

**Faculty Senate Steering Meeting
October 11, 2007**

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures. The minutes of **September 13, 2007** were reviewed and approved unanimously.

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

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

Steering Members and Administrators absent: Drs. Kamarath and Gunter.

Administrators present: Drs. Provost Hickey, John Schell and Lin Huff-Corzine.

Guests: Dr. Patricia Bishop

OLD BUSINESS

None

NEW BUSINESS

Provost Report – Provost Hickey reporting

- *Conflict of Interest Resolution:* Provost Hickey reported that the resolution from the Graduate Council (2007-08-01) as resubmitted was approved and signed this week.
- *New Department:* A proposal to establish the Department of Health Services Management and Information from the current HIS and HIM: informatics was approved. The program includes the graduate degree in healthcare informatics. No additional funds are needed in the budget and it will be chaired by Dr. Aaron Liberman.
- *Budget Update:* The joint committee Florida House and Senate is in 72-hour resting period and a new vote scheduled for October 12, 2007. He anticipates that the budget will not be vetoed by Governor Crist. The 3.6% recurring cut in the budget is down from the original 4%. There will be two pools of one-time nonrecurring moneys and the Centers of Excellence funding was reduced. Provost Hickey will issue an update as soon as the budget is final. Further, as the State of FL withheld 4% and Provost Hickey will withhold another 2% in escrow to offset anticipated cuts next year. None of the withheld moneys are returning to the units. He anticipates the creation of a savings account for UCF with a pool to be held centrally. Future budget cuts can be drawn from the savings account funds. The State of FL budget is anticipated as deficit for the next one to two years. Portions of the one-time moneys will be used to make certain that students are served; Drs. Schell & Morrison-Shetler will work with others as well as the SGA to invest in more spring instructors and adjuncts hired only with nonrecurring monies; and summer semester would provide more opportunities for students to be served by faculty. As the monies are nonrecurring, units will not be able to hire full-time tenure tract faculty. The positions will be part-time instructors and visiting faculty. Summer semester class offerings allow more faculty to have summer income through teaching assignments. These efforts are to allow students the opportunity to take courses and not delay graduation due to a limit in courses. The medical school budget monies were restored in the budget.
- *Academic enhancement fee –* UCF is likely in line to get the \$1000 fee – the fee is not connected to tuition funding through Bright Futures but a law may be passed in the spring of 2008 with phase in the next year.
- *Unit Budget 5% reserve –* Units can continue to build a budget reserve up to 5% with any moneys beyond that amount returned to UCF central fund. If a unit is trying to carry forward any reserves beyond 5% then the Provost will retain the difference and then apply to the budget cut to that unit; this is a way for a unit to deal with the fact that the budget reduction will be more than 4%.

**Faculty Senate Steering Meeting
October 11, 2007**

- *Technology fee* – it is still in existence in the budget and the annual increase in tuition is now being tied to the CPI – legislature can augment but cannot go below that amount. The technology fee is 5% of the tuition per credit hours.

Resolution from Graduate Council – Dr. Liberman reporting

The resolution presented is: Resolution 2006-2007-3 Electronic Thesis & Dissertations Dissemination Policy.

Resolution 2006-2007-3 Electronic Thesis and Dissertations Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, UCF will provide the following options for all graduate students submitting an Electronic Thesis and Dissertation where the university has no declared interest in pursuing the patent as determined by the Office of Research and Commercialization:

1. immediate worldwide dissemination with no restrictions
2. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend Electronic Thesis and Dissertation Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.
3. hold my thesis or dissertation for up to six months to pursue a patent.

Dr. Bishop comments: this resolution, as proposed, allows those students who want the opportunity to provide limited access to their work for a period of time to have this option; the time will allow the student to decide what needs to be done with the work before the availability on the world wide web; the period of one year goes to one year or three years and then an annual renewal if needed. Dr. Bishop clarified that there is a separate form used at start of thesis/dissertation regarding declaration that a patent will be with the University.

After discussion regarding the resolution, friendly amendments were offered and agreed upon by steering committee members. The amended resolution is stated below:

Resolution 2006-2007-3 Electronic Thesis and Dissertations Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Whereas, students are required to submit the thesis or dissertation electronically,

Be it resolved, UCF will provide the following options for all graduate students where the university and /or the student has no declared interest in pursuing a patent as determined by the Office of Research and Commercialization:

1. immediate worldwide dissemination with no restrictions
2. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend Electronic Thesis and Dissertation Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.
3. hold the thesis or dissertation for up to six months to pursue a patent.

**Faculty Senate Steering Meeting
October 11, 2007**

Motion to send as amended to full senate: unanimous to full senate. A copy of the actual form will be included with the resolution for review at the Faculty Senate meeting.

Advisory Council Faculty Senates (ACFS) Updates - Drs. Chase & Chopra reporting

As part of the ACFS strategic initiatives – Faculty Senates in the state of Florida are challenged to pass resolutions in favor of Governor Crist's environment 'Green' positions. Presently UCF Faculty Senate is in support of environmental concerns. The Governor and Chancellor may come and give public lectures regarding the environment.

BOG Strategic Plan Discussion - Drs. Chase and Chopra reporting

Dr. Chase discussed the following items presented at the BOG meeting. The strategic initiatives were distributed six days earlier with no briefing; all ten universities with current graduate degrees will be the only universities to have graduate programs. BOG is proposing taking control of the master's degree. The December meeting will have discussion as to what kind of control the board will have over higher education.

Dr. Chopra is a member of the UCF BOT task force on the BOG Strategic Plan called Forward by Design. The BOT Education and Finance committees are also discussing this issue. Please send comments to Dr. Chopra. Each university has a distinct mission to serve and core strength area to improve national rankings; increase baccalaureate degree production; reward freshman and sophomore retention rates.

Dr. Hickey commented that performance funding is being proposed by the BOG as the basis for state funding. UCF has the second or third highest retention rate and graduation rate in the state and received funding accordingly. The new spring tuition revenue increases will have 30% set aside for need-based aid for students. This strategy allows the university to zero out the impact of tuition increases on needy students.

Faculty Governance and Committee Structures – Dr. Chopra reporting

Dr. Chopra received a query from Jim Gilkesen regarding a faculty governance & committee structure issue in regard to elections for task forces and committees that ignore minority options. After discussion among the steering committee members, the sense of the committee is that this is an issue of the college/department by-laws and should be addressed at that level. No recommendation to send to committee within Faculty Senate at this time.

Syllabus Template - Dr. Ark reporting

This item is brought forward from the College of Nursing regarding a statement in a syllabus template that faculty received about a year and a half ago. Faculty are asking for clarification from the Provost's office regarding inclusion of the following statement in the template: "This syllabus may be modified at the discretion of the instructor. Changes will be discussed in class and/or via email." Members of the steering committee discussed that the syllabus template was sent as a suggested outline for units. Dr. Huff-Corzine stated that according to UCF general counsel syllabi are not contracts with students, rather guidelines only.

Agenda item referred to Drs. Schell and Provost Hickey for review and report to Faculty Senate Steering next month.

**Faculty Senate Steering Meeting
October 11, 2007**

STANDING COMMITTEE REPORTS

B&A – *Dr. Jewitt reporting*

Dr. Jewitt unable to attend the most recent meeting due to schedule conflict; there was a presentation on the Pegasus Model.

Graduate Council – *Dr. Lynxwiler & Liberman reporting*

Graduate Council policy and procedures committee met today and sent forward the resolution as noted above; discussed patents and will again discuss on Oct 25th; the committee meets every two weeks with excellent attendance.

Personnel – *Dr. Orooji reporting*

The committee met & continues to address promotion and tenure issues.

UPCC- *Dr. Pennington reporting*

No meeting this week due to no agenda items.

OTHER BUSINESS

Posthumous degree – *Drs. Chopra & Schell reporting*

A posthumous degree is offered by UCF for a deceased student to receive an honorary diploma. Dr. Schell reviewed the policy for committee members where no more than 15 hours and one semester must remain to complete degree requirements. Students who pass away earlier than this time frame do not qualify for posthumous degree. Previously, Dean McCarthy in COHPA had an internal ceremony and presented certificate to a deceased student's family. After discussion, the sense of the steering committee was to send this agenda item to the Commencement, Convocations and Awards Committee for review.

ADJOURNMENT

Meeting adjourned at 5:42 p.m.

Resolution 2006-2007-3 Electronic Thesis and Dissertations Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Whereas, students are required to submit the thesis or dissertation electronically,

Be it resolved, UCF will provide the following options for all graduate students where the university and/or the student has no declared interest in pursuing a patent as determined by the Office of Research and Commercialization:

1. immediate worldwide dissemination with no restrictions
2. dissemination with limited access to the UCF community (its library patrons, including interlibrary sharing and release to ProQuest) for a period of one or three years and the declaration of this occurs during the final submission. Once the initial request is granted, additional extensions of one year can be obtained by notification to the Office of Graduate Studies using the Request to Extend Electronic Thesis and Dissertation Access Limitations form. It is the responsibility of the student to request any such extension; otherwise, the document will automatically be released for electronic dissemination.
3. hold the thesis or dissertation for up to six months to pursue a patent.