

*Steering Committee Meeting*  
*Thursday, October 12, 2006*

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:03 p.m. Minutes from *September 14, 2006* Steering Committee meeting were unanimously approved.

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

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

Steering Members absent: Drs. Lin Huff-Corzine, Michael Haralambous, Henry Daniell, and Glenda Gunter.

Administrators present: Drs. Terry Hickey (Provost) and John Schell.

Guests: Laura Blasi (Proxy for Glenda Gunter - Education).

ANNOUNCEMENTS AND PROVOST REPORT

Comments by Dr. Chopra

BOT Articles 10 and 23 were approved this morning, October 12, 2006, reflecting 3% across the board and 1.2% merit pay increases.

Report by Provost Hickey

Provost Hickey added that with the approval, pay increases will occur starting with 10/13/06 payroll checks; Provost sending notifications to people today and tomorrow.

Update on ongoing Dean Searches: The medical dean has not been hired yet - remains an ongoing search. This search needs to be complete this year. The College of Science position ad is posted; He working on bringing that search committee together.

Proposed College of Nursing: The recommendation went to the President; no formal announcement at this time.

OLD BUSINESS

WebCT Downtime Response - Dr. Chopra

Dr. Chopra presented the written report from Dr. Hartman. Highlights of the report include: Online courses can be self-selected by faculty for migration to Vista with all courses migrated by spring, 2008; CDWS will create two sample/demo courses; CDWS will plan a year in advance schedule of maintenance periods, however there may still be unplanned technical issues.

Dr. Chopra will clarify with Dr. Hartman the proposal to include all faculty in the current Vista listserv. Dr. Cook expressed concern for more lab sessions; more contact with the Instructional Designer for Social Sciences.

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### Update on Copyright of Faculty Notes - Dr. Pennington

UPDATE: no meeting with university attorney as of yet.

### NEW BUSINESS

#### RIA and SoTL Criteria and Procedures Update - Dr. Cook

Dr. Chopra reported that the recommended changes in the TIP award criteria were not adopted within the new bargaining agreement. Dr. Cook indicated that there was limited attendance at the last committee meeting for RIA and SoTL revisions. The committee will meet later this month. Dr. Cook expressed her disappointment at the non-adoption of recommendations for TIP revisions and stated that there is no assurance that any future ideas will be accepted as a part of the collective bargaining process. Dr. Chopra is willing to attend committee meeting.

A discussion ensued as to why the Faculty Senate-approved TIP revisions were not implemented. No one in attendance at this meeting knew the answer to this question. Dr. Chopra will gather additional information on this matter. He will ask Dr. Jim Gilkeson of the UFF team and Ms. Sherry Andrews of the BOT team to respond to this question either in person or through a written response at the next steering meeting.

#### IP and Conflict of Interest - Dr. Chopra

Dr. Chopra reported on a meeting last week in regard to the University form on Conflict of Interest/Conflict of Commitment. Dr. Hickey reviewed the policy of overload not to exceed 25% of salary - this requirement did not go away with Board of Regents and remains state law. Anytime faculty has a change during the year, an updated/new form must be submitted. Dr. Chopra will ask Dr. Huff-Corzine and Dr. M.J. Soileau to present at next full Faculty Senate meeting.

#### HR/Peoplesoft Updates - Dr. Trouard

Presently within the Peoplesoft system, faculty are unable to update/change information online. It is anticipated that with the new version of Peoplesoft, some of these problems will be corrected. Committee members were asked to send problems to Drs. Trouard or Mike Sweeney. There have been problems with submission of information changes and no confirmation emails. This item will be forwarded to the B&A standing committee.

### STANDING COMMITTEE REPORTS

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

No report.

- **Graduate Council** - Dr. Jim Moharam written report.

The Graduate Policy Committee had a meeting on October 12, 2006 - no report at this time from this committee.

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■ **Graduate Council** - Dr. Jim Moharam report forward to Dr. Chopra. (cont.)

Graduate Curriculum Committee met in September with the following business: renaming of the Ed.D. in C&I to the Doctor of Education (Ed.D. in Education) and changes to hours and curriculum; renaming of the ED.S. in C&I to the Educational Specialist (Ed.S. in Education) and changes to the hours and curriculum; suspend admission to the Teaching Writing K-12 Certificate Program; revision to the title of the MA and MED in Early Childhood Education to Pre-K/Primary Education (Age 3-Grade3); renaming of the Ph.D. in Bimolecular Science Program; Review and approval of Special Topics and Course Action Requests.

The meeting on October 11, 2006 addressed revisions to the Med in Educational Media; revisions to the MA in Anthropology; and review and approval of the Special Topics and Course Action Requests.

■ **Personnel** - Dr. Rufus Barfield reported.

No report.

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

No report.

### OTHER

*Disability Office - Dr. Chase*

Dr. Chase reported that faculty will now have to deliver copies of exams to Disability Office rather than the office sending a person to pick up the exam. It was determined that in some colleges, the college Academic Affairs office can assist with the delivery process.

*Athletic Department - student certification*

Clarification is requested in regard to student grade report of progress to the Athletic Department faculty advisor. Dr. Cook is a member of the Athletics committee, she will report to the Athletics committee in regard to clarification of submitting grade report form directly to advisor or to the student to submit.

*International Studies/Finance & Accounting Monies Transfer - Dr. Maiden*

Dr. Paul Maiden reported on problems associated with the study abroad in Russia and the timely transfer of monies for the trip. The issue involves the clarification on the responsibilities of different offices related to travel. This will need to be forwarded to the Budget & Administrative Procedures Committee to investigate and determine how many instances of such difficulties and the nature of the problems.

*Update on Academic Integrity Survey - Dr. Schell*

Results are submitted to Rutgers then sent back to UCF by the end of November. The student survey will be conducted next semester. Will ask Patricia MacKown to present data on student conduct related actions at the next full faculty senate meeting.

### ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at 5:54 p.m.