

## M E M O R A N D U M

TO: Steering Committee Members  
FROM: Dr. Manoj Chopra, Chair  
DATE: October 7, 2007  
SUBJECT: Steering Committee Meeting on Thursday, October 11, 2007

---

### Meeting Agenda

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES OF *SEPTEMBER 13, 2007***
4. **ANNOUNCEMENTS AND RECOGNITION OF GUESTS**
5. **OLD BUSINESS - NONE**
6. **NEW BUSINESS**
  - ACFS Updates - Dr. Chase and Chopra
  - State Budget Update - Dr. Chase and Chopra
  - BOG Strategic Plan Discussion - Dr. Chopra
  - Faculty Governance and Committee Structures
  - Syllabus Template - Dr. Ark
7. **STANDING COMMITTEE LIAISONS REPORTS**
  - B&A – Howard
  - Graduate Council - Lynxwiler and Liberman
  - Personnel - Orooji
  - UPCC- Pennington
8. **OTHER BUSINESS**

## Faculty Senate Steering Meeting Thursday, September 13, 2007

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:00 p.m. Minutes from the **August 16, 2007** meeting were unanimously approved as written; however, the attendance roll should be corrected to indicate that Dr. Kamrath was present.

**Steering Officers present:** Drs. Manoj Chopra, Arlen Chase, Ida Cook and Pamela Ark.

**Steering Committee Members present:** Drs. Kamrath, Koons, Pennington, Gunter, Kassab, Orooji, Liberman, LiKamWa, Howard, Jewett, Lynxwiler, and Muller.

**Steering Members and Administrators absent:** Drs. Henry Daniell, Provost Hickey and Lin Huff-Corzine

**Administrators present:** Dr. John Schell

**Guests:** Dr. Patricia Bishop

### ANNOUNCEMENTS

- Dr. Schell announced that the Seminole Chamber of Commerce Lifetime Achievement Award was presented to President Hitt. Dr. Chopra was also in attendance.
- **Update on State of Florida Budget & Medical School Funding** - Dr. Chopra reporting Governor Crist budget calls for an across the board 4.4% reduction on top of the 4% cut; the 1.8% includes cuts in the medical school budget that may cause problems with accreditation. The BOT and UCF Administration are talking with the Governor and explaining position and the role of medical school in the community. Dr. Chase added that the Centers of Excellence budget allotment is still intact at \$100 million. The BOT meets next on the 20<sup>th</sup> of the month.

### PROVOST REPORT

No report.

### OLD BUSINESS

#### *Faculty Ambassadors – Dr. Schell reporting*

Ambassadors are faculty and staff working the football games this fall. The role of the ambassador this year is more informational & directional. There are 30 ambassadors for the September 15<sup>th</sup> game and at least 20 in subsequent games.

#### *RIA Revisions – Dr. Cook reporting*

The committee work has not yet begun this fall, waiting to hear if there will be funding. The state may bring back the old TIP and RIA as a strategy for faculty retention in light of the current critical budget situation, the September legislative session is on hold at present.

Dr. Chopra asked for the sense of the committee regarding the RIA revisions. The sense of the faculty steering committee is for Dr. Cook's subcommittee to continue to work on RIA revision however without the deadline of January, 2008. It is noted that any revisions would apply to next academic year, 2008-2009. Dr. Cook's attention will focus with a priority on the Faculty Constitution review committee with the goal of a January 2008 Faculty Assembly.

## Faculty Senate Steering Meeting Thursday, September 13, 2007

### NEW BUSINESS

#### BOG, ACFS and BOT Updates - Drs. Chase and Chopra reporting

The BOG met on August 26-27, 2007 in Tallahassee. The Innovation Conference was held last week; the business community is lining up in support of the university and funding. If funding comes forward, then there will be performance models of how the university does. The Senator Graham Lawsuit is currently waiting on filing motions. A ruling is expected in October as to whether or not the suit goes forward. A number of faculty senate chairs are on the lawsuit as plaintiffs.

The status of salary is anticipated to return to the early 90's when there was a flat period for three-years. Legislators could fix the situation by closing tax loop holes rather than reducing funding for the two new medical schools. ACFS meets on October 5<sup>th</sup> in Tallahassee with a meeting with the Chancellor.

### OTHER BUSINESS

#### Limits on Faculty Outside Pay

In light of the legislative stance on no raise for faculty, Dr. Muller brought forth a discussion regarding the possibility of a change in the interpretation of the 25% cap on outside pay using the nine month salary base or 12 month salary base. Either way, if this could be an opportunity to interpret locally at the university as an incentive for faculty on this campus. Dr. Schell noted that Dr. Lin Huff-Corzine continues work on those policies that will come here to Faculty Senate. Dr. Muller stated that this is perhaps an opportunity to work together to make progress on the interest of university to retain faculty during time of budget limitations.

#### Hiring of Adjunct Faculty

Dr. Koons brought forward a discussion regarding the barriers and burdens of hiring adjuncts. Question asked about what are the necessary information items that must be supplied to Human Resources to expedite the hiring process. The issue is related to the pressure to provide name of the course instructor and cannot put in the name until the faculty ID is available. Dr. Schell stated that HR personnel are working on a way that future employees receive an employee ID with three pieces of information. This process would be worth the risk of a very few people having an ID and not an employee of UCF.

A motion was made and seconded to send to B& A Committee. Courtesy appointments are same process so this discussion should include adjunct faculty and courtesy appointments.

#### Professional Academic Career Paths – Drs. Schell and Chopra reporting

Dr. Chopra stated that the Faculty Senate has worked hard to have positive relationship with Academic Affairs. Thus, the discussion of a future possibility of professional academic career paths is one of importance. Dr. Schell noted that any new career path models would apply only to new hires and would not be retroactive to current faculty. The intent is to have master teachers in the classroom for our students. This discussion is one for faculty to engage in with administration.

This is an opportunity for faculty to have input in to how such an alternative career path might be designed here at UCF. Dr. Schell indicated that in this new academic year, the administration is moving forward with conversation. If consensus builds to have different career paths, any plan will come before the Faculty Senate and any plan will have to be bargained. Dr. Schell wants consensus to build across administration and management – he is willing to take the leadership, however he asks that faculty be part of the process. There is no timetable for implementation at this time. There was discussion regarding how to have faculty participate – the suggestion was made for Dr. Schell to meet with colleges and departments to give input within a meeting or outside the meeting.

## Faculty Senate Steering Meeting Thursday, September 13, 2007

### Professional Academic Career Paths – Drs. Schell and Chopra reporting cont.

Dr. Muller suggested that this initiative be based on the 40<sup>th</sup> anniversary of the university and how UCF views the next 40 years. Dr. Chase indicated that the limited budget funding mandates that the conversation needs to take place – UCF needs an avenue to keep master teachers here at UCF. This is the time to build academics at the university.

Dr. Chopra asked for the sense of the steering committee. It was determined that the sense is to proceed with the issue on campus with faculty participation. Members are asked to write to Dr. Schell to give name and interest in this initiative.

### **STANDING COMMITTEE LIAISON REPORTS**

#### **B&A** – Dr. Howard reporting

She has not been able to attend a meeting yet. Dr. Howard has a teaching schedule conflict with the proposed meeting time of every third Thursday at 2:00 p.m and asked to be excused from liaison duties for this term. Dr. Aubrey Jewett stepped forward to serve as liaison to this committee.

#### **Personnel** – Dr. Orooji reporting

The committee met two days ago and the regular meeting schedule is the first Tuesday of each month working on the Conflict of Interest and Promotion and Tenure with Dr. Lin Huff-Corzine.

#### **Graduate Council** - Drs. Lynxwiler and Liberman reporting

Steering Committee members queried as to why this resolution only applies to just the graduate faculty as written. Dr. Liberman stated that the Graduate Program is the first to go forward with this policy but it is not restricted to them. There was discussion that such a policy should exist for undergraduate faculty. After further discussion, the recommendation was made to ask Dr. Bishop to submit a revised policy for all faculty. This item would also go to UPCC for discussion. There was further discussion to give the statement to faculty as a reminder at the time of contract signing. Dr. Liberman stated the document came as endorsement. Motion made and seconded to present as resolution affirming this document and changed to faculty conduct. It will go to the full Senate at its September meeting.

Graduate Council plans to complete discussion on the patent policy at UCF next month. The committee invited those most affected by the patent to be present during the discussion. There is full representation of those involved in patents at UCF.

- The Curriculum subcommittee  
Committee met last week. There are three new tracks and the committee is underway in their work.
- The Policy and Procedure subcommittee  
met this morning to complete the work on Graduate Faculty Conduct. As history on this topic, Provost Hickey remanded the previous work back to the committee at the end of last academic year. The new work is a policy statement without examples. The committee is pleased to recommend to the FS Steering Committee that today's policy statement be recommended at next full FS meeting; the policy outlines the professional responsibilities and behavior of faculty. This is the time that we as a faculty need to step forward and say this is what we expect of ourselves. The suggestion was made that if adopted and implemented, this statement of policy should accompany the annual contract. The item comes from committee so the item was on the table.

## Faculty Senate Steering Meeting Thursday, September 13, 2007

### UPCC- Dr. Pennington reporting

The first meeting was held this week on Tuesday. Dr. Pennington was elected as chair of the committee again and also represents the College of Business Administration. The committee is reviewing various processes in light of the changes in the positions of Dean of Undergraduate Studies, Dr. Allison Morrison-Shetler and Dr. Vittes. These include information management systems and processes of undergraduate curriculum changes. The course action committee meets again next Tuesday. Dr. Pennington discussed the development of an executive committee to review agenda items for the full committee meeting; for example, matters of grammar, minor items. A suggestion was made to not put forms in unchangeable PDF forms.

### **OTHER BUSINESS**

### Constitutional changes- Ida Cook reporting.

With Constitutional changes (IDA) description and representation and terms – please give committee feedback to Dr. Cook. She will communicate with other councils like undergraduate research council.

### BOT Agenda - Dr. Chopra reporting

Dr. Chopra has reviewed the BOT agenda. UCF is in good shape for new programs as policies are currently in place.

### Graduate Studies Council Website - Dr. Bishop reporting

There is a Graduate Council website for the purpose of collecting and archiving all council work. The site was created so that faculty, administration and students can view what is being discussed and offer input at any time. Similarly, the undergraduate council is working on an approach to provide continuity of information.

### Faculty Senate Website update - Dr. Chopra reporting

Dr. Chopra reminded members that the Faculty Senate website is updated. Please let Dr Chopra if any of the senators find it hard to navigate.

### Tuition waivers increases – Dr. Bishop reporting

Any tuition waiver increases are currently on hold due to the budget; there are fewer graduate student contracts because of budget cuts; will probably break even on the tuition waivers.

### Summer Course Schedule - Dr. Schell reporting

Provost Hickey issued a memo to administrators that he expects full summer offerings, except for those with very low enrollments. He anticipates no decrease in offerings of courses. The summer teaching bargaining has not been resolved at this point. Any issues regarding summer teaching contracts should be sent to the bargaining team.

### **ADJOURNMENT**

Motion to adjourn was made and seconded. The meeting was adjourned at 5:36 p.m.

# Syllabus Design Template

Course ID and Title

Credit hours

Semester

Professor's Name

Meeting day, time, place

Contacting the Professor		Contacting the Class	
<b>Office Hrs:</b>	Insert Office Hours	<b>Class E-mail:</b>	Class e-mail list (if any)
<b>Office:</b>	Office Location	<b>Course Web Site:</b>	Course Web Address
<b>Phone</b>	Office Phone #	<b>Online Discussions:</b>	WebCT Address
<b>FAX:</b>	FAX Number		
<b>E-Mail:</b>	Professor's e-mail address		

## Course Description

Short description of the course (include catalog description, departmental description, your personal description of the course, and prerequisites)

## Course Objectives:

What will they know, what will they be able to do, what will they create as they progress through the course?

## Required Texts

- ◆ Full text citations of all required materials

## Supplemental Texts

- ◆ Full text citations of all supplemental materials

## Library Resources

- ◆ Electronic and other library resources that your students will be using.
- ◆ Electronic reserve materials for your course (see a UCF librarian for help).

## Evaluation Procedures

- ◆ Plus/minus grading system
- ◆ Grade scale (numbers/letters equivalents)

Grade Categories	Description of the requirements	Weight toward final exam
e.g., Online Discussions	weekly participation: start one new discussion thread, comment on messages in three different threads	20%

e.g., Projects	Team research activities (see criteria below)	30%
e.g., Midterm Exam	add details	20%
e.g., Final Exam	add details	30%

### Technology Requirements:

Technology	Expectations for Use
E-mail:	Describe your policies for using e-mail: e.g., how it will be used, who will communicate with whom, who answers technology questions, expected response time etc.
WebCT:	Describe how you will use WebCT in the course, how often students should expect to login, how team activities will be organized, due dates, policies on late participation, etc.
Special tools:	Describe any special tools the students will have to read as part of the course.
Tape recording:	Describe policy on audio recording devices.
Calculators:	Are calculators allowed; if so, under what circumstances
Other	Briefly describe anything else the students might need to use for your course.

### Additional Policies (For example, ...)

Grading and evaluation	Will you drop a low grade? What is the cut off point for each letter grade?
Attendance and participation	How many absences are acceptable? Will students get points for attendance?
Deadlines	What key dates stand out during the semester? Exams? Project due dates?
Late, make-up and extra credit work	Will you accept late work? Can students substitute assignments? Will you offer extra credit?
Academic integrity	You can take boiler plate text from the Code of Conduct: <a href="http://www.oir.ucf.edu/pubrel/goldenrule/rule02.htm">http://www.oir.ucf.edu/pubrel/goldenrule/rule02.htm</a> . Or from the Academic Behavior section: <a href="http://www.oir.ucf.edu/pubrel/goldenrule/rule03.htm">http://www.oir.ucf.edu/pubrel/goldenrule/rule03.htm</a>
Plagiarism Statement	You may want to letting the students know that YOU KNOW about online term paper mills such as "School Sucks" and "The Evil House of Cheat". Use of turnitin.com? Define your policies on collaboration and groupwork.
Professionalization and personal conduct	You may wish to inform students of your expectations regarding professional behavior and codes of conduct you feel are appropriate for your discipline/class.
Statement about this course satisfying university requirements	Examples include Gordon Rule or Diversity Requirements
Disability Access Statement	The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need

	<p>accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**This syllabus may be modified at the discretion of the instructor.  
 Changes will be discussed in class and/or via email**

<b>The UCF Creed</b>	
Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.	
<b>Integrity</b>	I will practice and defend academic and personal honesty.
<b>Scholarship</b>	I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
<b>Community</b>	I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
<b>Creativity</b>	I will use my talents to enrich the human experience.
<b>Excellence</b>	I will strive toward the highest standards of performance in any endeavor I undertake.



### Sample Time Line Guide for Class and Conferencing Activities

Dates	Topic	Goals and outcomes for day	Reading Assignments	Due Dates for Assignments	In-class Discussion Points & Activities	On-line Discussions & Activities
<b>Day</b>	Description of topics to focus students' attention	List at least one learning and performance goal for the day to keep them on their toes.	Readings that must be completed for students to function in the class. Add links to guidelines for organizing the new information if applicable.	List any assignments that are due on this particular date.	Provide descriptions or links to any materials that will guide students through the class and help them organize or apply new information.	Provide descriptions or links to any materials that will guide students through the online sessions and help them organize or apply new information.

--	--	--	--	--	--	--