

MEMORANDUM

Date: October 21, 2009
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on October 29, 2009

Meeting Date: Thursday, October 29, 2009
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of** *September 17, 2009 and October 1, 2009*
4. **Announcements and Recognition of Guests**
 - Provost's Update
5. **Old Business**

None
6. **New Business**
 - Inclusion of attendance history with Senate minutes
 - Strategic Plan – *Al Harms*
 - Soldiers to Scholars - *Alzo Reddick*
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Annette Khaled*
 - Graduate Council – *Jim Moharam*
 - Personnel Committee – *Kevin Haran*
 - UPCC – *Jill Fjelstul*
8. **Other**
9. **Adjournment**

**Faculty Senate Meeting
Minutes of
September 17, 2009**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures. The minutes of August 27, 2009 were unanimously approved with no revisions.

A suggestion was made to append the roll to a meeting's minutes. Dr. Cook noted that this had been done in the past and the practice had been terminated, but the issue can be taken up again by the Steering Committee.

RECOGNITION OF GUESTS

Provost Hickey, Diane Chase, Richard Harrison, Charlene Stinard, Rick Schell, Bernadette Jungblut, Lynn Hepner, Alison Morrison-Shetlar, Sherry Andrews.

ANNOUNCEMENTS

Provost's Update

Today the provost attended the Board of Trustees (BOT) meeting at Brevard Community College campus. The BOT is enthusiastic about the formation of a School of Visual Arts and Design, which would bring together the departments of Art and Digital Media. This is a revenue-neutral change. An Arts Management track has been reviewed at the college level and will be coming forward for review. There is no new budget news. Colleges and units are working on plans to eliminate one-time funds from recurring budgets, and these plans are due to the provost by mid-October. These plans will be reviewed and ultimately presented to the BOT.

OLD BUSINESS

College Budget Updates

Steering Committee members offered updates on their colleges' plans to reduce the budget to eliminate one-time funds.

- The College of Arts and Humanities has plans for a \$2.6 million reduction by 2010-2012, assuming the budget is not subject to further cuts. The reduction will be made through the attrition of departing faculty and staff and by not rehiring those on visiting lines when their contracts are up. A restructuring plan is also proposed to reduce expenditures in the case of further budget cuts. There is a meeting of the Advisory Board on September 29, rescheduled from last Friday.
- The Rosen College of Hospitality Management had a retreat on August 21 at which the financial situation was discussed. Due to past savings and the loss of six positions through attrition, no additional cuts are necessary. They are considering terminating some under-enrolled tracks, but that will not affect faculty or staff positions.
- The College of Health and Public Affairs has formed a committee of faculty that will meet regularly. There is a college-wide meeting on Monday.
- The College of Nursing faculty delegated this job to Leadership Council, which is composed of the dean, the associate deans, and the chairs of all of the college's committee. A full budget report was discussed to determine how to cover the deficits.

- The College of Education is considering restructuring to achieve the budget reduction goal and changing the Master's programs to effect greater enrollment. The Faculty Council is discussing the process. Faculty are identifying which proposed unit they would like to join.
 - The College of Engineering and Computer Science formed a committee. A representative from that committee was not able to attend today to report.
 - The College of Business Administration formed a committee of department chairs and sub-deans. The committee determined that the PhD in Economics will be eliminated.
 - The College of Optics and Photonics cut is small enough that the college is able to cover the reduction.
 - The College of Science established a committee that has met and is currently developing a report.
 - The College of Medicine did not report, as they are under different budget strictures.
- The provost explained that the reason why the College of Optics and Photonics' deficit is so small is because the budget itself is small. He also noted that we are working under a moving target, as total funds from new tuition money has not yet been finalized. It is expected that the colleges will receive an additional \$1-\$2 million this year from additional enrollment. This is recurring money.

Conflict of Interest Online Implementation - Lin Huff-Corzine and Doug Backman

A handout was distributed containing a copy of an email to the faculty from the provost regarding implementation and a printout of the newest version of the online form. Dr. Huff-Corzine provided an overview of the process to migrate the Potential Conflict of Interest and Commitment online. The form had been revised in preparation for on-line implementation. Forms AA21 (Potential Conflict of Interest and Commitment) and AA22 (Permission to Use UCF Personnel, Equipment, Facilities, Students, or Services) were combined into a list of ten questions that branch into more detailed sub-questions. The forms had been reviewed by the provost, the vice president for Research & Commercialization, and the college deans and department chairs. Changes had been made based on their feedback. Federal guidelines are provided in the form. The online form will be available on Monday, September 21 and completed forms are due to chairs and supervisors by October 6. The submitted forms are reviewed by chairs, deans' offices, the provost's office, and Research and Commercialization, when appropriate. An email about the online system is going out on Monday morning. Faculty who do not get the email should contact pca@mail.ucf.edu. Dr. Huff-Corzine opened the floor to questions.

- A question was raised regarding how nine month faculty should handle reporting their summer activities, given that the reporting period begins August 8. For nine month faculty, conflicts of commitment would not apply during the summer, but potential conflicts of interest must still be reported.
- Faculty who have already submitted papers forms during this reporting period are not required to submit online, but can if they wish.
- Issues were raised with regards to content changes and the review process for the changes, including whether the document should have gone through the Personnel Committee and whether senators should have had the opportunity to review the form before plans were made to go live with the online form. Dr. Huff-Corzine replied that the form had been made available for review to the Faculty Senate and the colleges. She asked Sherry Andrews, Associate General Counsel, to respond to the questions raised about the legal language in the form. Ms. Andrews noted that the document has been reviewed by several of the university's attorneys, and that the wording of questions is still being changed based on concerns raised. She is comfortable that the

current version complies with Florida statutes. As a followup, Dr. Cook noted that the approval of Conflict of Interest form has never gone through the Personnel Committee before.

- A question was raised about whether the document should have gone through the union and whether it is subject to collective bargaining. Dr. Cook noted that the Senate is not involved in collective bargaining issues.
- Dr. Cook noted that the Senate never received a working link to the form and so had been unable to distribute it for review. She suggested that the Office of Faculty Affairs shift the deadline for going live with the new form until after faculty have had a chance to review it and provide feedback.
- It was suggested that faculty be permitted to fill out the paper form until the questions are resolved and until faculty have had a chance to provide feedback. Dr. Huff-Corzine replied that the questions in the online form are not significantly different from those on the paper form. It is possible that they might delay the go-live date. To comply with the law, faculty must fill out a form each academic year. At this time, the links to the old form have been removed.

Report on TIP, RIA, and SOTL document approval

The TIP, RIA, and SOTL documents were approved by all colleges except for COM, which is still reviewing the forms. There is no schedule set yet for these programs. The TIP data will be out near the end of Fall semester, by December 4th at the latest.

Student Perception of Instruction (SPoI) content revisions – Diane Wink

Dr. Wink provided an overview of the history of the ad hoc Student Perception of Instruction (SPoI) Committee. They have developed a new SPoI form as a result of three years of ongoing development. Dr. Wink discussed the details of the proposed form. Many of the questions were introduced in response to faculty requests to update the form to include context, e.g. whether the course is required or an elective, whether delivery format is face to face, web-based, etc.... A Faculty Perception of Instruction form was also added to allow faculty to record their perceptions of the class. The proposed form is a result of faculty input and previous pilot studies in a variety of courses. The form has three sections: 1) student information, 2) delivery mode, and 3) course/faculty evaluation. Modes of analysis of collected data were suggested. Motion made to receive the report from the committee. Motion seconded and unanimously approved. Motion made to discharge the ad hoc Student Perception of Instruction Committee. Motion seconded. Dr. Cook thanked the committee for their long and dedicated service. Motion to discharge the committee unanimously approved.

NEW BUSINESS

None.

STANDING COMMITTEE REPORTS

Dr. Cook noted that the standing committees are being organized and will begin their business.

Budget and Administrative

The committee met. Annette Khaled was elected Chair and Michelle Kelley was elected Vice Chair.

Graduate Council – Stephen Goodman reports (for Jim Moharam)

The leadership of the Graduate Council and its four subcommittees has been established, and is as follows:

Graduate Council Chair: Dr. Jim Moharam
Graduate Council Vice Chair: Dr. Ram Mohapatra
Graduate Policy Committee Chair: Dr. Jim Moharam
Graduate Curriculum Committee Chair: Dr. Ram Mohapatra
Graduate Program Review Committee Chair: Dr. Paul Dombrowski
Graduate Appeals and Awards Committee Chair: Dr. Kevin Coffey

Over the summer the Graduate Appeals and Awards Committee considered 25 petitions on a variety of topics (ranging from waiving time limit rules, transferring excess credits into programs, course substitutions, reversion to earlier catalogs, and waiving the minimum 6XXX hour requirements). 17 of these petitions were approved and 8 were denied. The first Fall 2009 meeting of the committee is scheduled for September 22, 2009.

The Graduate Curriculum Committee had its first meeting of the semester on September 16, 2009. At that meeting the committee reviewed six Course Action Requests (2 for course additions and 4 for course revisions). In addition the committee reviewed proposals for the following:

- Addition of portfolio as an option in the College of Education K-8 Math and Science Ed MEd program for fall 2009.
- Temporary suspension of admissions to the College of Education MA in Curriculum and Instruction while the department makes revisions to the program.
- Program revision for College of Sciences Physics PhD program.
- Temporary suspension of admissions to the College of Arts and Humanities MFA in Film and Digital Media, Visual Languages track due to budget issues.

The Graduate Policy Committee has its first Fall 2009 meeting scheduled for September 23, 2009.

The Graduate Program Review Committee has not yet had any business come forth that necessitates the scheduling of a meeting.

Personnel

The Personnel Committee met and elected a chair. However, the person elected is not a senator and so a new election will need to be held, as the Constitution requires that the committee chair be a senator.

Undergraduate Policy and Curriculum

The B.A. in Architecture was voted down. Hospitality Management track deletions have been tabled. A name change was approved. Health Information Management has changed its name to Health Information and Informatics.

OTHER BUSINESS

Dr. Wink, Chair of the Committee on Committees, is staffing vacancies. Colleges are urged to cooperate in staffing committees.

The constitutional revision is ongoing. College of Medicine will be included where possible in the constitutional revision to account for eligibility issues of its faculty.

ADJOURNMENT

Motion to adjourn approved unanimously 5:30 P.M.

Faculty Senate
Special Called Meeting
October 1, 2009

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

Guests

Provost Terry Hickey, Frank Allen, Sherry Andrews, Robert Armatcost, Doug Backman, Sue Bauer, Lyman Brodie, John Cahill, Diane Chase, Lucretia Cooney, Jay Corzine, Barbara Fritzsche, Stephanie Gavarrete, Deborah German., Lynn Hepner, James Hickman, Lin Huff-Corzine, Jay Kapat, Cynthia Kisby, David Kuhn, Ranganthan Kumar, Jean Leuner, Niels Lobo, Tammie McClellan, Joe Muley, Patrick Murphy, Thomas O'Neal, Patricia Pates, Dick Pepler, Julia Pet-Armacost, Andrew Randall, Pam Rea, Debra Reinhart, Melvin Rogers, Michelle Snider, Yongho Sohn, M. J. Soileau, Michael Stern, Raj Vaidyanathan, David Wallace, Francisca Yonekura.

Dr. Cook turned the meeting over to Dr. Lin Huff-Corzine.

Dr. Huff-Corzine provided an overview of the history of the process by which the Potential Conflict of Interest and Commitment forms were revised to be put online. The committee that worked on the revision was composed of Doug Backman and Tom O'Neal, Research and Commercialization; Tammie McClellan, Institute for Simulation and Training; Lucretia Cooney, Heidi Watt, and David Kuhn, Faculty Affairs; Bob Armacost, College of Medicine (previously CECS); and Associate General Counsels Sherry Andrews and Jack Cahill.

Ms. McClellan reported on the new form. The language of what was previously Form AA21 has been updated to meet federal guidelines, Florida statutes, and the UCF collective bargaining agreement. The wording changes more clearly identify what needs to be disclosed. The online form contains links with definitions and clarifications. The online form simplifies the process by only expanding into subsections if further detail or multiple responses are needed to fully respond to each question. Supporting material can also be submitted online. The form is to be filled annually and can be updated as needed during the course of the year. Additional supplemental forms have now been incorporated into the online process.

The new system expedites the review process by supporting an electronic workflow. When appropriate, the Office of Research and Commercialization is automatically included in the chain of reviewers (specifically when answers to questions 1, 2, 3, and 9 involve sponsored research.) Throughout the process, faculty will be able to monitor the review of their submission. The final status of the review is disclosed by email.

Ms. McClellan displayed the website for demonstration. She provided an overview of the website features and walked through the process of submitting the form. There are ten main questions to be answered that lead to supporting subsections where needed. Drop-down boxes are used to answer questions and users are led to required supporting forms when necessary, all of which can be submitted electronically. Florida standards for conflict of interest are provided

on the electronic form as are links to Florida exemptions. Users can save the form as a draft without submitting it.

Faculty will be notified by email when it is time to fill out the form. The form can be reached from the Faculty Affairs website (<http://www.facultyaffairs.ucf.edu>) or the MyResearch website (<https://argis.research.ucf.edu>). Every faculty member has been provided an account for the MyResearch website. A faculty member can have only one form in progress at any given time, including a draft or a form going through the review process.

The floor was opened for questions. Dr. Cook moderated the question and answer period. A number of questions were raised and answered on topics including royalties, the difference between inside and outside activities, the language in the form, the \$10,000 remuneration threshold, the UFF cease and desist letter, and teaching at other institutions.

The form will be released on Monday October 5, 2009. The paper version can be submitted until that date. The form must be completed anew for each new reporting period.

Dr. M. J. Soileau noted that faculty should disclose any outside activity they intend to engage in prior to beginning that activity. State law requires that the needed exemption(s) be in place prior to beginning such an activity. Dr. Hickey stated that the electronic Conflict of Interest and Commitment form simplifies reporting and expedites the process of declaring and getting clearance for a potential conflict.

Questions about the form content or process can be directed to pca@mail.ucf.edu.

The meeting adjourned at 5:25 P.M.