

UNIVERSITY OF CENTRAL FLORIDA
FACULTY SENATE STEERING COMMITTEE

MEMORANDUM

TO: Faculty Senate Steering Committee
FROM: Faculty Senate Office
DATE: September 15, 1997
SUBJECT: Minutes of meeting held on September 11, 1997

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The Steering Committee was called to order by Dr. Richard D. Tucker, Chair, at 4:10 p.m. The roll was circulated for signatures. Minutes of August 21, 1997 were unanimously approved. Members present: Drs. Stephan Goodman, Naval Modani, Terri Fine, Glenn Cunningham, Ida Cook, Phillip Taylor, Taylor Ellis, Rosie Joels, James McBrayer, Jean Kijek, Ms. Carole Hinshaw, and Vice Provost Frank Juge.

ANNOUNCEMENTS

Dr. Juge announced that Provost Whitehouse was attending a Board of Regents planning meeting. Dr. Tucker announced that the organizational meetings for the Standing Committees were in progress.

- 1) The Graduate Policy and Curriculum Committee has met and have elected Dr. Linda Malone for a second term as chair and Dr. Jack Stout was also elected for a second term as vice chair. The Committee will review the PhD program in Clinical Psychology.
- 2) The Personnel Committee will meet on Monday, September 15, 1997.
- 3) The Undergraduate Policy and Curriculum Committee will meet on Tuesday, September 16, 1997. Dr. Tucker distributed two articles on grade inflation. One from the Chronicle of Higher Education which was brought to his attention by Dr. Glenn Cunningham. The second article on grade inflation in Newsweek was brought to his attention by Dr. Rosie Joels. The problem of grade inflation will be discussed by the Undergraduate Policy and Curriculum Committee. The 48 hour rule for Honors designation will also go forward to the UPCC for further analysis.
- 4) The Budget and Administrative Procedures Committee will meet the following Monday, September 22, 1997.
- 5) Dr. Tucker also announced that Carole Hinshaw had faxed a copy of the article "State Picks Blue Cross" over Unisys in processing the health claims of state workers. Apparently Unisys was not as experienced in processing state health claims. Blue Cross/Blue Shield had been with the state for 17 years previously. The state employee health program covers 215,000 state employees, dependents and retirees.

Dr. Cunningham announced that the procedures for determining emeritus status of retired faculty need to be clarified. The Commencements, Convocations, and Recognitions Committee has questioned the procedures of conferring emeritus status to faculty. Administration may need to send copies of the procedure to all deans and faculty. There seems to be some confusion among the colleges. The procedure should begin within the department of the retired or departed faculty member and voted on by the faculty. This would show the support within the department. The department chair should write a memorandum to the dean of his college recommending emeritus for

the faculty member. The recommendation, with or without the approval of the dean, should go forward to the Commencements, Convocations and Recognitions Committee, presently chaired by Dr. Cunningham. This committee will then discuss the recommendation. If approved, it will go forward to the Provost for final action. If the recommendation is denied by the Provost, the recommendation should be returned to the department with a copy to the Dean of the College and the Chair of the Commencements, Convocations and Recognitions Committee. Dr. Taylor added that if a candidate is not a full professor, the likelihood of achieving emeritus status is very slim. If this outline is added, it must go to the Senate for approval. Dr. Juge will meet with Dr. Cunningham and the Committee to discuss the change in procedure.

OLD BUSINESS

Dr. Terri Fine reported that she had written a status report for Dr. Tucker on the Plus/Minus Implementation Committee. This status report was circulated with the minutes to the Steering Committee. She will be contacting Keith McDonald, President of Student Government, for his input. She also stated that Joel Hartman had requested Tim Larson sit on the committee because Computer Services would play a significant role in the administration of the new policy. He was to do the computation of 100 transfer students with a +/- system in place to figure GPA. She has not heard from him in some time. Dr. Juge stated that he will check on Tim Larson or Joel Hartman for more input.

Dr. Tucker stated that he needs someone to chair the Student Evaluation Form Review Committee. He will meet with Dr. Juge regarding this committee.

NEW BUSINESS

Dr. Tucker reminded the committee that commencement will be held on Saturday, December 20, 1997 and it may be difficult to find Grand Marshals and Faculty Representatives. He would like the Steering Committee members to contact their college deans for recommendations as soon as possible. The Grand Marshals are selected by honoring a recently retired faculty or an outstanding faculty member.

Dr. Juge reported on the Sustained Performance Evaluation Committee. The Committee agreed to draft a procedure similar to Florida State University. Conditions and amendments will be determined. The report is expected to be completed by the first week in October.

Dr. Tucker distributed a few agenda items for the Standing Committees.

- 1) There is a disregard by some faculty for final exam policies. It was discussed that a poll should be taken regarding faculty leaving too soon after final exams during the holidays. College Dean's need to discuss this problem with their department chairs.
- 2) Dr. Cook brought up the question of the TAR problem and compensation. Dr. Juge reported that he had spoken with Ms. Liberto, the UCF attorney, and the response was that it is the responsibility of the Division of Risk Management to handle these problems. Ms. Liberto stated that the University has an established policy on how to certify faculty who are on official business. Side trips unrelated to official university business are not covered. It was suggested that coverage should be filed at the department level before the trip is taken and should be signed by the department chair. Dr. Juge stated that he will work with Mr. Merck to see if a specific procedure can be developed and distributed to campus departments. He

also stated that Blanket TARs are still acceptable for local travel.

- 3) Dr. Joels questioned the procedures for using personal vehicles, rental vehicles, and personal credit cards as a method of payment. If you rent a car and you are on state business you are not covered. If using a personal vehicle while on state business, damage to the car is not covered, etc. Dr. Juge will meet with Mr. Merck to discuss a change in procedures. Current procedures should be followed until changes are clarified.
- 4) Dr. Joels also questioned the policy on sick leave and doctors visits. It was determined that a faculty's letter of assignment should state that an alternate work schedule should determine what are regular work days for that individual.

Dr. Tucker stated that he has spoken with Karen Smith and asked her to do a presentation at the Senate meeting on September 25. She can do it but it needs to go first on the agenda. She also asked if her Learning Center Advisory Board could be a reporting committee to the Faculty Senate.

Dr. Taylor asked who were members of General Education Oversight Committee. Dr. Goodman gave him the following list.

General Education Oversight Committee

Carol Adams	A&S	1997-2000
Jay Corzine	A&S	1997-1999
Lorrie Hoffman	A&S	1997-1998
Taylor Ellis	BUS	1997-2000
Martha Lue	EDU	1997-2000
Parveen Wahid	ENG	1997-1998
Joyce Dorner	HPA	1997-1999

Dr. Goodman asked about TIP awards. Dr. Juge stated that he is optimistic about TIP award funding for next year.

Dr. Tucker reported that Barnes and Noble College Bookstores has requested the assistance of the Faculty Senate to establish a faculty advisory committee for the book store. It is anticipated that the contract for Barnes and Noble to assume management of the UCF Bookstore will occur around October 1, 1997.

Dr. Joels stated her concerns about low faculty morale. Are administrators and chairs evaluated on schedule, and why the long duration of department chairmanships? Faculty have expressed concern regarding the faculty evaluations and are disappointed in their department chairs. Dr. Cunningham stated that administrators and chairs are evaluated every five years.

Carole Hinshaw announced that flyers regarding the Library Faculty Open House are in the mail to all faculty.

The meeting adjourned at 5:23 p.m.