report.

##### Budget and Administrative Procedures

Dr. Naval Modani, Steering Committee Liaison, reported that there was a meeting scheduled for Thursday, October 8, 1998 at 2:30 p.m. There is a tentative agenda with Linda Bonta, Director of Finance and Accounting, regarding travel reimbursements.

#### **ad hoc Constitution Revision Committee**

Dr. Modani reported that the committee is making progress on the Constitution. It should be ready for the Steering Committee to review in approximately three weeks.

### **Old Business**

Dr. Cook stated that the Undergraduate Policy and Curriculum Committee had not met to determine if they would be resubmitting their motion regarding students' study abroad at the next Senate meeting. With the Steering Committee's unanimous approval, Dr. Cook indicated she would circulate the new resolution (if received by e-mail from the UPCC) for the Steering Committee members' input before it is put on the agenda for the Senate.

Dr. James McBrayer suggested adding Deans' names to the faculty senate address list. Kathy Wohlbold stated she would add all Deans' names and addresses to the Faculty Senate list for distribution.

Dr. Cook stated that she still needed input on faculty use of the President's Dining Room. She would like to designate a fixed day of the week for Faculty Senate use. Please e-mail any suggestions her: [cook@mail.ucf.edu](mailto:cook@mail.ucf.edu)

### **New Business**

Dr. Cook stated that there is a need to establish a TIP Appeals Committee. Dr. Juge stated that the deadline date for TIP is October 26, 1998 when eligible faculty will be announced. Portfolios are due to Academic Affairs on October 11, 1998. There will be a meeting on October 13, 1998. It was moved, seconded and unanimously approved to select 5 members from the Steering Committee; one member from each college to serve on the Appeals Committee. Volunteers were Dr. Gregory Frazer, HPA, Dr. Lee Armstrong, AS, Dr. James McBrayer, ENGR, Dr. Modani, BA, and Dr. Lee Cross or Dr. Rosie Joels, ED (they will discuss eligibility). Dr. Cook briefly explained Dr. Beiler's concerns in her appeal. The Steering Committee discussed TIP eligibility at length. They plan to meet and consider the appeal by Wednesday of next week.

Dr. Cook presented the document on Awards for Excellence in Professional Service for the Steering Committee's review. Suggestions were made for changing the dates and adding lecturer within the faculty eligibility.

Student Evaluation of Instruction was discussed with the conclusion that an analysis is needed. Dr. Juge suggested a proposal from the Steering Committee go to the Faculty Senate. Dr. Juge stated that Provost Whitehouse would approve such a proposal. Dr. Cook stated that she would look into it further.

### **Other**

#### Agenda for Faculty Senate meeting of October 22, 1998

Dr. Cook reported that as of this date no new business has come forward. It was concluded that if there was no response from the Undergraduate Policy and Curriculum Committee regarding their resolution and no other business pending, that the Faculty Senate meeting of October 22, 1998 would be canceled. All Steering Committee members agreed.

Concerns were expressed regarding Groupwise e-mail problems, faculty parking, and scheduling classes over the Thursday 4:00 p.m. hour leaving no time for faculty meetings.

The meeting adjourned at 5:15 p.m.