

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Manoj Chopra  
Chair, Faculty Senate

**DATE:** September 12, 2006

**SUBJECT: STEERING COMMITTEE MEETING**

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**DATE:** Thursday, September 14, 2006  
**TIME:** 4:00 p.m.  
**ROOM:** Student Union, Pegasus A

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *August 17, 2006***
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - ◆ WebCT Downtime – Dr. Hartman
6. **New Business**
  - NSSE Results – Dr. Schell
  - Grade Change Policy – Dr. Chopra
  - Intellectual Property of Faculty Notes – Dr. Chopra
7. **Standing Committee Reports**
  - Budget and Administrative Committee – Dr. Trouard
  - Graduate Council Committee – Drs. Moharam and Jewett
  - Personnel Committee – Dr. Barfield
  - UPCC – Dr. Pennington
8. **Other**

## *Steering Committee Meeting*

### *August 17, 2006*

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:24 p.m. Minutes of the ***April 6, 2006 meeting*** were unanimously approved.

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

**Steering Committee Members present:** Drs. Aubrey Jewett, Christopher Muller, Glenda Gunter, Henry Daniell, Rufus Barfield, Keith Koons, Subir Bose, and Robert Pennington.

**Steering Members absent:** Drs. Alain Kassab, Kalpathy Sundaram, Dawn Trouard, Paul Maiden and Jim Moharam.

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

**Guests:** Tom Hall (Ambassador Program), Sharon Hayes (Ambassador Program) and Dr. Diane Wink (Nursing).

#### **ANNOUNCEMENTS AND PROVOST REPORT**

- The Football Kick off luncheon will be held on Thursday, August 31<sup>st</sup> at the Rosen Center. If you will like a ticket for this event, please see Dr. Chopra after the meeting.
- Dr. Chopra commented that. As ACFS representative from UCF, he voted “yes” to join the ACLU lawsuit against the state bill to ban university funds for use for travel to countries that support terrorism. These countries include Cuba, Iran, Syria and North Korea. These funds including private funds through any state university. ACLU has opposed this bill and the FIU Faculty Senate and one UCF faculty member are also co-sponsors of that lawsuit.
- Dr. Chopra informed the committee that he will invite Dr. Chase to provide updates from the Board of Governors (BOG) at each meeting. Dr. Chase is a member of the BOG as the chair of the ACFS. Comments by Dr. Chase: BOG met on August 10<sup>th</sup> and discussed new budget which has an approximately 12% increase. However, no agreement was reached on tuition increases and this was postponed until the September meeting. BOG will provide that information to him and to the students at the next meeting. On the agenda is a report on “How to restructure the university system” in November. It is aimed at shaping the way SUS will look in the next 20 years. Another issue that Dr. Chase will address in the BOG is regarding grade point average values for various grades. He is trying to put in a policy based on the on a 1995 UCF faculty senate resolution where we use a .25 and .75 points for minuses and pluses but this practice is not uniform across the state. He will recommend a change to unify this approach statewide. He will need to bring to the Senate for discussion at a statewide level and to BOG for a policy statement.

# *Steering Committee Meeting*

## *August 17, 2006*

### *Comments by Provost Hickey*

Will meet with the faculty in the College of Health and Public Affairs regarding potential changes in the college as result of the departure of Dean McCarthy and the creation of a medical school. Had discussion with various COHPA faculty members about whether there should be changes to form one or more colleges that would fit with the academic medical center. Deans advisory council has been consulted and other information reviewed. Provost shared his initial thoughts and offered opportunities for groups of faculty that may disagree to raise their concerns at these meetings. He will gladly meet again with the college if requested. He will also return to Steering or go to the full Senate or both with his final recommendation. Leaning towards proposing the creation of a new College of Nursing and rest of COHPA remain intact. Plans to revisit the structure of COHPA in four or five years to determine what units might have college status, for instance, a College of Public Affairs is perhaps closest to being ready to be a college. He is not prepared to make three colleges at this time because it maybe not fiscally viable. At the present time, there is no need to change the administrative college of COHPA and Dean Dorner will remain. The separation would not occur until July 1<sup>st</sup> 2007 with the start of a new fiscal year.

### **OLD BUSINESS**

#### *Multi-term Registration - Dr. Schell*

There is a focus group IEMS discussing the issue with prerequisite during multiple term registration. The ability to register students correctly and effectively because of prerequisite issues is under serious review. Dr. Schell is happy to announce that students are being given credit for prerequisite courses for transfer students and is working well, according to Dr. David Dees. Questions were asked about grades that are giving in one term that might change the status. This issue is still an ongoing problem. There's no a way to resolve it because if a student is registered in multi-term classes and fails a grade, then the student is still in the next class. This is a matter of advising. This issue will be tabled at this time until we see if it needs to be brought up in the future.

#### *Student Perception of Instruction - Drs. Wink and Huff-Corzine*

Two groups have been formed as adhoc committees and have been working on the delivery and content of the Student Perception of Instruction (SPOI) forms. Dr. Huff-Corzine's committee has been examining delivery procedures particularly the possibility that the process can be moved fully on line. Drs. Wink and Jungblut are looking at the content and use of the SPOI as part of a larger examination of academic rigor at UCF. Drs. Wink and Jungblut would like to bring this issue to the next Senate meeting for 30 minutes. They will need input from Faculty Senate members and solicit membership from Faculty Senate to join the committee. Dr. Huff-Corzine comments: College of Engineering and Computer Science has agreed to do a pilot study by placing student evaluations online and will come back with a report at the end of semester based on two semesters of data.

## *Steering Committee Meeting*

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#### *Student Perception of Instruction - Drs. Wink and Huff-Corzine cont.*

A motion was made to send this issue to the next senate meeting on August 31, 2006. Made, seconded and approved. The major concern for this presentation will be the revision of the SPOI form and not how it's delivered because that is a matter of technology and that will be handled at another time. Dr. Pennington suggested the committee give out handouts with options of where to go with this task and a brief history. Dr. Wink has established seven objectives as to what we want to look at and is scheduled to meet next week with the committee. She will send to steering committee for feedback on those objectives. There is a need to make sure the focus is on the content only for purpose of discussion and NOT a philosophical discussion of whether we should even have student evaluation.

#### **NEW BUSINESS**

#### *UCF Ambassadors Program - Tom Hall and Dr. Schell*

The Ambassador program for faculty volunteers at the tailgating activities for the upcoming football season made a presentation in order to solicit help. Premise of the program to reward students for positive behavior. This program is designed around risk and protective factors, citation for good behavior. There will be food and nonalcoholic drinks available at tailgate site. The Coca Cola company has donated 1500 cases to give away at games as well as Dominos pizza. We need volunteers from faculty, staff and students. There will be t-shirt identification and radios to contact Mr. Hall for any EMS or who/what is needed.

It gives you a chance to have conversations with students and interact outside the classroom. Overall, observation over six hour period of student behavior last year was positive. Dr. Shell was an ambassador last year and that Tom Hall will be in charge of program this year. He will have an online volunteer form for two hour block of time during the seven hour event coverage. The Senate members and other faculty will be solicited to join as volunteer - those who went once last year wanted to come back again. This is a positive way of increasing interaction among faculty and students. Ultimately, to migrate to a Notre Dame model of labs open on Friday and tours on Saturdays. Tom Hall working with Dept of Psychology developing surveys online measures for this program. Research indicates that if students have free food/drinks they are more likely not to choose alcohol. Two - two hour shifts with four hours before game - ten faculty ten staff but they will take more than ten. Motion to send to the next senate meeting on August 31, 2006. Made, seconded and approved. Tom Hall will try to have the website operational by the end of next week. If you have any volunteers, please contact Dr. Schell at [shell@mail.ucf.edu](mailto:shell@mail.ucf.edu). There will be a barbecue at homecoming game for all of the volunteers.

#### *Committee on Committees Update - Dr. Cook*

Committee has not met but will meet next Tuesday. Any suggestions or recommendations for these committees should be sent to Dr. Cook. Dr. Workman is developing a computer program based on committee structures and senator preferences. Program will give a history of what committee assignments in the past and will be valuable tool for reporting service on committees.

## *Steering Committee Meeting*

### *August 17, 2006*

#### *University Promotion and Tenure Committee - Dr. Chopra*

Dr. Chopra has received many emails regarding problems with how the University P&T committees have operated in the recent past based on issues with membership, materials and non-standardized forms. This should be forwarded to a standing committee. There are a list of suggestions from those who served last year on the Promotion and Tenure Committee. Dr. Huff-Corzine commented that the material to include in the file and previously booklets are now larger hole punched and assigned to the three levels- Univ/Coll/Dept. Reference letter from Dissertation advisor is a conflict of interest. Student perception along with annual and cumulative evaluations that speak to teaching may be included. Dr. Huff- Corzine also commented that it is up to the faculty to determine what to put in the folder and her office will be happy to respond to the points. On the need for only full professors, there is a way to help find a way for full professors to be borrowed from other units where there is a need to be covered. A motion was made to send this to the Personnel Committee. Made, seconded and approved.

#### *RIA and SoTL Criteria and Procedures Update - Dr. Cook*

The ad hoc committee that worked last year on TIP revisions is now moving to discuss revisions to the RIA and SoTL awards. Dr. Cook solicited names of faculty who are interesting in the research aspects, to serve on the committee.

Dr. Hickey has approved what the Faculty Senate put forward on TIP last year and now RIA and SoTL issues are to come forward. Dr Chopra stressed that it was important for continuing the sense of collegiality and stated that the Provost had approved all the resolutions last year. Although these are not unanimous votes of the faculty, they represent the views of the majority as is true in a democracy. By a previous vote of the Steering committee, instructors have been recommended to be included in SoTL eligibility.

#### *Phased Retirement Program - Dr. Chopra*

Some faculty members nearing retirement have expressed concerns regarding the Phased Retirement program. They want to know if there is clarity and stability with this program. The last memo circulated on this subject was a posted policy from the old Board of Regents. Dr. Huff-Corzine pointed out that this issue is in the Contract because it's a part of bargaining. Article 24.6 of the contract was referenced by Dr. Huff-Corzine but very few faculty have taken phased retirement. The procedure is clearly stated in manual. A question was raised as to how the phased retirement was funded and budgeted? Is UCF obligated to add to funds to a college or department budget to support the appointments or are college and/or departments suppose to provide funds from their budget without UCF having any obligation to provide supplemental fund? The Provost responded that it is really a college issue to decide on how they will use this option. No additional money is put into the college or department budgets to handle phased retirement. Dr. Chopra suggested that the faculty be referred to Faculty Relations website and Dr. Huff-Corzine will check the website to ensure the information is updated to reflect the new contract.

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Retirement Plans Information - Dr. Chopra

Faculty have indicated that under the old Board of Regents, more information was available to the faculty regarding the performance of the ORP's. They are concerned about the handling of money and investments and the reports from TIAA-CREF and other ORP companies. Although there are quarterly reports, those are unclear and without much meaning. Is there a way to be more informed as faculty? A question was asked if this should be sent to the Personnel Committee. Dr. Huff-Corzine will also take to Benefits committee. Money managers do comparative analysis and it would be helpful to do some type of comparison of the retirement companies. A motion was made to send this to Personnel Committee. Made, seconded and approved.

Select Standing Committee Liaison - Dr. Chopra

Liaison for Senate Standing Committees: The following steering committee members were selected as liaisons for the standing and subcommittees:

**Budget & Administration** - Dr. Dawn Trouard

**Graduate Council** - Dr. Jim Moharam

**Subcommittee** - A Dr. Jim Moharam (Aubrey Jewett as Alternate)

B Dr. Jim Moharam

C Dr. Aubrey Jewett

**Personnel** - Dr. Rufus Barfield

**UPCC** - Dr. Robert Pennington

**OTHER**

None

**ADJOURNED**

Motion to adjourn was made and seconded. The meeting was adjourned at around 5:53 pm.