

MEMORANDUM

TO: Steering Committee

FROM: Manoj Chopra
Chair, Faculty Senate

DATE: October 9, 2006

SUBJECT: STEERING COMMITTEE MEETING

DATE: Thursday, October 12, 2006
TIME: 4:00 p.m.
ROOM: Student Union, Pegasus Room A

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *September 14, 2006***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - WebCT Downtime Response – Dr. Chopra
 - Update on Copyright of Faculty Notes – Dr. Pennington
6. **New Business**
 - RIA and SoTL Criteria and Procedures Update – Dr. Cook
 - IP and Conflict of Interest – Dr. Chopra
 - HR/Peoplesoft Updates – Dr. Trouard
7. **Other**

Steering Committee Meeting

September 14, 2006

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:06 p.m. Minutes of the *August 17, 2006 meeting* were unanimously approved with minor editorial changes.

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

Steering Committee Members present: Drs. Subir Bose, Glenda Gunter, Aubrey Jewett, Paul Maiden, Jim Moharam, Christopher Muller, Robert Pennington, Kalpathy Sundaram, and Dawn Trouard.

Steering Members absent: Drs. Rufus Barfield, Henry Daniell, and Keith Koons.

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

Guests: Drs. Joel Hartman (Web CT) and Patrice Lancey (OEAS).

ANNOUNCEMENTS AND PROVOST REPORT

Comments by Dr. Chopra

Dr. Chopra announced that Dr. Kassab, MMAE, has a class schedule conflict this semester with the 4:00 p.m. meeting time. The substitute faculty representative for this semester will be Dr. Haralambous.

Comments by Dr. Chase

Dr. Chase reported that the BOG meeting in Tampa is scheduled for the upcoming week, Wednesday through Thursday (September 20-21, 2006). There is a full agenda including the following items: structure of the university system discussion to be presented at November meeting; legislative agenda - proposal for faculty to shift from ORP to Florida ORP accounts if they so wish; this is anticipated as a one-time occurrence. The current rate of inflation in the state of Florida is 5% - the BOG proposed budget reflects 1% merit raises.

Comments by Dr. Cook

Dr. Ida Cook issued a public thank you to all and to Ms. Latrecia Rice for assistance in filling the standing and reporting committee assignments.

OLD BUSINESS

WebCT Downtime - Dr. Hartman

Dr. Chopra discussed the background information in regard to faculty issues related to the downtime of WebCT access. WebCT is often down during times when faculty members need the system up and running. There are questions regarding parallel testing of the new Vista and the plans to prepare faculty for the anticipated spring 2007 switch over from the old WebCT to Vista.

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WebCT Downtime cont. - Dr. Hartman

Dr. Hartman stated that online instruction generates 14% of credit hours. During the previous academic year almost half of the student population took at least one online course. The online instruction is noted to be a "victim of its own success". UCF has used the same version since 1996; that version is nearing the end of capability to support present needs. The enterprise version VISTA, offers the potential for additional features. When a reasonable load was placed on system, there were serious performance issues in the fall. CDWS understood the issues and allowed faculty to use the new version or return to the old version. The September 3rd fix managed the majority of issues, but not all.

Support for faculty: the decision was made to ramp up and expand support available to faculty 24/7 with an out-of-state service - CDWS is working on consistency and quality of the service. The Instructional Technology group provides support to the instructional designers - 1:1 support is also available as needed. CDWS has started a listserv service for VISTA users exchange information. Thus far, there has been a quick response to answer questions.

The general sense is that moving forward in the switch over for spring 2007 will be volunteer basis with encouragement. CDWS and FCTL will conduct focus groups with Vista faculty. There are contractual agreements with WebCT still to be completed. During the fall, there were 1800 course sections, 1500 of which are in WebCT and 240 or more in Vista. Eventually, MyUCF grades will go in to Vista. WebCT will have to go away eventually - post spring 2007. The brand name at UCF is changing to Webcourses at UCF. The campus edition is more stable, however, throughout the fall Vista will go down more often than the WebCT version. The portal for MyUCF is on a dual system; however hardware is not fully available at this point in time.

NEW BUSINESS

NSSE Results - Dr. Schell

Dr. Schell presented the history of NSSE and discussed the process that began with a February, 2005 workshop followed by additional work during the subsequent summer semester. Dr. Diane Wink is leading the work group on student perception. Members of the Faculty Steering committee previewed the second survey today.

The survey is emerging as the point of the realm in attitudinal surveys with the Council of Higher Education attention to national standards to avoid government requiring standardized testing. NSSE is accepted for attitudinal surveys. This is currently a voluntary report to Tallahassee that was submitted to Tallahassee two weeks ago. The report is focused on how UCF is using the document and what changes were implemented. There is no focus on the specific results of the survey. Dr. Patrice Lancey administers and analyzes these surveys. She asks that committee members be thoughtful about how to use results to create change at undergraduate level. Dr. Lancey stated that the process takes two years to get baseline data on student engagement - this survey will be administered again. Budget monies to support the survey initiative come from the Provost office. The NSSE results will be presented at the next Faculty Senate meeting.

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Grade Change Policy - Dr. Chopra

Dr. Chopra discussed a policy issue regarding the ability of administrators to change grades that have been assigned by instructors. Dr. Chase reviewed the standing senate policy which states that only the instructor assigns the grade and changes the grade. Faculty should never be in the position that an administrator directs them to change a grade. The grade appeal process is in place to decide if a grade was fairly assigned. This item will be forwarded to the Personnel Committee to review the current policy on grade appeals and make faculty aware of the policy.

Intellectual Property of Faculty Notes - Dr. Chopra

Dr. Chopra discussed an article in the *Central Florida Future*, February issue, regarding Sherlocknotes.com. There were five courses listed on the website in spring 2006 and now there are 26 courses in fall 2006. Student note-takers are embedded in the courses then, all available content from the class is made available for sale online - and at the CBL for \$14.99. The person who owns the website has copyrighted the class notes. The website is also soliciting for exams.

Members engaged in a discussion in regard to copyright infringement with the understanding that if the student takes the notes verbatim from the class presentation then indeed this action is a copyright infringement. A similar situation came about five years ago, and at that point, no infringement was cited. Faculty who are using WebCT are encouraged to add the copyright symbol to their notes, assignments, and exams.

Action: Recommendation to Dr. Schell to investigate the UCF Golden Rule on note-taking for money and permission of faculty; determine if the people doing this are currently enrolled students. Dr. Schell stated that this activity is a branch of academic integrity. Dr. Pennington will head an ad hoc committee to investigate. Committee members are asked to send ideas to Dr. Chopra and Dr. Pennington. A white paper of the issues/violations will be drafted. The ad hoc committee will approach the in house counsel, Natasha Hellerich, in regard to intellectual property.

STANDING COMMITTEE REPORTS

■ **Budget & Administrative - Dr. Trouard reported.**

Committee met on September 14, 2006. There will be an RFP for undergraduate teaching equipment monies. The committee discussed the space issues of bookstore; another meeting is to be scheduled with Denise Berrios.

■ **Graduate Council - Dr. Jim Moharam reported.**

Committee met on September 21, 2006 to define the agenda; next meeting is in October.

■ **Personnel - Dr. Barfield.**

No report.

■ **Undergraduate Policy & Curriculum - Dr. Bob Pennington reported.**

The UCR is still in search of a chair for the committee; approved College of Education minor in recreation.

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OTHER

Policy on Make-up Assignments

Dr. Shell stated that the Policy on Make-up Assignments for Authorized University Events or Co-curricular Activities was circulated by Deans. All members are asked to make sure you have received a copy. Dr. Schell offered clarification that faculty must administer a make-up examination prior to the end of course. Adding extra weight to the final exam for missed examinations is a violation of the policy. The student must have a letter documenting the official event. This discussion raised another point about the need for a centralized undergraduate testing office for proctored make-up examinations. Recommendation: ask that Allison Morrison-Shetler, FCTL, to identify space availability. Dr. Pennington noted that the College of Business is changing over to web-based examinations; perhaps accommodations could be made at the center. Suggest that faculty insert in the syllabus when a student must take makeup exams, either before or upon return to class. Dr. Cook will draft a report on this item reflecting the sense of the Steering Committee.

Academic Integrity -Dr. Cook

All faculty received an email about the Survey on Academic Integrity from Dr. Schell's office. This important survey is a result of the ethics taskforce related to plagiarism, dishonesty with both student and faculty ethics. This survey will give a sense of faculty response to ongoing issues on student ethics; there will be a spring student integrity survey. If faculty are concerned about anonymity/confidentiality, they can complete a paper copy.

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at around 5:54 pm.