Ida Cook, Faculty Senate Chair, called the Faculty Senate Steering Committee to order at 1602. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of September 6, 2012 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Lyman Brodie, Associate Vice Provost, Faculty Relations
Lucretia Cooney, Assistant Director, Faculty Relations
Melody Bowdon, Director, Faculty Center for Teaching and Learning

REPORT OF THE PROVOST
Tony Waldrop, Provost and Executive Vice President, announced that there have been no additional budget cuts since the last meeting.

OLD BUSINESS
Student Perception of Instruction
Cook relayed the feedback she received from faculty about the proposed Student Perception of Instruction (SPOI) form in light of the analysis presented at the September Senate meeting. Discussion ensued on topics including what specific changes might be made to the proposed form, whether the length of the form affects return rate, and whether we should continue with the current form.

Motion made to adopt the proposed form. Seconded. Discussion followed. Question was called. Motion to call the question seconded and carried. Motion to adopt the proposed form carried.

Discussion followed on topics including whether to go with the proposed form in its entirety, reduce the number of items, and add back in the "respect and concern" item. The consensus of the committee was to add back the "respect and concern" item. The consensus of the committee was that the symmetric scale was preferable to the asymmetric scale. A suggestion was made that if a question is deleted, the topic of that comment be added as a lead in for a free answer item.

Motion made to create an ad hoc committee to reduce the number of items to ten (plus the free answer items) to bring forward to Senate as a recommendation. Seconded. Discussion followed on whether the ad hoc committee could meet and make recommendations prior to the next Senate meeting. The consensus was that it could. Motion to create the ad hoc committee carried. The ad hoc committee will include Reid Oetjen, Stephen Sivo, and Ida Cook. Diane Wink and Chuck Dziuban will be invited to serve on the committee. Melody Bowdon, Director of the Faculty Center for Teaching and Learning, offered to attend as a resource. The Steering committee voted to approve the committee membership. SPOI will be added to the agenda for the October Senate meeting.

Approval of the TIP/RIA/SOTL Documents
The committee reviewed the general and College of Medicine (COM) documents for the Teaching Incentive Program (TIP), Research Incentive Awards Program (RIA), and Scholarship of Teaching and Learning Awards Program (SOTL).

TIP: A committee member asked about the status of the proposal to exclude department chairs from serving on the TIP selections committee. Cook noted that an ad hoc committee had shared that recommendation and others with the Personnel committee for review. There was discussion on whether such a change would need to go through the collective bargaining agreement (CBA) first. The committee agreed that faculty should encourage the chairs and supervisors in their units not to participate in the selections process. Motion made to approve the TIP document. Motion seconded and carried.

RIA: Motion to approve the RIA document made and seconded. The senator from Medicine raised a question about why College of Medicine (COM) faculty are excluded from the at-large RIA. The senator from the Libraries noted that librarians are excluded from RIA because they are not tenured or tenure-earning, although they may meet all other criteria. The committee agreed to refer those issues to the Personnel committee. Motion to approve the document carried.

RIA-COM: Motion to approve the College of Medicine RIA document made and seconded. As a scrivener's change, the word "now" will be removed from the first sentence. Motion carried.

SOTL: Bowdon provided an overview of the changes to the document, which were all clarifications. No substantive changes were made. A suggestion was made to move the new final sentence of Section I to Section V, and to delete the words "to promote equity". Bowdon agreed to the changes. Motion to approve the SOTL document as amended. Motion second and carried.

SOTL-COM: Bowdon briefly discussed changes to the document. Motion to approve the SOTL document made and seconded. Motion carried.

TIP-COM: The senator from Medicine raised a concern that the college's faculty had not been offered a chance to review the substantive changes to the document, and proposed tabling the document. Motion made to approve last year's TIP-COM document with the changes in date, with the understanding that the document may be revisited based on action from COM. The senator from Medicine will request that the college faculty move quickly on this issue. Motion carried.

Excellence in Professional Service Award
Cook asked the committee if there should be a limit to the period of eligibility. The committee agreed that a person's first award should be cumulative to date, but additional awards should only cover the period since the last award.

COMMITTEE REPORTS
Budget and Administrative Committee – *Arlen Chase*
The committee met and formed subcommittees, which are meeting this week. They are looking at topics including post-tenure review, STEM, moving to a six or seven day a week schedule,

and priorities for budget cuts. Chase reported that he will be addressing the budget cuts subcommittee to provide background on the budget process.

Graduate Council – *Jim Moharam*
The Appeals Committee did not meet this month. The Curriculum Committee met on 9/17. Its next meeting is scheduled for 10/8. The Program Review and Awards Committee met on 9/28. Its next meeting is scheduled for 10/5. The Policy Committee is scheduled to meet on 10/3. There are no specific issues to report

Parking Advisory Committee – *Aaron Liberman*
The committee met and discussed a number of issues. They have no recommendations at this time. Cook noted that they are supposed to be putting faculty parking spots in each garage.

Personnel Committee – *Ida Cook (for Rob Folger)*
The committee will be meeting on Monday and will be discussing TIP and other issues.

Undergraduate Council – *Chris Blackwell (for Kelly Allred)*
The UPCC met on September 11 and conducted routine business. The committee meets next on October 9 in COS 221. Elliot Vittes, Dean of Undergraduate Studies, reported that the UCRC met that day and conducted its business.

OTHER BUSINESS
Cook stated that the following topics that had been suggested for committee action: password issues, grade inflation and UCF's rating of "least rigorous", and pass/fail grading issues. Waldrop noted that a committee is already working on the password issues. Cook noted that there is an ad hoc committee that will be dealing with pass/fail grading. The Steering committee agreed to send the issue of academic rigor to the Graduate and Undergraduate Councils.

Cook discussed the domestic partnership benefits, which may be taken up by the UFF as a bargaining issue. She noted that no further updates have been provided to the Board of Trustees, but she did request further information at the last BOT meeting. The committee briefly discussed drafting a resolution in support of domestic partnership benefits.

ADJOURNMENT
The motion to adjourn was made and seconded. The meeting adjourned at 1750.

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RESEARCH INCENTIVE AWARDS PROGRAM
2012-2013 Procedures
(Approved by the Faculty Senate Steering Committee, October X, 2012)

I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C).

For 2012-2013, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2012, the start of the 2012-2013 contract. The actual dollar amount awarded for the academic year 2012-2013 will be based on 9-month or 12-month employment.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served continuously since August 8, 2008, the start of the 2008-2009 academic year. No candidate may

be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2007 or earlier are eligible to apply.* I&C faculty who are members of academic departments should apply through their respective college.

IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

Each college will **elect** a peer review committee* of at least five **tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. A committee consisting of one representative from each college committee and one representative from the Research Council will serve as the university peer review committee to select the recommended at-large awardees. Nominees for at-large awards will include the runner-ups submitted from each college committee and I&C.

The criteria for evaluating applicants' files will include the following major categories to be applied as is appropriate for the discipline:

- Value or impact of research and creative efforts both within the discipline and to society;
- Recognition of research and creative efforts by the individual's peers in the same or related disciplines;
- Publication and presentation of research and creative efforts;
- External grant and contract support for the research and creative efforts appropriate to the candidate's discipline;
- All peer review committees should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, each college, institute, and center will notify all nominees of the results, including an explanation of the unit's reasons for its recommendations.

Candidates for an award are not eligible to serve on peer review committees.

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2012-2013 Application and Nomination Form

PERSONAL DATA

Name_____ Rank or Title_____

College _____ Department _____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your <u>primary</u> area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's <u>secondary</u> (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

_____
Candidate's Signature   **Date**

Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.

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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
2012-2013 Procedures
(Approved by the Faculty Senate Steering Committee, October X, 2012)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2012-2013, there will be 2 new RIAs in addition to any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2012, the start of the 2012-2013 contract.

In any given academic year, if any former recipients of RIA awards leave their employment at UCF, the award(s) will remain within the College of Medicine for "recycling" as **additional** RIA awards for the following academic year.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field. The actual dollar amount awarded for the academic year 2012-2013 will be based on 9-month or 12 month employment.

Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 2008, the start of the 2008-2009 academic year. No candidate may be selected for the RIA award more than **once every five years**. *Faculty who received a RIA effective August 8, 2007 or earlier are eligible to apply.*

IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

A review committee comprised of 5 faculty members, one nominated by the Dean and the four most recent RIA winners will select the recommended awardees. Candidates for an award are not eligible to serve on peer review committees.

The criteria for evaluating applicants' files provided here in no order of preference will include the following major categories, which are to be applied as appropriate for the discipline:
- value or impact of research and creative efforts both within the discipline and to society
- recognition of research and creative efforts by the individual's peers in the same or related disciplines
- publication and presentation of research and creative efforts
- external grant and contract support for the research and creative efforts appropriate to the candidate's discipline
- The peer review committee should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, Academic Affairs will notify all nominees of the results. In addition, the college will notify the all nominees of the results, which will include an explanation of the reasons for its recommendations.

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2012-2013 Application and Nomination Form
College of Medicine

PERSONAL DATA

Name_____ Rank or Title_____

Department_____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your <u>primary</u> area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's <u>secondary</u> (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

_____
Candidate's Signature   **Date**

Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.

Comment [LLC3]: Is this a true statement?

Comment [LLC4]: Can we remove this?

![UCF]

Dr. Melody Bowdon, Director
Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building 1, Room 207
Phone: (407) 823-3544

UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2012~~0~~-2013~~1~~ Procedures
(Approved by the Faculty Senate Steering Committee, ~~September 9~~October 2, 2012~~, 2010~~)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL),
Classroom Building 1, Room 207 no later than 5:00 p.m. on March ~~18~~15, ~~2011~~2013.

I.   **Program Overview**
      The Office of Academic Affairs provides the funding for these awards. For academic year
      ~~2010~~2012-~~2011~~2013, UCF will sponsor ten (10) awards for the Scholarship of Teaching and
      Learning (SoTL). In any given academic year, if any former recipients of SoTL awards leave
      their employment at UCF, the award(s) will remain within the respective college or unit for
      "recycling" as **additional** SoTL awards for the following academic year. ~~Additionally,~~
      ~~awardees from this program may be supported to attend and present papers at the International~~
      ~~Conference on Teaching and Learning or other Teaching and Learning conferences, should they~~
      ~~so wish.~~ To promote equity among all applicants, the guidelines in this document must be
      adhered to explicitly; applicants who fail to follow the specific directions below (word count,
      etc.) will be disqualified.

II.   **Funding**
      Regardless of the contract length (9-months or 12-months), award recipients will receive a
      $5,000 increase to their base salary retroactive to August 8, 2012~~0~~, the start of the 2012~~0~~-2013~~1~~
      contract. The actual dollar amount awarded for the academic year ~~2010~~2012-2013~~1~~ will reflect
      the employee's FTE for the year.

III. **Faculty Eligibility Criteria**
      A faculty member is considered "eligible" for the SoTL award if all the following criteria are
      met:

      1.   The faculty member must be on a full-time 9 or 12 month appointment as an instructor or as
           a professor, associate professor, or assistant professor.

      2.   The faculty member must have at least four years of continuous service at UCF.
           Specifically, a faculty member must be employed at UCF **on or prior** to August 8,
           ~~2006~~2008.

      3.   No faculty member may receive the award more than **once every five years**. Previous
           award recipients -specifically, any faculty member who received a SoTL increase that
           became effective August 8, 200~~8,6~~ or later - ~~is~~ are not eligible for a SoTL this year. Faculty

who received the award in ~~2005~~2007-200~~6~~8 or earlier are eligible to apply for the 2012~~0~~-201~~1~~3 awards.

IV.   Award Criteria

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community, e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF.

2. Peer recognition of research and creative efforts in the same or related disciplines.

3. Publication of research and creative efforts in the same or related disciplines.

4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

V.   Application Materials and Required Sections of the 1-inch Portfolio

1. Table of contents.

2. Nomination letter from the dean, director, chair, or a colleague written specifically in support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.

3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).

4. Statement of the value and impact of the nominee's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).

5. Curriculum Vita with Scholarship of Teaching and Learning grants and research highlighted. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SOTL category. Applicants who have won the SOTL award in previous years should not highlight entries from the previous award period.

6. Narrative on the impact of the applicant's~~your~~ Scholarship of Teaching and Learning research in which
6. the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)

7. Appendices: Hard copies of book cover, first ~~page~~ two pages of articles or other publications, grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

VI.   Evaluation and Award Process

The award winners will be determined by a university-level committee consisting of one (1) tenured and annually elected faculty member from each of the colleges and the director of the FCTL. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. ~~The Office of Academic Affairs will inform nominees selected for the award of the results. Awardees will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). An article, written by the awardees, may be published in~~ Each winner will be invited to submit a SOTL-focused article for publication in ~~UCF's~~ FCTL's *Faculty Focus*.

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Scholarship of Teaching and Learning Awards
~~2010~~2012-201~~1~~3 Schedule

</div>

~~September 9~~October 2, 2012~~0~~	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
October ~~18~~14, 2012~~0~~	SoTL Award Criteria distributed to all faculty.
~~January 21~~December 15, ~~2011~~2012	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 15, 2012~~January 21, 2011~~.
January ~~25~~22 and February 11~~26~~, 2013	SoTL workshops for all faculty in Faculty Center, CL1, 207.
March ~~18~~15, ~~2011~~2013	**SoTL portfolios due to FCTL by 5:00 p.m.**
April ~~8~~13, ~~2011~~2013	Committee's recommendation due to Christine Morgan in Academic Affairs.
April ~~22~~23, ~~2011~~2013	FCTL to notify all applicants of outcome.

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
~~2010~~2012-~~2011~~ 2013 Procedures
(Approved by the Faculty Senate Steering Committee, ~~September xx~~October 2, ~~2010~~2012)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building 1, Room 207 no later than 5:00 p.m. on March ~~18~~15, ~~2011~~2013.

I. **Program Overview**
    The Office of Academic Affairs provides the funding for these awards. For academic year ~~2010~~2012-~~2011~~2013, UCF will sponsor ~~a minimum of~~ one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. ~~Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish.~~ In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the respective college or unit for "recycling" as **additional** SoTL awards for the following academic year.

II. **Funding**
    Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, ~~2010~~2012, the start of the ~~2010~~2012-~~2011~~ 2013 contract.

III. **Faculty Eligibility Criteria**
    A faculty member is considered "eligible" for the SoTL award if all the following criteria are met:

    1. The faculty member must be on a full-time 9 or 12 month appointment as an instructor or as a professor, associate professor, or assistant professor.

    2. The faculty member must have at least four years of continuous service at UCF. Specifically, a faculty member must be employed at UCF **on or prior** to August 8, ~~2006~~2008.

    3. No faculty member may receive the award more than **once every five years**. Previous award recipients - specifically, any faculty member who received a SoTL increase that became effective August 8, ~~2006~~ 2008 or later - is not eligible for a SoTL award this year.

Faculty who received the award in - ~~2005~~2007 ~~2006~~ 2008 or earlier are eligible to apply for the ~~2010~~2012 ~~2011~~ 2013 awards.

IV.   Award Criteria
The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1.   Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community, e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).

2.   Peer recognition of research and creative efforts in the same or related disciplines.

3.   Publication of research and creative efforts in the same or related disciplines.

4.   External grant and contract support for SoTL activities appropriate to the applicant's discipline.

V.   Application Materials and Required Sections of the 1-inch Portfolio

1.   Table of contents.

2.   Nomination letter from the dean, director, chair, or a colleague written specifically in support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.

3.   Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).

4.   Statement of the value of the nominee's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).

5.   Curriculum Vitae with Scholarship of Teaching and Learning grants and research highlighted. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SOTL category. Applicants who have won the SOTL award in previous years should not highlight entries from the previous award period.

6.   Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)

7.   Appendices: Hard copies of publications, grants, or other appropriate materials and evidence of student learning from SoTL research.

VI.   Evaluation and Award Process
The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the

director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. ~~Awardees will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1).~~ Awardees will ~~also~~ be invited to submit an article for publication in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
~~2010–2011~~2012-2013 Schedule

~~September 9, 2010~~October 2, 2012	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
October ~~18, 2010~~14, 2012	SoTL Award Criteria distributed to College of Medicine faculty.
~~January 21~~December 15, ~~2011~~2012	College of Medicine election of 3-5 SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 15, 2012~~January 21, 2011~~.
January ~~2011~~2013	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March ~~18~~15, ~~2011~~2013	**SoTL portfolios due to FCTL by 5:00 p.m.**
April ~~8~~13, ~~2011~~2013	Committee's recommendation due to Christine Morgan in Academic Affairs. ~~Committee's recommendation due to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs.~~
April ~~22~~23, ~~2011~~2013	~~Academic Affairs~~FCTL to notify all applicants of outcome.

Faculty Senate Steering Committee Meeting
Minutes of
September 6, 2012

Ida Cook, Faculty Senate Chair, called the Faculty Senate Steering Committee to order at 4:07 p.m. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of August 9, 2012 was made and seconded. The minutes were approved as recorded with one scrivener's correction.

RECOGNITION OF GUESTS
Joel Hartman, Vice Provost, Information Technologies & Resources
Diane Chase, Executive Vice Provost, Academic Affairs
Elliot Vittes, Interim Vice Provost and Dean, Undergraduate Studies
Paige Borden, Assistant Vice President, Institutional Knowledge Management
Lyman Brodie, Associate Vice Provost, Faculty Relations
Chuck Dziuban, Director, Research Initiative for Teaching Effectiveness, Center for Distributed Learning

ANNOUNCEMENTS
Cook announced that the candidates for Dean of Graduate Studies will be coming to campus for interviews, and an email was sent out with the dates and times of open forums with the candidates. Cook encouraged faculty to attend and participate. Tony Waldrop, Provost and Executive Vice President, stressed the importance of feedback from faculty.

Cook announced that a Graduate Student Center will be opening in Colburn Hall. One of the rooms will be named after Patricia Bishop, founding dean of the College of Graduate Studies.

REPORT OF THE PROVOST
Budget Update
The administration previously thought there would be a $4 million shortfall due to low enrollment growth. In the final enrollment numbers from fall semester, student credit hours are flat (no growth), which is an additional $4 million shortfall. Waldrop stated that he shared with the deans that it is not likely this can be fully absorbed by administrative cuts, and the academic units may be impacted. It is not anticipated that any programs would be closed. Valencia College is our biggest provider of transfer students. Their student credit hours were also flat this fall, indicating our growth may remain flat in the next few years.

Manoj Chopra added that the Board of Governors (BOG) is not asking for an increase in tuition, but for restoration of the $300 million cut last year plus an additional $118 million dollars to be spread across the state universities.

Graduate and Retention Rate Programs
Waldrop invited Paige Borden, Assistant Vice President for Institutional Knowledge Management, to address efforts at improving graduation and retention rates. Borden spoke about

the Civitas program, which will collect data and allow for the analysis of problems in retention efforts. Civitas is a very new company; we are in a beta project with them at no cost to us. Valencia is also a beta school, and they are focusing on student interventions that lead to a bachelor's programs. We are currently sending Civitas data to assist with modeling to successfully predict students at risk. There will be a committee of faculty and advisors to provide input into the program.

Joel Hartman, Vice Provost for Information Technologies & Resources, gave a brief overview of the Western Interstate Commission for Higher Education's PAR project, in which UCF has been invited to participate. This project also aims to improve graduation rates, increase retention rates, and reduce excess credit hours.

Waldrop noted that in the future, it is likely that money from the state will be tied to retention, graduation and excess credit hours.

Diane Chase, Executive Vice Provost for Academic Affairs, spoke about UCF's Access to Success project, which is looking at the key factors blocking student success. They are looking for patterns which will enable better interventions.

Discussion was held, questions entertained.

General Education Program Revision
Diane Chase reported that she is co-chair of the state-wide steering committee and chair of the SUS steering committee for the revision of the General Education Program. The SUS committee teleconferenced yesterday to set ground rules. The committee is meeting on September 20 to review nominations for the faculty committees that will determine which five courses will be selected for the GEP program. Chase will be calling on the five faculty nominated by UCF to work internally.

OLD BUSINESS
None.

NEW BUSINESS
The committee agreed to amend the agenda to hear the report on the Student Perception of Instruction (SPOI) as the next item.

Student Perception of Instruction
Chuck Dziuban, Director of the Research Initiative for Teaching Effectiveness, reported on the results of the fall 2011 pilot test of the proposed new SPOI form. Several handouts were distributed, including a copy of Dziuban's PowerPoint presentation.

Dziuban provided an overview of the changes to the SPOI form and briefly discussed his SPOI research. He presented data from the analysis of the proposed form. Some items had no impact and may be considered for removal. Discussion followed. Dziuban entertained questions. He suggested that there are issues related to linking mode of instruction delivery to questions on the SPOI, especially when new modes are introduced. After directly being asked, Dziuban suggested

eliminating modality-specific questions and finding a way to shorten the form to reduce user fatigue. He added that he could not find see any added value in having a different form for each mode of instruction. He also suggested creating a feedback loop so that students can see that their input has an impact.

Cook suggested this report be presented to the full Faculty Senate. Committee members agreed that senators will need time to digest the information and consult with their colleagues. Motion made to add Dziuban's SPOI presentation to the September Senate agenda. Faculty will have time to consult with colleagues and provide feedback, and the issue will go back to Senate in October for action. Motion seconded and carried.

COMMITTEE REPORTS
Budget and Administrative Committee – *Arlen Chase*
The committee met and elected Robert Dipboye as chair. The committee will be looking at the post-tenure review process, with the idea of putting rewards into the system so that people will want to go through the process. Other items include the focus on STEM and implications for non-STEM disciplines, moving to a six or seven day schedule to better utilize resources, and priorities in making budget cuts.

Parking Advisory Committee
No report.

Personnel Committee – *Rob Folger*
The committee elected Kathy Seidel as chair. They will be looking at changes to TIP and RIA. The committee is also interested in looking at post-tenure review, but will defer to the Budget and Administrative Committee at this point.

Undergraduate Council – *Kelly Allred*
Kelly Allred and Lisa Mills were elected chair and vice chair of the council, respectively. Mills will serve as chair of UCRC and Allred will serve as chair of UPCC. The first meeting of the UPCC will be at noon on September 11.

Graduate Council
No report.

NEW BUSINESS *(continued)*
Library Storage
Rich Gause, senator from the University Libraries, discussed issues associated with the robotic library retrieval system that will be built at the back of the library. Most books will be moved to the storage facility, but some will remain on the shelves to be browsed. Gause discussed the need for faculty engagement in the planning process, as different disciplines have different needs and the ability to browse the stacks is more important in some disciplines. Gause would like to inform the Senate of this issue and encourage participation. Motion made to add this issue to the agenda of the September Senate meeting. Motion seconded and carried.

State of the University Address

Cook announced that she will be giving a brief talk during the upcoming State of the University address. She has been asked to talk about the faculty, and asked for suggestions of milestones to include.

Ad Hoc Committee to Discuss Range of Grades
The College of Medicine is proposing adopting a different grading scale for its classes. Cook provided a brief overview of the issue. Since this affects both the Graduate and Undergraduate Councils, Cook suggested that an ad hoc committee be formed with three members from the UPCC and three members from the Graduate Council. The committee voted to approve the creation of the ad hoc committee.

OTHER BUSINESS
Reid Oetjen, Vice Chair of the Faculty Senate, announced that there are two vacant seats for senators from any college to serve on the University Master Planning Committee. He asked that the Steering Committee members consult with the senators from their colleges to identify people for those seats.

ADJOURNMENT
The meeting adjourned at 5:57 p.m.

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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2012-13 PROCEDURES
(Approved by the Faculty Senate Steering Committee, October X, 2012)

The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF- Teaching Incentive Program (TIP) program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2012, the start of the 2012-13 contract. The actual dollar amount awarded for the academic year 2012-13 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

A faculty member will be considered "**eligible**" for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2008-2009, 2009-2010, 2010-2011, and 2011-2012).

3. No faculty member may be selected for a UCF-TIP more than once every five years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2008, or later is not eligible for this year's UCF-TIP. Further any faculty member who received a UCF-TIP increase that was effective August 8, 2007 or earlier is eligible for this year's UCF-TIP.

III. Productivity Criteria:

An eligible faculty member will be considered a "**candidate**" for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or "**unit**" median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2008-2009, 2009-2010, 2010-2011, and 2011-2012).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2012-13, there are up to 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.

2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for "recycling" as **additional** UCF-TIP awards for the following academic year.

3. The number of new and "recycled" UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Faculty Senate Oversight Committee:

The Faculty Senate UCF-TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost. Further, this committee will also review the data on allocation of new awards to the college as well as the data on "recycled" awards. No appeals of Selection Committee's recommendations will be considered.

VI. Criteria for Awards and Process for Selection of Award Winners:

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in respective college.

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation.** Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2008-2009, 2009-2010, 2010-2011, and 2011-2012).

   The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.

COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2011-12 PROCEDURES

(Approved by the Faculty Senate Steering Committee, September XX, 2011)

The Office of Academic Affairs provides the funding for new awards. The specifics of the TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2011, the start of the 2011-12 contract.

II. Eligibility Criteria:

A faculty member will be considered "**eligible**" for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

3. No faculty member may be selected for a TIP more than once **every five** years. Specifically, any faculty member who received a TIP increase in previous years that became effective August 8, 2007, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2006, or earlier is eligible for a TIP this year.

III. Productivity Criteria:

An eligible faculty member will be considered a "**candidate**" for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college, school, department, or unit median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2007-2008, 2008-2009, 2009-2010, and 2010-2011).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new TIP awards. For year 2011-12, there will be a minimum of 1 award for the college. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer).

2. In any given academic year, if any former recipients of TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for "recycling" as **additional** TIP awards for the following academic year.

3. The number of new and "recycled" TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. *Faculty Senate Oversight Committee:*

The Faculty Senate TIP Oversight Committee, the Faculty Senate Steering Committee, will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost's representative. Further, this committee will also review the data on allocation of new awards to the college as well as the data on "recycled" awards. No appeals of Selection Committee's recommendations will be considered.

VI. Criteria for Awards and Process for Selection of Award Winners:

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in the college.

2. The College of Medicine TIP selection committee will include six members, one nominated by the Dean, four most recent TIP award winners in the College of Medicine and a student member selected in accordance with the criteria developed by the Criteria and Procedures Committee. The TIP Selection Committee and Criteria and Procedures Committee will include the same committee members except participation by a student member in the Selection Committee.

The documents prepared by the Selection Criteria and Procedures Committees will be subject to approval by the Provost's representative. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder or a 6-page written document).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.

COM-TIP 2011-12 Schedule

September 8, 2011	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
October 3, 2011	Distribute Guidelines to Faculty
January 16, 2012	Expected date for identification & notification of eligible faculty
February 8, 2012	College to elect UCF-COM TIP "Selection Criteria & Procedures" Committee and UCF-COM TIP Selection Committee
February 15, 2012	Colleges to send COM UCF-TIP "Selection Criteria & Procedures" document to Lucretia Cooney, lcooney@mail.ucf.edu, for review and approval
February 22, 2012	UCF-TIP Workshop, SU Egmont Key, Room 221AB, 1:30-5:30
February 23, 2012	UCF-TIP Workshop SU Egmont Key, Room 224, 4:00-5:00
March 16, 2012	**UCF-COM TIP portfolios due** in Deans' Office no later than 5 PM
April 9, 2012	College to send COM UCF-TIP Selection Committee recommendations on COM UCF-TIP worksheet to Barbara Davis bmdavis@mail.ucf.edu
April 23, 2012	• Academic Affairs to notify winners • Colleges to notify all applicants, both winners and non-winners of the outcome, including reasons for the recommendations