M E M O R A N D U M

Date: October 20, 2008

TO: All Faculty Senate Members

FROM: Manoj Chopra
               Chair, Faculty Senate

SUBJECT: Faculty Senate Meeting on October 23, 2008

<u>Meeting Date</u>:   Thursday, October 23, 2008

<u>Meeting Time</u>:   4:00-6:00 p.m.

<u>Meeting Location</u>:   Student Union Key West, Room 218AB

<u>A G E N D A</u>

1. **Call to Order**

2. **Roll Call**

3. **Approval of Minutes of** *August 28, 2008*

4. **Announcements and Recognition of Guests**

    ♦ Search for new SUS Chancellor

    ♦ Resolutions approved by the Provost:
        • Resolution 2007-2008-6 Budget Management
        • Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research
        • Resolution 2007-2008-8 Endorsement of Student Government Green Fee

5. **Old Business**

    ♦ None

6. **New Business**

    ♦ Provost's Update

    ♦ Cooperative Initiatives with SGA – Logan Berkowitz and Brandon DeLanois

    ♦ Update on Migration to Webcourses – Dr. Joel Hartman

    ♦ Textbook Affordability Committee Update – Dr. Cook

7. **Standing Committee Reports**

    - Budget and Admin – Dr. Belfield

    - Personnel – Dr. Chakrabarti

    - Graduate Council – Dr. Moharam

    - UPCC – Dr. Pennington

8. **Adjournment**

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures. The minutes of April 24, 2008 were unanimously approved with no revisions.

Recognition of Guests
President John Hitt, Drs. Lin Huff-Corzine, Diane Chase, Allison Morrison-Shetlar, Dennis Dulniak, Ms. Lynn Gonzalez, Ms. Vanessa Fortier; Ms Stephanie Spies (Good Sport Ambassador program).

Announcements
President Hitt's updates
Dr. Chopra welcomed Dr. Hitt and yielded the podium to him. Dr. Hitt presented an overview of the incoming class, which has an average SAT score of 1218 and average GPA of 3.75; 67 National Merit Scholars (35th in the nation). The total enrollment for Fall is 50,668. The numbers of FTIC is smaller than last year (per a directive by the Board of Governors) but there is an increase in transfer students, especially from consortium community colleges. No provision has been made by the state for more compensation for state employees. Increased enrollments will allow for a $1000 bonus for all employees and 1% increase in the merit pool, which will in total cost 5.6 million. The full cost will be covered by unanticipated revenue from tuition. It will not come out of differential tuition funds, which has been spent on faculty, instructor, and advisor hires. Concurrence from the United Faculty of Florida union through bargaining of the bonus and raise is necessary before they can be paid to in-unit faculty and staff.

Dr. Hitt responded to a question on why he did not join other college presidents in signing a statement to change the drinking age to18. Although Dr. Hitt is in principle not opposed to 18-year olds buying beer, especially if they are coming back from military service, he was not persuaded by the data and did not feel he had enough information to convince him to sign. He has an open mind on the topic and would welcome a robust debate on the issue.

Provost's Update
John Schell will be replacing Beth Barnes as the President's Chief of Staff when Dr. Barnes retires in December. As of next week, he will be working with Dr. Barnes to transition in to that position. Dr. Schell's previous responsibilities will be split between Drs. Diane Chase and Alison Morrison-Shetlar.

Good Sport Ambassador Program
Stephanie Spies invited senators to become part of the Good Sport Ambassador Program. Participating faculty welcome people to home football games, and receive a ticket to the game and a polo shirt for volunteering.

Old Business

Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs. Was not approved by the Provost. His primary objection is that clinical faculty are not mentioned as having the ability to vote. Some would be treated as faculty, as hiring documents will state whether they are clinical or tenure earning. Some might not be tenured or tenure earning but will be full time and will make substantial contributions. The Senator from Nursing noted that the College of Nursing has taken the position that all full time faculty will be extended the vote (by a vote of their tenure and tenure earning faculty). Motion made to refer resolution back to the Personnel Committee. Motion seconded and passed.

Resolution 2007-2008-6 Budget Management. Was not approved by the Provost. The Provost objected to university documents containing language denigrating the faculty/student ratio. Growth has allowed for a potential salary increase or bonus. Tuition may become increasingly more important than regular state funding in the next couple of years. If we continue to focus attention on the faculty/student ratio, it could hurt public perception of UCF and enrollment might drop, which would hurt the budget. Motion made and seconded to accept the changes recommended by the provost and sent the revised resolution back to the provost/president. Friendly amendment made to leave in the second mention of reducing ratios. Amendment accepted. Question is called. Motion to approve amendment is passed. Resolution is approved.

Resolution 2007-2008-06 Budget Management (Revised)

Whereas, the State University System of Florida and faculty and administrators of the University of Central Florida are dedicated to the goals of promoting quality higher education for the metropolitan Orlando and central Florida area, and

Whereas, the current economic environment in Florida challenges the ability of the University of Central Florida to support the necessary instructional expenditures, to prevent faculty and staff reductions, and to keep pace with the cost of living increases, and

Whereas, the University of Central Florida has demonstrated foresight in addressing this year's budget challenges,

Be it resolved, that the University of Central Florida Faculty Senate encourages the administration to make every effort to lower student faculty ratios at the University of Central Florida, and to resist any external effort that may cause the student faculty ratios to increase.

Be it further resolved, that the University of Central Florida Faculty Senate encourages the University of Central Florida administration to make every effort to recruit and retain the highest quality faculty and staff at the University of

Central Florida through, amongst other things, the use of future funds obtained from increases in tuition and differential tuition.

Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research. Was not approved by the Provost. His objection was that overhead from grants (or any one source) should not be specifically designated for funding the library. The Provost suggested replacing the Senate's recommendation *"that the overhead returns generated by research grants, along with other sources of funding, be reviewed for helping overcome"* with *"strive to identify and allocate the resources needed to slow or end"* the downturn in library funding. The Provost noted that the administration has found funding to return the operating hours of library as before and no more cuts will be taken from the materials budget of the library, although that does not protect the library from increasing costs. This will spread the impact of the cuts across the whole university rather than a single source like overhead/indirect cost return. Motion made to approve the changes and send the resolution back to Provost. Motion seconded. Friendly amendment made to amend *"slow or end"* to *"slow or reverse".* The Provost noted that the university can do a lot more for the library but the funds would have to come from the other units. Motion approved unanimously.

Resolution 2007-2008-7 Funding of the Library Materials and Subscriptions in Support of Faculty Research (Revised)

Whereas, the University of Central Florida recognizes the great importance of research performed by its faculty and the need to afford the research community at UCF with all the necessary facilities to maximize productivity and excellence, and

Whereas, the UCF Library performs a vital function of providing access to journals and publications in support of sponsored research being performed by the faculty,

Be it resolved, that the Faculty Senate of the University of Central Florida recommends to the university administration that it strive to identify and allocate the resources needed to slow or reverse the downward spiral of funding for the library's procurement of materials and subscriptions.

Resolution 2007-2008-8 Endorsement of Student Government Green Fee. Was not approved by the Provost. The Provost recommended the addition of a third Whereas clause, reading, *"Whereas, the Student Government and Student Body of the University of Central Florida understands the need to work with the student government associations at all SUS institutions and with the Student Government Association representative on the Florida Board of Governors in order to accomplish their goal."* The words *"the UCF Senate believes"* were added to that clause. Motion made to approve the resolution. Motion seconded and approved unanimously.

Resolution 2007-2008-8 Endorsement of Student Government Green Fee (Revised)

Whereas, the University of Central Florida has previously endorsed the Focus the Nation initiative toward environmental concerns, and

Whereas, the Student Government and Student Body of the University of Central Florida has supported creation of a Sustainability Fund through the implementation of a "Green Fee," and

Whereas, the UCF Senate believes the Student Government and Student Body of the University of Central Florida understand the need to work with the student government associations at all SUS institutions and with the Student Government Association representative on the Florida Board of Governors in order to accomplish their goal,

Be it resolved, that the Faculty Senate of the University of Central Florida endorses the concept of environmental sustainability on the UCF campus, and supports the efforts of the Student Government Association to establish a "Green Fee" to generate a Sustainability Fund.

We further urge the Student Government Association to work with the University of Central Florida administration to guarantee reasonable control and proper utilization of such funds.

New Business

New Regulations on Graduate Admissions Criteria – *Dr. Chopra reporting*
Dr. Chopra briefly reviewed the new graduate admissions criteria. There was a brief discussion on poor wording but wordsmithing edits could not be made because the wording of the regulation had already been approved by UCF's General Counsel. This regulation sets university-wide minimum standards but programs can opt to establish higher, more stringent standards. Input on program standards should be provided to the graduate coordinators of the program.

Update on Board of Governor's Textbook Availability Taskforce Activities – *Dr. Cook reporting*
HB 603 Textbook Affordability Act requires universities (and thus faculty) to announce textbooks early to reduce costs of texts to students. Faculty can't accept anything for requiring students to purchase books (but can still receive royalties, desk copies, etc). A list of textbooks must be posted 30 days or earlier before start of semester, with some exceptions possible such as for a new course or new faculty member. New editions must be looked at to make sure they actually have important new information. Bundled

packages must be confirmed that all materials will be used. The taskforce is looking at procedures, policies, exceptions, and other implementation issues.

Unifying Theme – *Dr. Alison Morrision-Shetlar reporting*
The Environment and Global Climate Change will continue to be UCF's Unifying Theme and has resulted in raised awareness on campus regarding environmental issues. Some courses are incorporating the theme, with numbers reaching 120 faculty and 7000 plus students in a semester. The Unifying Theme website (http://www.unifyingtheme.ucf.edu/) has resources available to both professors and students. Guest speakers have been coming to UCF and more are scheduled for the future. "Our Planet, Our Education, Our Future" won the student slogan contest. Campus recycling has increased from 4% to 14%. A university-wide sustainability alliance has been established. Curricular and co-curricular activities are available to help students, faculty and staff make a difference.

Committee Reports – *Dr. Cook reporting*
The formation of Standing Committees is almost complete. Dr. Cook requested that all senators who have not yet given their committee preference do so as soon as possible or they will be assigned to a committee. The Faculty Senate website is being updated.

Adjournment
Moved made at 5:34. Motion seconded and approved.

Webcourses@UCF Migration

Frequently Asked Questions

As you are aware, UCF is in the process of migrating from WebCT CE4 (old WebCT) to Webcourses@UCF (new WebCT).

Here are answers to some frequently asked questions regarding the migration:

1. What does "migration" mean for my course?
   A. Migration means all the content and structure of an existing WebCT CE4 course will be copied into a blank Webcourses@UCF course. While CDWS will do its best to copy the content and structure exactly, there are differences that must be reviewed and modified by faculty members after the migration occurs.

2. Why is UCF migrating?
   A. Because the old WebCT (CE4) is built on old technology and the vendor will soon stop supporting it.

3. Why is UCF migrating to Webcourses@UCF and not something else?
   A. Webcourses@UCF is the successor to the WebCT CE4 product, and an environment with which UCF faculty and students are familiar, and because Webcourses@UCF is the most robust and scalable product on the market today that can handle the large number of courses that UCF offers.

4. If a faculty member does nothing, will their courses automatically be migrated?
   A. No - You must specifically request each course you would like to have migrated from old WebCT CE4 to Webcourses@UCF. The Migration request form can be found here: http://teach.ucf.edu/webctupgrade/

5. How long does the course migration process take from the time a faculty member requests it?
   A. Approximately one month.

6. Why do I need to begin migrating my WebCT CE4 courses now?
   A. Because beginning spring 2009, UCF students will have access only to Webcourses@UCF, and the required phase-out of WebCT CE4 will begin.

7. Does a faculty member need to request ALL their WebCT CE4 courses be migrated at once?
   A. Beginning with the spring 2009 semester, WebCT CE4 courses will need to be migrated to Webcourses@UCF on a semester-by-semester basis so that all courses offered in a given semester will have been migrated. However, you

may request that all of your courses be migrated at any time you wish so long as each course is migrated prior to the first semester it is offered following January 1, 2009.

8. If a faculty member requests all their WebCT CE4 courses be migrated, will they all be migrated before the following semester?
    A. Not necessarily. Priority will be given to migrating courses to be offered in the upcoming semester.

9. Will faculty members be notified when the migration process is about to begin and when it is completed for each course?
    A. Yes – you will be sent an email announcing when the course is beginning the migration process as well as an email announcing the completion of the migration process for each course requested.

10. Will faculty members be forced to attend Webcourses@UCF training?
    A. No - you are encouraged, but not obligated, to take advantage of training on how to use Webcourses@UCF. The training schedule is available here: http://teach.ucf.edu/webctupgrade/training/

11. If a faculty member waits until the October 17, 2008 deadline to request their spring 2009 WebCT CE4 courses be migrated, will they have enough time to review the migrated course(s) before using them the following semester?
    A. Yes, if you devote a few days to reviewing your course(s) before the next term starts and if you attend the available Webcourses@UCF training session titled Working with Your Migrated Course in Webcourses@UCF

12. Is the process for course creation and adding students the same in Webcourses@UCF?
    A. No, the process is different in Webcourses@UCF. Faculty members have the ability to create and populate their own courses using the Faculty Webcourses Manager in myUCF. Details are located at both of the following:
        • The Faculty Webcourse Manager in myUCF under the myUCF Menu>Academic Resources>Fac Webcourses@UCF Resources
        • The Semester Startup Checklist http://aboutwebcourses.ucf.edu/faculty/SemesterStartupChecklist.pdf

13. What training should faculty members attend?
    A. There are several types of training workshops available for you to attend. We strongly recommend that at a minimum you attend the Working with Your Migrated Course in Webcourses@UCF workshop. You may also be interested in training sessions that focus on key areas in Webcourses@UCF. For a full list, see the training link below.

14. What are the migration deadlines?
   - **October 17, 2008 is the deadline to request courses to be migrated in time for the spring 2009 term.**
   - March 9, 2009 is the deadline to request courses to be migrated in time for the summer 2009 term.
   - June 26, 2009 is the deadline to request courses to be migrated in time for the fall 2009 term.

15. Will faculty members still have access to review their WebCT CE4 courses during and after the migration process?
   A. Yes - You will have access to your old WebCT (CE4) courses for reference until May 30, 2010.

16. What will happen to your course Reach pages when you migrate to the new system?
   A. UCF is currently examining several possible solutions to replace course Reach pages for the new system. Future announcements will include detailed description of faculty options and directions.

17. What are the relevant websites related to the migration?

   Migration request form http://teach.ucf.edu/webctupgrade/accountconversion.html

   Webcourses@UCF training materials and training sign-up form
   http://teach.ucf.edu/webctupgrade/training/

   Known migration issues
   http://aboutwebcourses.ucf.edu/issues/

   Complete information regarding the migration
   http://teach.ucf.edu/webctupgrade/

Please bookmark http://teach.ucf.edu/webctupgrade/faq/

If you have questions or concerns, please contact:

Course Development & Web Services (CDWS)
itg@mail.ucf.edu
(407) 823-0407

Webcourses@UCF Faculty Support Resources

Course Development & Web Services offers a variety of resources for faculty and staff members who wish to learn more about Webcourses@UCF. The myUCF portal includes the Webcourses@UCF manual, broken down by tool, in PDF format for viewing or printing located at: https://my.ucf.edu > Academic Resources > Fac Webcourses@UCF Resources.

In addition, the Training Web page located at http://teach.ucf.edu/webctupgrade/training/ offers the schedule of upcoming sessions with a detailed description of the workshops offered. The sessions available include a short, general introduction to Webcourses@UCF titled "Exploring Webcourses@UCF," six workshops that focus on key tools (Communicating With Students, Mastering the Grade Book, Creating and Managing Assessments, Creating and Managing Groups & Assignments, Presenting Content, and Managing Your Course), and a special workshop designed for faculty and staff members making the transition from the old version of WebCT to Webcourses@UCF.

This session, "Working with Your Migrated Course," opens with a one-hour exploration of the major changes between the old version of WebCT and Webcourses@UCF, and is followed by a two-hour open lab period where faculty can work with their Instructional Designer or receive support from the Instructional Technology Group. The first portion of this workshop is also available online in live sessions with an extended question-and-answer session, and is recorded for later review if desired.

In addition to face-to-face workshops held in the Library on the Orlando campus, interested faculty can also attend live, online workshops that cover the same information as the face-to-face sessions. These sessions are held using Adobe Connect and are recorded and available online, so those unable to attend a live session and regular participants can review session content anywhere that they have Internet access.

For faculty and staff members who want assistance on an existing Webcourses@UCF section, the Instructional Technology Group offers Open Support Labs every other week during the semester. Faculty and staff members can show up any time during the two-hour sessions to work on their online courses and receive assistance if they have any questions or concerns. The Open Support Labs do not require registration beforehand; the schedule is included on the Training Web page noted above.

UCF Teaching Online Resources for Faculty

Teaching Online - http://teach.ucf.edu
- Central information and support for faculty teaching online at UCF

Learning Online - http://learn.ucf.edu
- Online resources for students

Training - http://teach.ucf.edu/webctupgrade/training/
- Training workshops and Open Support Lab opportunities

About Webcourses@UCF
- Scheduled downtimes and known issues - http://aboutwebcourses.ucf.edu/issues/
- Tips & Tricks - http://aboutwebcourses.ucf.edu/tips/

AskUCF - http://ask.ucf.edu
- Search for questions and answers, and submit a help request ticket

eCommunity - http://ecommunity.ucf.edu
- UCF Electronic Community - student e-mail addresses, profiles, and communities

E-mail Lists – Send an e-mail to itg@mail.ucf.edu to join one or both of the following listserves:
- Webcourses-News – Administrative announcements (i.e. server maintenance periods)
- Webcourses – General faculty discussion of using Webcourses@UCF for teaching online

FormManager - https://formmanager.ucf.edu
- Online form creation and data collection- must register to use

Gameserv – https://games.ucf.edu/gameserv/
- Create and manage game-based learning solutions for the classroom

Information Literacy Modules (InfoLit Mods) - http://infolit.ucf.edu
- Supplemental resources for use by faculty to help students learn information literacy skills

myUCF - https://my.ucf.edu
- Webcourses@UCF Manual: **Academic Resources→Fac Webcourses@UCF Resources**
- Training and interactive tutorials, faculty guidelines and checklists

Respondus - http://reach.ucf.edu/respondus
- Create, upload, and download quizzes into Webcourses@UCF
- Create paper-based tests for face-to-face delivery, and reports and statistical Information

Turn It In - http://www.turnitin.com
- Protect against copyright and plagiarism
- Contact: Patricia MacKown - pmackown@mail.ucf.edu

UCF **Stands For Opportunity**®

Course Development & Web Services

Blackboard Resources

Blackboard - http://www.blackboard.com
- Ask Dr. C - http://www.webct.com/ask_drc
- Support - https://behind.blackboard.com/s/faculty/
- Browser Tune-Up - http://www.webct.com/tuneup
- Submit suggestions - http://www.blackboard.com/products/suggest.bb

Support & Training

Ask a Librarian
- Faculty support, research help, research consultations and more
- http://library.ucf.edu/Ask/
- (407) 823-2562 M-F 8 am - 5 pm

College of Business - Ryan Wilcox
- rwilcox@bus.ucf.edu
- (407) 823-0992

College of Engineering & Computer Science - Kim Okamoto
- kokamoto@mail.ucf.edu
- (407) 823-2177
- http://cove.cecs.ucf.edu/

Faculty Center for Teaching and Learning (FCTL)
- Supports excellence in teaching and learning, successful research, creative endeavors and the professional fulfillment of faculty and staff in the local and global environment
- http://www.fctl.ucf.edu

Instructional Design
- IDL and ADL faculty
- Essentials training
- Focus on pedagogy
- cdwsaid@mail.ucf.edu
- (407) 823-3809
- http://cdws.ucf.edu/teams/idesign/

Instructional Technology Group (ITG)
- Faculty training & technical support
- itg@mail.ucf.edu
- (407) 823-0407 M-F 8:30 am - 4:30 pm
- Face-to-face support: call or e-mail to schedule a time
- Night/weekend support hours: http://itg.cdws.ucf.edu

Office of Instructional Resources (OIR)
- Creative, technical, consulting, and multimedia production services
- http://www.oir.ucf.edu

Regional Campuses – Roz Veltenaar
- Faculty support
- roz@mail.ucf.edu

Student Support – Techrangers
http://techrangers.cdws.ucf.edu/support/

Other Technical Issues - UCF Helpdesk
- (407) 823-5117
- helpdesk@mail.ucf.edu