

**FACULTY SENATE STEERING COMMITTEE
MINUTES
October 12, 2000**

Dr. Michael Mullens, Chair, called the Faculty Senate Steering Committee meeting to order on Thursday, October 12, at 4:06 p.m. The minutes of September 7, 2000 were unanimously approved.

Members present: Provost Gary Whitehouse, Drs. Glenn Cunningham, Diane Wink, Ida Cook, Lee Armstrong, Phillip Taylor, Diana Velez, Naval Modani, Cynthia Hutchinson, and John Leeson.

Members absent: Drs. Lee Cross, Ahmad Elshennawy, Carol Bast, and Robert Pennington.

ANNOUNCEMENTS

Provost Whitehouse announced the reorganization where Dr. Jack Rollins will be in charge of all area campuses with the exception of the downtown Orlando campus. He will however continue to report to Dr. Frank Juge. Dr. Rollins will attend all deans and directors meetings and will have direct access to the Provost. Faculty will still report to own departments with recruitment coordinated through Dean's offices and departments/schools.

The Pegasus Model is also under review. President Hitt expressed interest in increasing the number of classes held on Fridays and Saturdays. Several issues are being discussed with deans: the change to a solely web based course schedule, the memo from the Provost regarding final exams and the enforcement of this policy by college deans and chairs), and the impact on drop. (Dr. Cook expressed concern that the Faculty Senate was not included in the decision to change to a solely web based course schedule. This change affects many faculty and students.) Provost Whitehouse announced that by the year 2003 UCF is expected to have approximately 35000 students. Impact of the beginning of DROP retirement program in 2003 on faculty and staff is being examined.

OLD BUSINESS

Subcommittee report on Awarding New Research Incentive Program Funds.

Dr. Glenn Cunningham reported that the committee had met and discussed the area of award distribution. A copy of the proposal draft was distributed to the Steering Committee members for their review. The \$5,000 should be added to the salary base. The number of awards will be scaled according on how many awards are available, a ratio of 2:1:1 (Two for the College of Arts and Sciences, one for each of the other colleges, and one for the centers.) Each college will have their own criteria for the award; that is, research activity and research recognition, etc. General guidance statements are provided by the committee. Dr. Cunningham has the procedures. There will be approximately 26 awards this year including any recycled awards from the PEP program. Establishment of an "at large" category for the awards was suggested. Faculty from the School of Hospitality Management and any additional nominees from the colleges will be considered in this group. The selection committee or the deans could forward alternative nominees. Suggestions regarding clarification of prior awards in regard to eligibility and a need for a statement about the at large decision-making offered.

Dr. Cunningham asked that written comments be forwarded to him by the next Steering Committee meeting. It was suggested that more faculty input was needed. These awards will be implemented by the end of January, 2001 and awarded by spring, 2001. Minimum number of awards will be specified with provost making final decision.

NEW BUSINESS

Standing Committee Reports

Budget and Administrative – Dr. Glenn Cunningham reported that a meeting was held on September 25, 2000. Mr. Bill Merck was in attendance and discussions included: improvement procedures regarding travel, and Physical Plant. Will discuss in more detail the procedures at the next meeting.

Met with Dr. Ed Neighbor regarding budget allocations and reviewed specials. Expect to receive a summary on the Pegasus model from Dr. Neighbor. Reviewing the Pegasus model will run through this fall semester and next semester. Dr. Neighbor is the committee chairman.

Graduate Council – Dr. Cynthia Hutchinson reported that the Course Review and New Programs subcommittee met and reviewed 70 Special Topics and Course Action Requests. Ph.D. programs in Biomolecular Sciences, Texts and Technology, and a MFA/MA in Theatre were approved in addition to revisions to the Educational Leadership program regarding the EdS and the EdD.

Graduate Appeals Subcommittee met before the fall semester began to act on several grade appeals. Another request was settled at the college level. They have not needed to meet again, but will when necessary.

The Policy and Procedures Subcommittee has begun examining a variety of issues. Among them are:

- The issue of the current university standard for minimum course credit hour requirements in Ph.D. programs. The committee is in unanimous agreement that this policy should be changed to allow each program to establish its own program of study requirements. In this way programs would have more flexibility within the total minimum requirement of 72 credit hours. Current policy calls for a minimum of 57 semester hours to be exclusive of the dissertation. This would be dropped, and only the 72 total hour requirements would remain, along with the requirement for at least 15 hours of dissertation work. It is felt that this would put us more in step with other major universities, however, we are gathering some supporting data on this before we put it in resolution form.
- Revisiting a resolution from last year that changed the requirements for full time graduate status to 9 hours in fall and spring, and 6 hours in summer. The committee is wrestling with language to deal with those one-time, end of program issues that occur when a student has remaining hours to complete the program that are less than the above minimums.
- A uniform template that can be used by academic units to submit their annual reports on certificate programs.
- Policy for faculty supervision of theses and/or dissertations.

Undergraduate Policy and Curriculum – Dr. Velez stated that two programs were approved by the UPCC and forwarded to Provost Whitehouse for his review and approval: Revisions of Anthropology Major and Minors, and a Hospitality Management modification.

The committee discussed teaching/learning and tenure and have a subcommittee to look into the issue. Dr. Karen Smith gave a short presentation on the subject to the UPCC.

Personnel – Dr. John Leeson reported that the committee met on Tuesday, September 12, 2000. The committee appointed a subcommittee to examine the possibility of a new rank above full professor. Appointed subcommittee.

Discussion returned to the new solely Web based schedule for student classes. The intent is to eliminate printed copies. Alternate ways to help students (including but not limited to non traditional students and students with disabilities) design their schedules need to be developed as students are weaned off the printed copies. Provost Whitehouse stated that he and Dr. Mullens would discuss the issue with Dr. Tom Huddleston.

Dr. Mullens reported that he had received a memo from Dr. Sophia Dziegielewski regarding incorrect grading and student evaluations. Dr. Whitehouse has asked Dr. Schell to look into the problem, determine the extent of the problem, and the procedure for faculty to report errors. He also recommended that faculty verify numbers. Other concerns, such as lack of tallies of faculty-designed items on the evaluations were raised. Dr. Schell will look into this issue.

Office coverage on Saturdays and after 5 p.m. weekdays was discussed. Staff is needed on odd hours. The Faculty has had problems getting into offices and some classroom/seminar rooms on Saturdays or late in the day. This issue has been referred to the Provost.

Dr. Modani reported on UCF TIP. No concerns raised during open meetings with faculty. The name will be changed from PETE to UCF TIP. Student credit hour data is now being distributed to faculty. Time line will be modified because materials will be available later than expected. Dr. Cunningham requested information on recipients of prior TIP awards and dates of awards.

No resolutions are expected to come forward from committees for October or November. Agenda in October will include a presentation on the campus plan. Suggested issues regarding custodial services also will be addressed at this time. Dr. Modani moved to cancel the Faculty Senate meeting on November 16, 2000, Dr. Cook seconded the motion. The motion was unanimously approved. Committees were encouraged to use the time to develop needed resolutions. The next Faculty Senate meeting will be held in January.

Meeting adjourned at 5:30 p.m.