

**Executive Steering Committee  
Minutes for  
September 11, 2003**

Dr. Arlen Chase, Chair, called the Steering Committee to order at 4:05 p.m. Minutes of the **August 26, 2003** meeting were unanimously approved with minor changes.

**Members present:** Drs. Keith Koons, Rufus Barfield, Diane Chase, Naval Modani, Robert Pennington, Rosie Joels, Manoj Chopra, Dawn Oetjen and Provost Terry Hickey.

**Members absent:** Dr. Ida Cook, Alain Kassab, John Schell and Cynthia Young

**Guests:** Drs. Lin Huff-Corzine and Alison Morrison-Shetlar (FCTL).

**ANNOUNCEMENTS AND RECOGNITION OF GUEST**

Recognized guest Dr. Alison Morrison-Shetlar from Faculty Center for Teaching and Learning.

**OLD BUSINESS**

**Trustee Chairs/University Chairs**

Dr. Mullens deferred his report until next meeting.

**NEW BUSINESS**

**RFP for Undergraduate Teaching Materials**

Dr. Koons reported the request was put forward last year for the second year to support the purchase of teaching equipment across the university. Funded at \$400,000 last year. RFPs for the funds reviewed by committee with members from all colleges and Academic Affairs (Dr. Schell and Dr. Lynn Huff-Corzine). This year funded for \$200,000 with additional funding to come. Provost Hickey can not confirm if additional funding released yet. Not sure if it would come from reserves, can not make a decision at this time.

Requests last year were for materials such as scientific equipment for chemistry labs, CD duplication equipment for foreign language, items to be used in theater productions, a van for biology for field trips, and several musical instruments for music department. All colleges received funding. Suggested RFP be distributed for this year with proposals ranked for final funding with total number depending on final figure. Dr. Koons recommended that an RFP be developed and distributed now. Will work with Dr. Huff-Corzine.

**\$.03 mailing charge for F distributions**

Faculty senate exempt from this charge. Email with rationale for the charge distributed.

**The "flag" in campus classrooms**

Dr. Hitt's statement in regard to this issue distributed. Question as to if this is an issue to faculty and if source of outside funding is an issue. Flags have been purchased using funds from Sun Trust. Any destruction or removal of a flag will be treated as vandalism. General discussion of issues related to display of flag in the UCF classroom. Referred to Budget and Administrative Procedures Committee for determination if any further action needed on this issue and on general social funding based on faculty input thus far.

### National faculty Coalition on Intercollegiate Athletics

Two documents distributed. One on the Student-Athlete Retention Policy and Athletics Coalition. Both referred to the Athletics reporting committee for review and needed action.

### STANDING COMMITTEE REPORTS

- ✦ **Budget & Administrative** – Dr. Cynthia Young committee has not met. No report.
- ✦ **Graduate Council** – Dr. Alain Kassab. No report
- ✦ **Personnel** – Dr. Rosie Joels reported that the committee are scheduling a meeting and will meet before next Senate meeting.
- ✦ **UPCC** - Dr. Robert Pennington reported the committee met on Tuesday and approved motion for inclusion of new GEP course, MCB 1XXX Biotechnology and Genetic Engineering, Course would go in the GEP Science Foundations Group 2 Requirements. Some concerns were raised but vote was overwhelmingly positive, not unanimous. Motion to add to senate agenda for next meeting. Passed unanimously

### **OTHER**

#### FCTL presentation.

Dr. Alison Morrison-Shetlar has asked to present on September 25, 2003 at the Faculty Senate meeting on FCTL.

#### Cunningham Award

IRB would like to come to Senate to give award at next meeting in recognition of his work as UCF IRB Chair. Motion to not have this or similar presentations at Senate. General discussion. Passed. IRB could have event before senate meeting.

#### Committee on Committees Report

Dr. Modani gave report on the Committee on Committees. Thanks to Provost for quick turn around on needed decision from himself and Dr. Hitt.

#### Constitution Changes/Modification/Ratification

Several recommendations regarding change in constitution of committees to include FCTL advisory committee were made. Recommended presentation to full senate at next meeting so these changes can be included in version voted on in October. Motion made, seconded, passes unanimously.

Suggestions made regarding academic Calendar Committee. Discussed and modifications can be made in the future.

Need to send out formal notice of ratification vote for new constitution. Suggest email notice with referral to constitution posted on line with verbal announcement made at next senate meeting.

Dr. Modani has been reviewing wording carefully to identify typographical errors and suggested changes in titles of committees or organizations be made in accord with provision that such changes can be made without ratification. Will also verify that form of vote is addressed where needed. Dr. Modani will review the full document this weekend.

### *Proposed Resolution*

Dr. Mullens proposed a resolution relating to accurate and timely financial reporting to responsibility manage research programs and a need to correct problems as soon as possible. Issue has been discussed with Bill Merck, the president, provost, and sponsored research. Provost Hickey stated this is being worked on but timeline not known. Suggested that Mr. Merck be invited to September 25th Faculty Senate meeting so questions can be answered.

### *Evaluation Forms*

Question if Student Perception of Teaching forms need to be revised. Referred to UPCC because majority of courses are undergraduate. UPCC could address and then send suggestions to graduate committee. Dr. Huff-Corzine commented that we are no longer governed by the state as to content of this form.

### *Class Roles*

Class roles have a component related to tracking if students have taken exams and are still participating in examinations. Suggest inviting the registrar, Drs. Dennis Dulniak and David Dees to talk about these changes. The need for attendance roles on students on student visas will be addressed at future Dean's meeting and college meetings to educate faculty on this issue and other concerns about SEVIS. Has multiple implications. Dr. Alison Morrison-Shetlar suggested an article on this be submitted to FCTL newsletter. Will ask Dr. Dulniak or Dees to address briefly at Senate meeting.

### **ADJOURNED**

Meeting adjourned at 5:30 p.m.