

M E M O R A N D U M

TO: Steering Committee Members

FROM: Dr. Manoj Chopra, Chair

SUBJECT: Steering Committee Meeting on Thursday, September 13, 2007

Meeting Agenda

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES OF *APRIL 12, 2007***
4. **ANNOUNCEMENTS AND RECOGNITION OF GUESTS**
5. **OLD BUSINESS**
 - Faculty Ambassadors - Schell
 - RIA Revisions - Cook
6. **NEW BUSINESS**
 - Provost's Report - Provost Hickey
 - BOG and ACFS Update - Chase
 - Hiring of Adjunct Faculty - Koons
 - Professional Academic Career Paths - Schell and Chopra
7. **STANDING COMMITTEE LIAISONS REPORTS**
 - B&A - Howard
 - Personnel - Orooji
 - Graduate Council - Lynxwiler and Liberman
 - UPCC- Pennington
8. **OTHER BUSINESS**

***Faculty Senate Steering Meeting
Thursday, August 16, 2007***

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:0 p.m. Minutes from the *April 12, 2007* meeting were unanimously approved as written.

Steering Officers present: Drs. Manoj Chopra, Ida Cook, Arlen Chase, and Pamela Ark.

Steering Members present: Drs. Henry Daniell, Glenda Gunter, Keith Koons, Aaron Liberman, Patrick LiKaWa, Rosalyn Howard, Aubrey Jewett, Christopher Muller, John Lynxwiler and Ali Orooji.

Administrators present: Provost Terry Hickey, Drs. Lin Huff-Corzine and John Schell

Steering Members and Administrators absent: Drs. Alain Kassab, Robert Pennington, Mark Kamrath.

Guests: Dr. Bernadette Jungblut

ANNOUNCEMENTS AND PROVOST REPORT

- Dr. Chopra welcomed all returning members along with the new members to the Faculty Senate Steering Committee for 2007-2008. Introductions by college were completed by all.
- ACFS meeting will be held on October 5th in Tallahassee, FL and the BOG meeting is in Tallahassee the week before the ACFS meeting.

OLD BUSINESS

Student Perception of Instruction Forms Adhoc Committee - Dr. Jungblut reported

Dr. Jungblut distributed a draft document on a proposed SPoI form to all Steering members. The committee is co-chaired by Drs. Wink and Jungblut. Dr. Jungblut presented an overview of the committee's work thus far; the national survey of student engagement was conducted at UCF to determine the level of academic rigor viewed by students & faculty; focus groups were conducted. The findings included faculty indicating that they were dissatisfied with the questions on the student perception instrument. As the university has grown in the methods of instruction delivery, the instrument is dated with questions designed for face to face courses.

The committee was charged by the Faculty Senate with revision of the instrument. The committee surveyed other school instruments; Dr. Crouse and others surveyed others at conferences about evaluation forms. There were vendors who wanted to sell their products to the university because of large UCF enrollment. The current thought is to not pay someone else, rather design the instrument by UCF. Dr. Hickey stated that there is merit in standardized forms in that those are normed instruments. There is still discussion on who will be asked to participate in a pilot project of the instrument. These questions on the instrument at present are potential questions – a culled list of potential items that represent a much larger working body of knowledge.

Dr. Chopra noted that the focus of rigor continues to be a conversation with the SGA. There was discussion of the current costs of the survey administration and analysis Dr. Huff-Corzine stated that the forms cost \$15,000-20,000 per year; changing costs around \$1000 for design changes at a minimum. The more students there are, the more the cost. There were no estimates available regarding the person-hours involved in the processing of the course evaluation packets.

After a lengthy discussion, Dr. Chopra suggested this be presented to the Full Senate Meeting on August 20, 2007 but only as a presentation and **NOT** to be voted on for approval and adoption. The document needs an improved format; include an explanation of the history of the committee work; the plans for a pilot study from a representative sample.

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Online Evaluations - Assessment of Past Year – Dr. Cook led the discussion

Dr. Huff-Corzine reported that originally, the committee was working toward an online student evaluation process; response from the senators was not favorable at the time. Funded seminars were conducted through FCTL. In the meantime, the Student Perception of Instruction Forms Adhoc Committee asked that the Online Evaluations Committee wait on moving forward with the online evaluation form. Engineering started the online evaluations, however, then stopped when other issues developed. Dr. Cook suggested that Steering should hear from engineering and the report of the experience. Dr. Chopra will follow up. This item will be table at this time and will be brought back Steering again in future.

NEW BUSINESS

BOG, ACFS and BOT Updates - Drs. Chase and Chopra reported

BOG updates: Dr. Chase stated that the Chair of the ACFS can serve now more than one term; he was elected as second term as chair of ACFS and serves on BOG. There are face to face meetings with BOT and BOG at least once per month. The meeting occurred in Tampa last week. The process began with the Miami meeting about concerns that the BOG was waffling in regard tuition increases; then the state budget crisis occurred. During the July meeting in Orlando, the BOG instituted 5% increase tuition in January; instituted a freeze on freshman enrollment; and joined in the Graham lawsuit concerning the legislature setting tuition rates.

He presented an update on the budget situation in the state – there are shortfalls for the currently and for the next two years. Another four years of crisis is anticipated until the state budget returns to previous levels – the property tax is expected to makes things much worse in the state.

The Tampa BOG meeting had discussions about the new medical schools. There is \$8-11 million in new funding for existing medical schools with some of these institutions arguing there should not be new medical schools, perhaps UCF but not FIU. The budget still has \$100 million dollars for Centers of Excellence – these monies cannot be redistributed. The guidelines are in place for the Centers of Excellence. There is no limit on number of submissions. However, the review fee is not yet determined but will be at least \$3000 – UCF would need an internal review process of which proposals to put forward – that would be a more modest fee – will not likely get three proposals funded – may get one or two. The review board criteria are different than last year; issue of whether or not it still be there, the \$100 million was awarded in the last legislature session, however, this funding could be taken back during the September session.

The Pappas report presentation that is focused on strategic planning of the university system will occur at September meeting.

- ORP Update – no new information due to budget situation; faculty being told there is no answer right now even though was to start July 1st though June 30th.
- Update on TIP is seen as merit pay and legislature likes merit pay – this would be retention of top faculty within the state.

Dr. Cook asked if the proposed State TIP/RIA is undergraduate or undergrad/graduate? It is not known.

Graduate Council Business – Drs. Bishop and Lieberman reported

The Graduate Council committee distributed two documents to the Steering Committee members for review. As the previously submitted resolution on Graduate Conflict of Interest was not approved by the Provost during the Spring semester, 2007, guidance was sought by the Graduate Council on how best to proceed with the re-writing of the resolution. The intent is move the resolution forward this academic year. After lengthy discussion among members with Provost Hickey, the following suggestions for rewriting the resolution were recommended.

1. The resolution needs to be self-contained and not refer to another resolution.

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2. The intent of this resolution is to also address the potential for a sexual harassment charge should a faculty advisor and a graduate student engage in an amorous and sexual relationship. The faculty member, who is viewed in the position of power over the graduate student, could potentially end up in a legal situation. If the faculty member were accused in a court of law, the faculty member would not have the legal support of the university.

The resolution was returned back to the committee at first meeting per Dr. Lieberman and then a revised resolution will be brought back to the Faculty Senate steering committee at the next meeting.

Conflict of Interest Policy – Dr. Huff-Corzine reported

The policy is progressing through the university policy committee in September. The work is a Faculty Relations Department and Office of Research and Commercialization team effort.

Deletion of existing curriculum policy

The committee brings forth this item as an information item only. The language in the policy was superfluous. The policy applies to doctoral programs only. Motion to accept the policy as presented today was made and seconded.

Creation of Executive Committees for UPCC and Graduate Council

Dr. Schell spoke on behalf of the chair of UPCC on the possibility for creating an executive committee of the UPCC that will discuss what issues need to be on the agenda of the committee before it meets as a whole. Dr. Bishop reported that the Graduate Council has a policy that is working efficiently for curriculum and was not certain what function would be served by an executive committee. Dr. Bishop has guidelines as to what can be approved and what can go right in to the catalog. Another level would not add to Graduate Council.

The Undergraduate program interfaces with many different programs. This agenda item is deferred to Dr. Pennington and Dean Alison Morrison-Shetler.

Parking on Gamedays – Dr. Schell reported

Dr. Schell distributed handouts to members outline the game day procedures. This information is available online on the UCF Gameday website (www.ucfgameday.com). The major issues for faculty include:

- Starting at 7:00 a.m., reserved parking is eliminated on the six game days; no reserved parking holders or faculty; parking is FREE on campus except in the Gold Zone. A map is available on the website that designates gold zones plus surface lots that will be limited at 7:00 a.m. and forward to athletic donors only.
- Important and legitimate university business will have available parking in Garage B with the use of a scanner and an attendant – Dr. Schell collecting information on those who need to park in Deck B – asking that all faculty bring their IDs that will be put in scanner; theater goers will use their tickets for scanning and entry; passes for standardized tests; and special passes for conference on September 15th.
- The Homecoming Parade on November 3rd will be on campus for an hour and a half; perhaps 9:00 a.m.; the SGA is in charge of the parade.
- Dr. Schell has identified classes meeting on Saturday and contacted to all except one faculty by phone. There are four faculty who actually teach on Saturday; he will talk to the fourth person tomorrow. Dr. Schell has communicated with Associate Deans as to which faculty had classes scheduled on the game-day Saturdays.
- Instructions detail the changes in direction of traffic flow;

The entire campus will be allowed to have alcohol available for legal drinking age, except inside the stadium and in the garages. There is some concern about security but the police has taken adequate measures. All classroom buildings will be locked at 12 noon but the library will be open. Drs. Schell and Chopra serve on the Gameday Planning committee. You can forward any questions or concerns to either Drs. Chopra or Schell.

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Faculty Senate Website Update - Dr. Chopra reported

The website has been redesigned; please check the links. The development was done with the help of UCF Marketing and cost the Senate \$850 which will be remitted as soon as everything on the site is in working order.

Faculty Constitution Changes - Dr. Cook reported

A software package was developed for the Committee on Committees to make the committee assignments at the beginning of each term. If members have questions on the constitution, please forward them to Dr. Cook. This iteration for constitutional changes clarified the changes needed. The proposal will then come to the Senate on an item by item basis; then be revised again and brought as a whole to the senate. Lastly, a Faculty Assembly; will be called, hopefully by January 2008, to ratify the amendments. The changes will include the College of Medicine and Biomedical Sciences changes and the new College of Nursing.

Other universities have a different formulae for College of Medicine; so the decision needs to be reached on how BSBS calculations for senate representation will be made as there is a large undergraduate unit. For this year, BSBS representation remains the same for the 2007-2008 Faculty Senate year.

Steering Standing Committee Liaisons Appointments – Dr. Chopra reported

The duties of the committee liaisons are to report back to the Faculty Senate Steering – the liaison is a non-voting member of the committee. The first meetings are scheduled on August 21, 2007.

- Personnel Committee: Ali Orooji
- Budget and Admin: Rosalyn Howard
- Graduate Council: Aaron Liberman and John Lynxwiler
- UPCC: Robert Pennington

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at 6:00 p.m.