Steering Committee Meeting
September 14, 2006

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:06 p.m. Minutes of the *August 17, 2006 meeting* were unanimously approved with minor editorial changes.

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

Steering Committee Members present: Drs. Subir Bose, Glenda Gunter, Aubrey Jewett, Paul Maiden, Jim Moharam, Christopher Muller, Robert Pennington, Kalpathy Sundaram, and Dawn Trouard.

Steering Members absent: Drs. Rufus Barfield, Henry Daniell, and Keith Koons.

Administrators present: Drs. Lin Huff-Corzine and John Schell

Guests: Drs. Joel Hartman (Web CT) and Patrice Lancey (OEAS).

ANNOUNCEMENTS AND PROVOST REPORT

Comments by Dr. Chopra

Dr. Chopra announced that Dr. Kassab, MMAE, has a class schedule conflict this semester with the 4:00 p.m. meeting time. The substitute faculty representative for this semester will be Dr. Haralambous.

Comments by Dr. Chase

Dr. Chase reported that the BOG meeting in Tampa is scheduled for the upcoming week, Wednesday through Thursday (September 20-21, 2006). There is a full agenda including the following items: structure of the university system discussion to be presented at November meeting; legislative agenda – proposal for faculty to shift from ORP to Florida ORP accounts if they so wish; this is anticipated as a one-time occurrence. The current rate of inflation in the state of Florida is 5% - the BOG proposed budget reflects 1% merit raises.

Comments by Dr. Cook

Dr. Ida Cook issued a public thank you to all and to Ms. Latrecia Rice for assistance in filling the standing and reporting committee assignments.

OLD BUSINESS

WebCT Downtime - Dr. Hartman

Dr. Chopra discussed the background information in regard to faculty issues related to the downtime of WebCT access. WebCT is often down during times when faculty members need the system up and running. There are questions regarding parallel testing of the new Vista and the plans to prepare faculty for the anticipated spring 2007 switch over from the old WebCT to Vista.

WebCT Downtime cont.- Dr. Hartman

Dr. Hartman stated that online instruction generates 14% of credit hours. During the previous academic year almost half of the student population took at least one online course. The online instruction is noted to be a "victim of its own success". UCF has used the same version since 1996; that version is nearing the end of capability to support present needs. The enterprise version VISTA, offers the potential for additional features. When a reasonable load was placed on system, there were serious performance issues in the fall. CDWS understood the issues and allowed faculty to use the new version or return to the old version. The September 3rd fix managed the majority of issues, but not all.

Support for faculty: the decision was made to ramp up and expand support available to faculty 24/7 with an out-of-state service – CDWS is working on consistency and quality of the service. The Instructional Technology group provides support to the instructional designers – 1:1 support is also available as needed. CDWS has started a listserv service for VISTA users exchange information. Thus far, there has been a quick response to answer questions.

The general sense is that moving forward in the switch over for spring 2007 will be volunteer basis with encouragement. CDWS and FCTL will conduct focus groups with Vista faculty. There are contractual agreements with WebCT still to be completed. During the fall, there were 1800 course sections, 1500 of which are in WebCT and 240 or more in Vista. Eventually, MyUCF grades will go in to Vista. WebCT will have to go away eventually – post spring 2007. The brand name at UCF is changing to Webcourses at UCF. The campus edition is more stable, however, throughout the fall Vista will go down more often than the WebCT version. The portal for MyUCF is on a dual system; however hardware is not fully available at this point in time.

NEW BUSINESS

NSSE Results – Dr. Schell

Dr. Schell presented the history of NSSE and discussed the process that began with a February, 2005 workshop followed by additional work during the subsequent summer semester. Dr. Diane Wink is leading the work group on student perception. Members of the Faculty Steering committee previewed the second survey today.

The survey is emerging as the point of the realm in attitudinal surveys with the Council of Higher Education attention to national standards to avoid government requiring standardized testing. NSSE is accepted for attitudinal surveys. This is currently a voluntary report to Tallahassee that was submitted to Tallahassee two weeks ago. The report is focused on how UCF is using the document and what changes were implemented. There is no focus on the specific results of the survey. Dr. Patrice Lancey administers and analyzes these surveys. She asks that committee members be thoughtful about how to use results to create change at undergraduate level. Dr. Lancey stated that the process takes two years to get baseline data on student engagement – this survey will be administered again. Budget monies to support the survey initiative come from the Provost office. The NSSE results will be presented at the next Faculty Senate meeting.

Grade Change Policy – Dr. Chopra

Dr. Chopra discussed a policy issue regarding the ability of administrators to change grades that have been assigned by instructors. Dr. Chase reviewed the standing senate policy which states that only the instructor assigns the grade and changes the grade. Faculty should never be in the position that an administrator directs them to change a grade. The grade appeal process is in place to decide if a grade was fairly assigned. This item will be forwarded to the Personnel Committee to review the current policy on grade appeals and make faculty aware of the policy.

Intellectual Property of Faculty Notes – Dr. Chopra

Dr. Chopra discussed an article in the *Central Florida Future,* February issue, regarding Sherlocknotes.com. There were five courses listed on the website in spring 2006 and now there are 26 courses in fall 2006. Student note-takers are embedded in the courses then, all available content from the class is made available for sale online – and at the CBL for $14.99. The person who owns the website has copyrighted the class notes. The website is also soliciting for exams.

Members engaged in a discussion in regard to copyright infringement with the understanding that if the student takes the notes verbatim from the class presentation then indeed this action is a copyright infringement. A similar situation came about five years ago, and at that point, no infringement was cited. Faculty who are using WebCT are encouraged to add the copyright symbol to their notes, assignments, and exams.

Action: Recommendation to Dr. Schell to investigate the UCF Golden Rule on note-taking for money and permission of faculty; determine if the people doing this are currently enrolled students. Dr. Schell stated that this activity is a branch of academic integrity. Dr. Pennington will head an ad hoc committee to investigate. Committee members are asked to send ideas to Dr. Chopra and Dr. Pennington. A white paper of the issues/violations will be drafted. The ad hoc committee will approach the in house counsel, Natasha Hellerich, in regard to intellectual property.

STANDING COMMITTEE REPORTS

- **Budget & Administrative –** Dr. Trouard reported.

  Committee met on September 14, 2006. There will be an RFP for undergraduate teaching equipment monies. The committee discussed the space issues of bookstore; another meeting is to be scheduled with Denise Berrios.

- **Graduate Council** - Dr. Jim Moharam reported.
  Committee met on September 21, 2006 to define the agenda; next meeting is in October.

- **Personnel** – Dr. Barfield.

  No report.

- **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.

  The UCR is still in search of a chair for the committee; approved College of Education minor in recreation.

OTHER

Policy on Make-up Assignments

Dr. Shell stated that the Policy on Make-up Assignments for Authorized University Events or Co-curricular Activities was circulated by Deans. All members are asked to make sure you have received a copy. Dr. Schell offered clarification that faculty must administer a make-up examination prior to the end of course. Adding extra weight to the final exam for missed examinations is a violation of the policy. The student must have a letter documenting the official event. This discussion raised another point about the need for a centralized undergraduate testing office for proctored make-up examinations. Recommendation: ask that Allison Morrison-Shetler, FCTL, to identify space availability. Dr. Pennington noted that the College of Business is changing over to web-based examinations; perhaps accommodations could be made at the center. Suggest that faculty insert in the syllabus when a student must take makeup exams, either before or upon return to class. Dr. Cook will draft a report on this item reflecting the sense of the Steering Committee.

Academic Integrity –Dr. Cook

All faculty received an email about the Survey on Academic Integrity from Dr. Schell's office. This important survey is a result of the ethics taskforce related to plagiarism, dishonesty with both student and faculty ethics. This survey will give a sense of faculty response to ongoing issues on student ethics; there will be a spring student integrity survey. If faculty are concerned about anonymity/confidentiality, they can complete a paper copy.

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at around 5:54 pm.

University of Central Florida

NSSE and FSSE 2004 – 2005 Results Comparisons

OEAS
Patrice Lancey, Ph.D.
Paula Krist, Ph.D.

UCF

Purpose

- review NSSE (student) and FSSE (faculty) results for 2004 and 2005:
  - compare with peers and doctoral intensive colleges
  - areas for improvement
- provide talking points for discussions
- allow you to respond to questions regarding how we compare to other colleges
- seek your input on what to do with these results:
  - dissemination
  - actions

Overview

Background

- 2003: NSSE was selected as a measure of quality of undergraduate student experience for strategic planning
- Spring 2004 and 2005: NSSE administered to obtain baseline data
- November 2004 and 2005: benchmark results come to president

Utilization

- NSSE releases no individual institutional scores
- used for internal improvement
- results are shared with Provost, Rick Schell, Maribeth Ehasz, FCTL, and faculty
- faculty, SDES personnel, Diversity Initiatives, and others

Overview

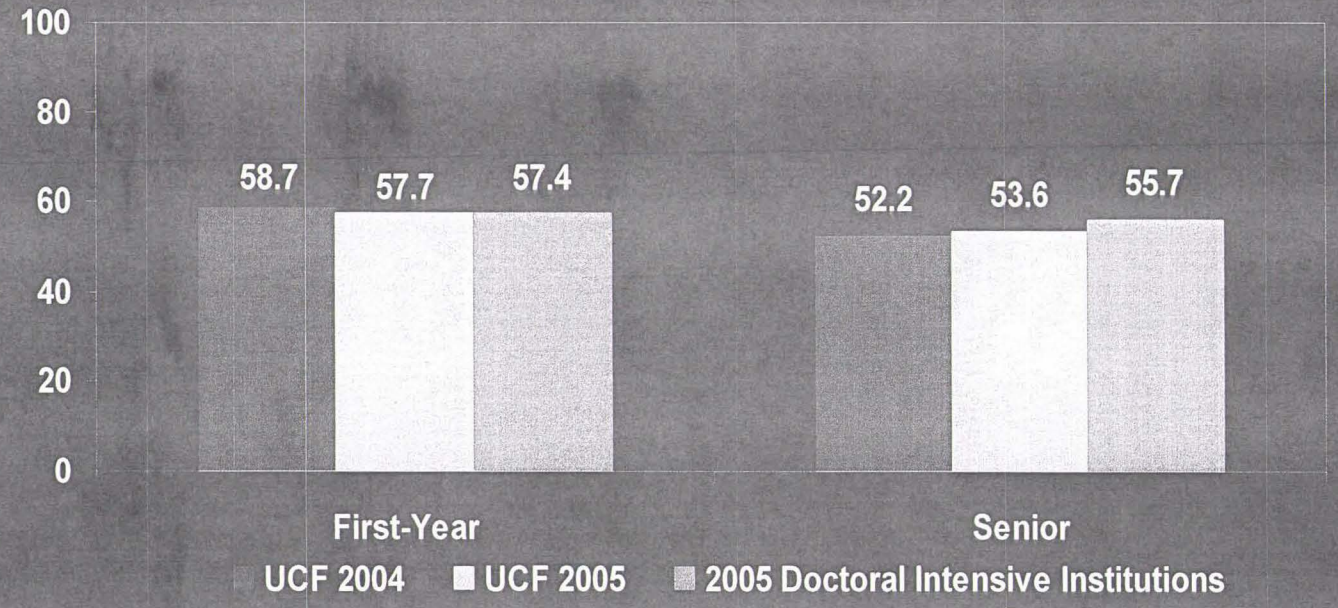
Comparison Groups

- slides: doctoral intensive group
- handout: selected peers and public doctoral intensive

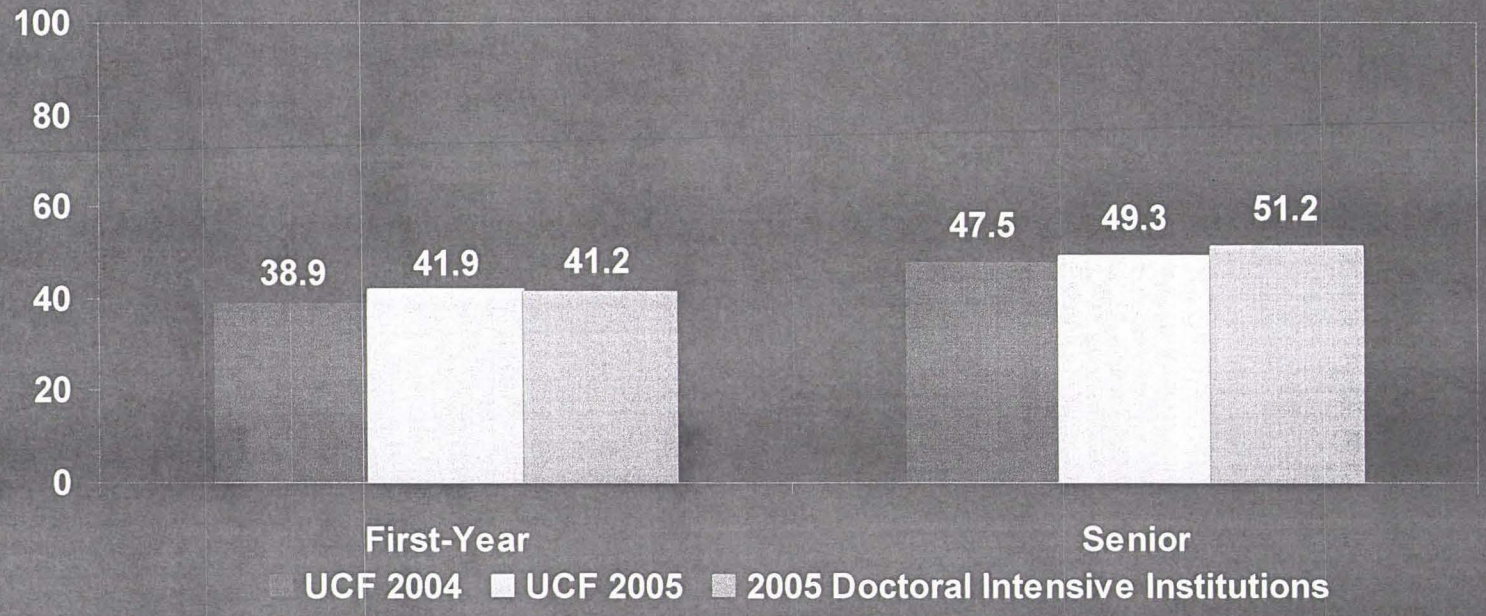
Findings

- UCF is about the same as peer institutions on some benchmarks and is lower on other benchmarks
- there are no significant differences between UCF students in Spring 2004 and Spring 2005
- NSSE-FSSE comparisons are similar between 2004 and 2005

Supportive Campus Environment

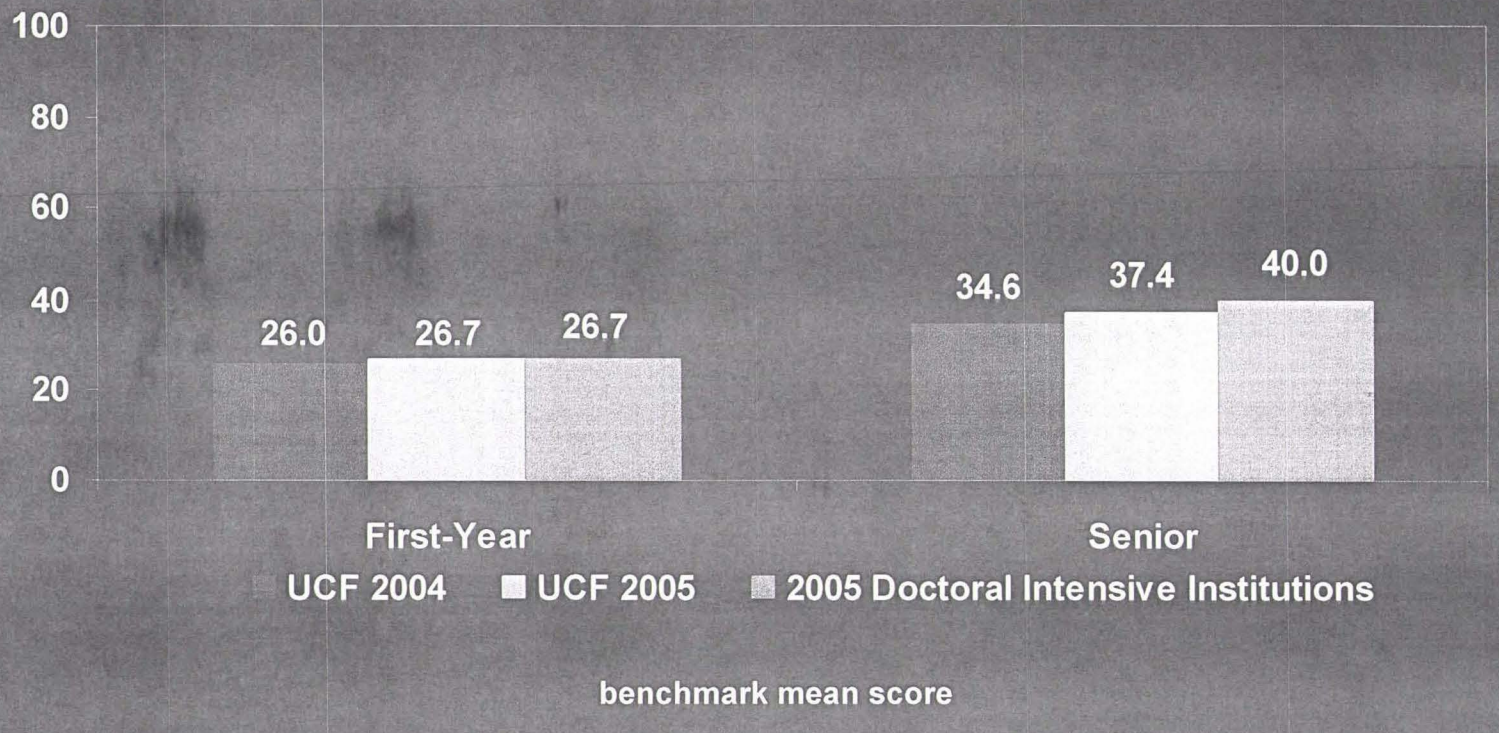


Active & Collaborative Learning

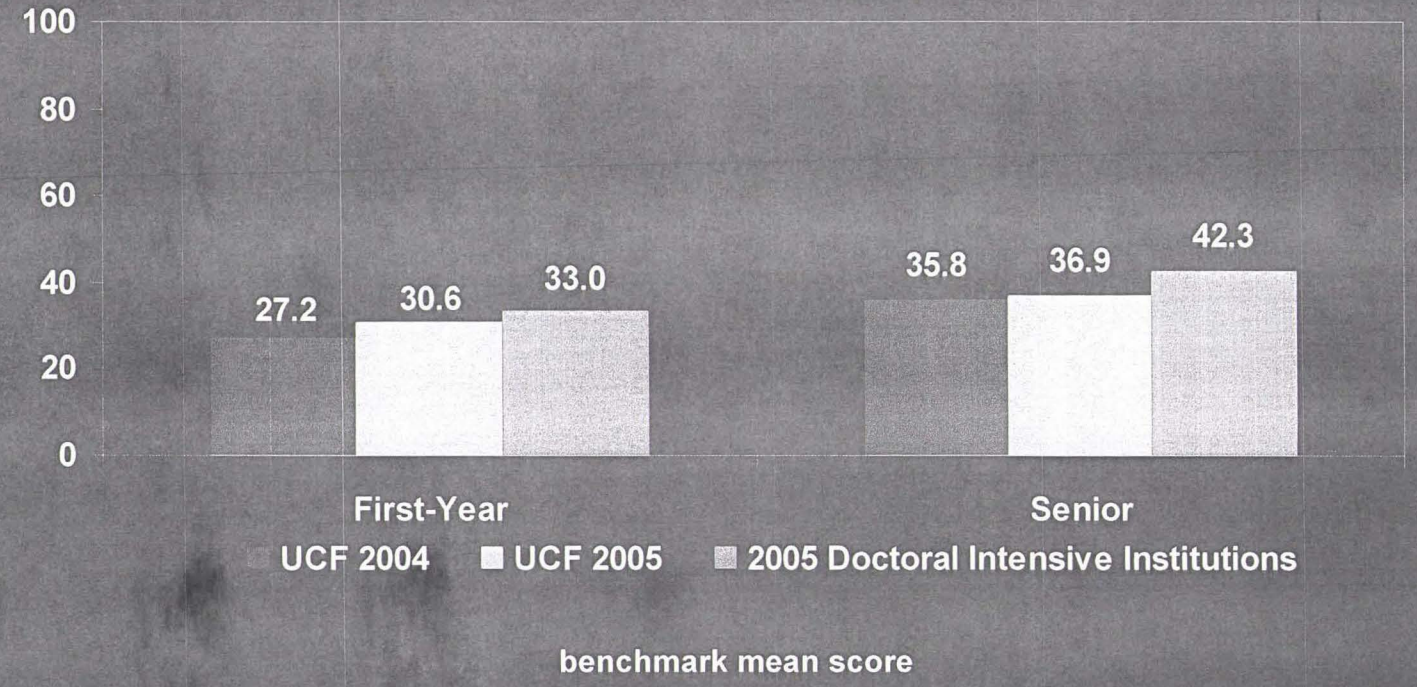


benchmark mean score

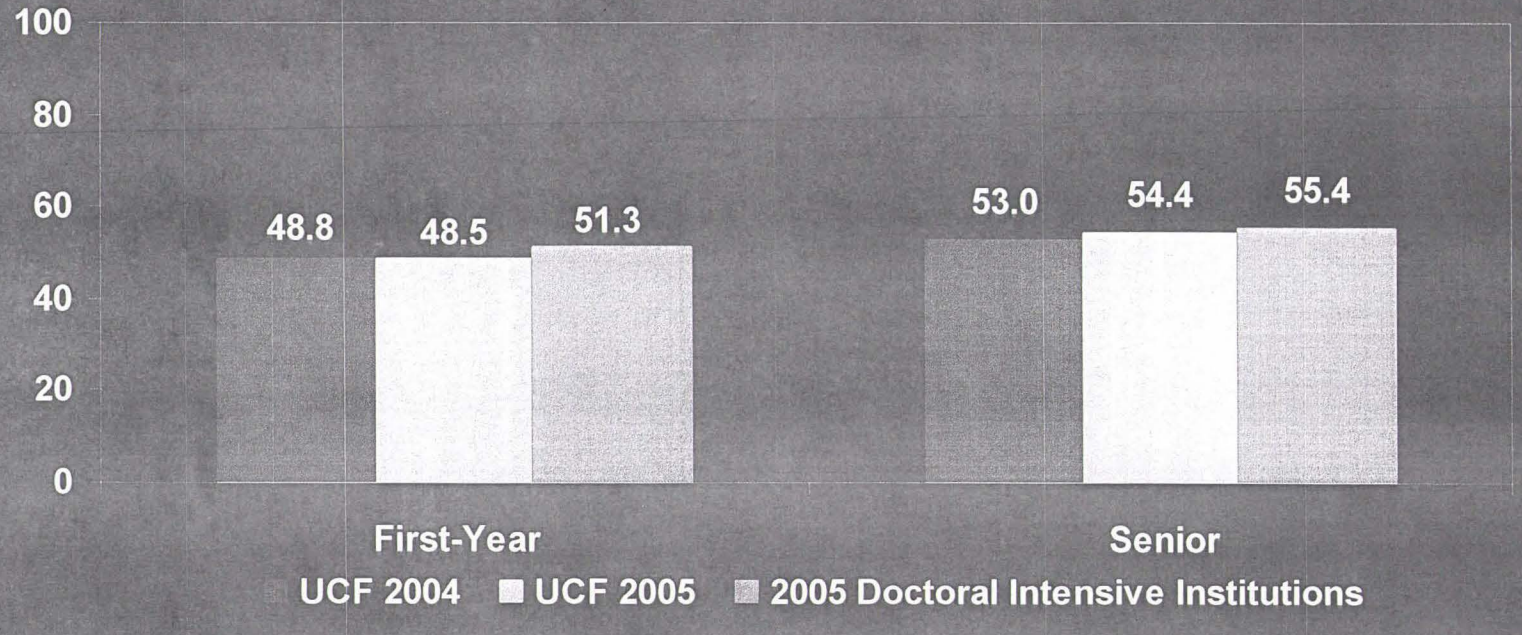
Enriching Educational Experiences



Student-Faculty Interaction



Academic Challenge



NSSE Benchmark Summary

Findings

- Spring 2004 results are not significantly different from Spring 2005 results for UCF first year students or seniors
- the same on benchmark areas:
  - Supportive Campus Environment
  - Active and Collaborative Learning
- lower on these benchmark areas:
  - Enriching Educational Experience
  - Student-Faculty Interaction
  - Level of Academic Challenge

FSSE Overview

- designed to compare faculty perceptions of student activities with student self-report of those activities
- parallels some NSSE items
- designed to provide context for NSSE results
- no national comparison

Comparison of NSSE and FSSE 2004 and 2005

Gap analysis

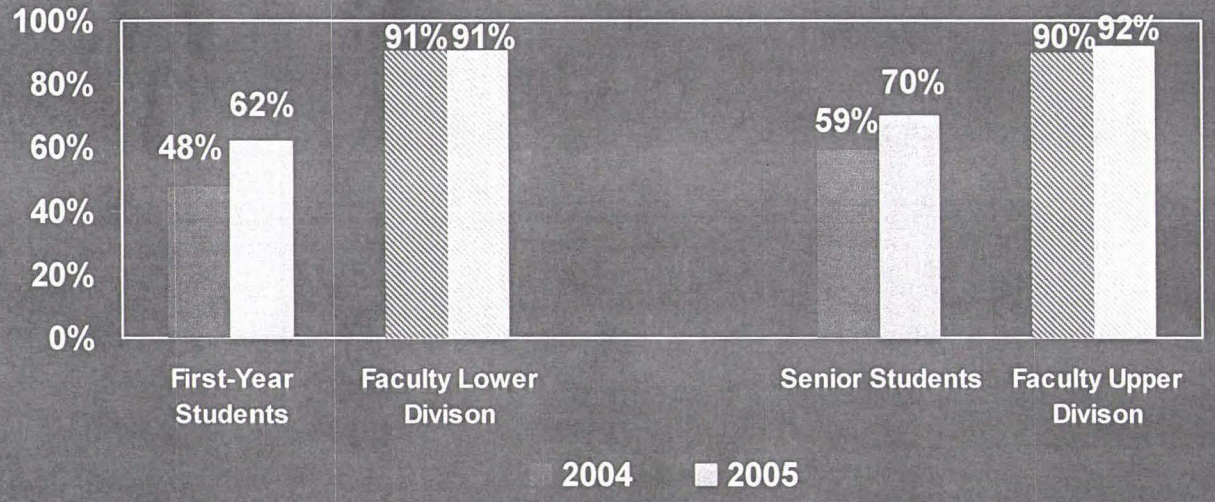
Compare companion NSSE - FSSE items

- similarities
- differences

Gap Analysis: Differences

Student Faculty Interaction:

Receive or give prompt feedback on academic performance



Students: Percent very often and often

Scale: Very often, Often, Sometimes, Never

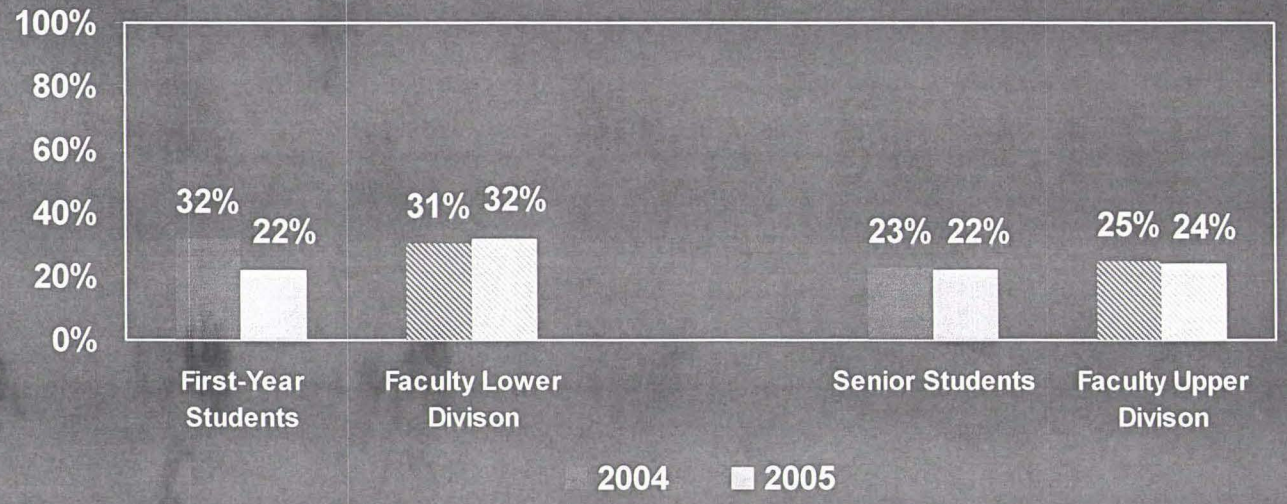
Faculty: Percent very often and often

Scale: Very often, Often, Sometimes, Never

Gap Analysis: Similarities

Academic Challenge:

Come to class without completing readings or assignments



Students: Percent often or very often

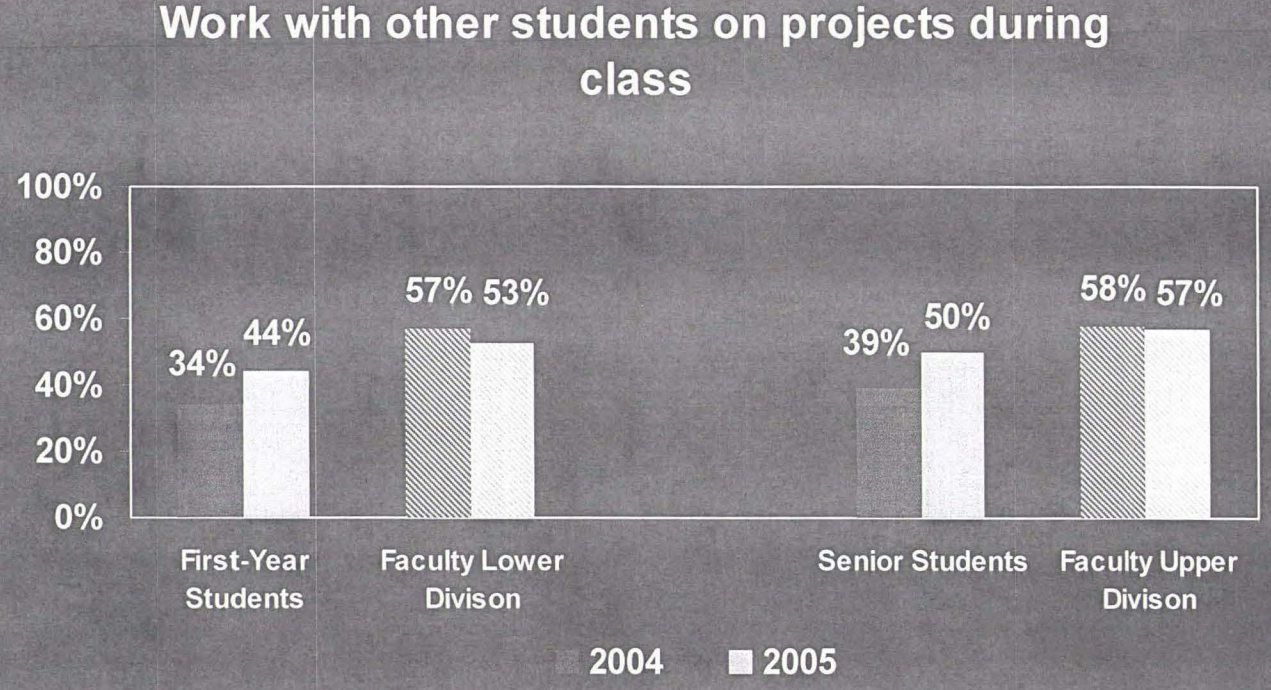
Scale: very often, often, sometimes, never

Faculty: Percent of faculty who said that 50% or more of their students frequently come to class without completing reading or assignments

Scale: percent of students: none, 1%-24% 25%-49%, 50%-74%, 75% or higher

Gap Analysis: Similarities

Active and Collaborative Learning:



Students: Percent very often and often

Scale: Very often, Often, Sometimes, Never

Faculty: Percent very often and often

Scale: Very often, Often, Sometimes, Never

NSSE-FSSE Gap Analysis Summary

Findings

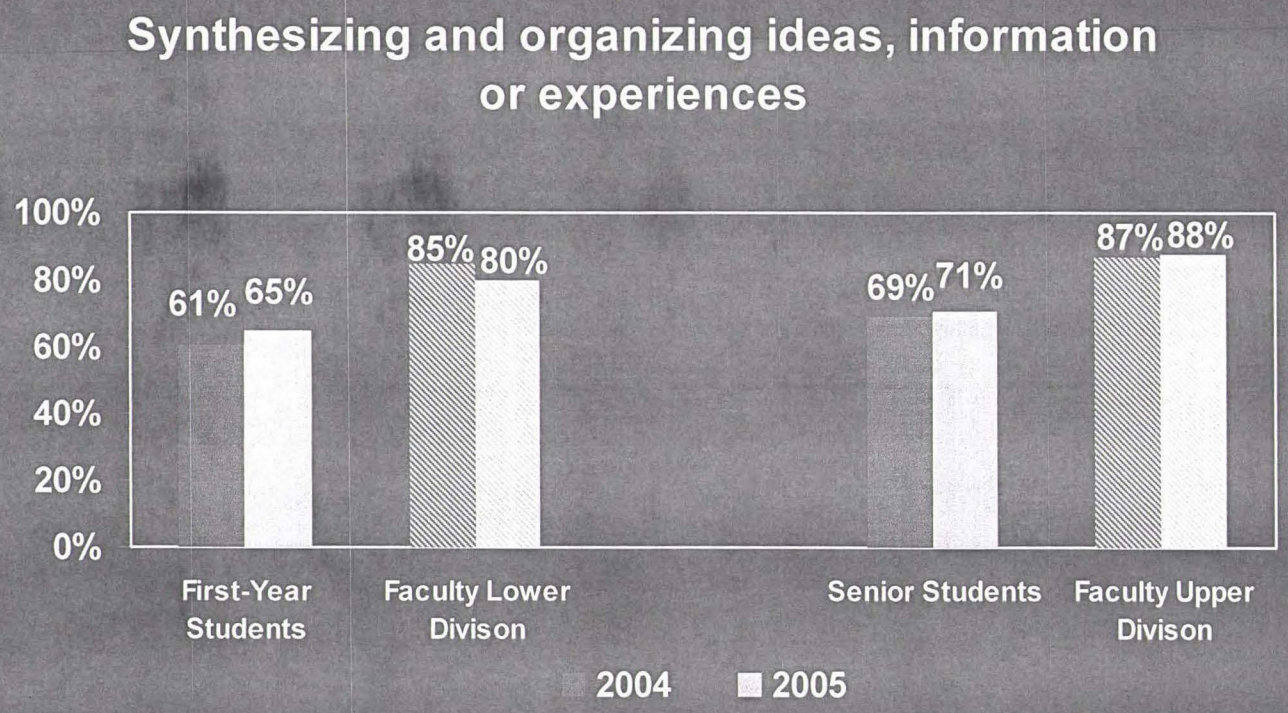
- areas of agreement between faculty and students:
  - Academic Challenge
  - Active and Collaborative Learning
- areas of disagreement between faculty and student
  - Student - Faculty Interactions

What should we do?

- Quality Enhancement Plan
- faculty and staff focus groups on targeted issues
- FCTL work with faculty groups

QEP: Information Fluency

Academic Challenge:



Students: Percent very much or quite a bit

Scale: Very much, quite a bit, some, very little

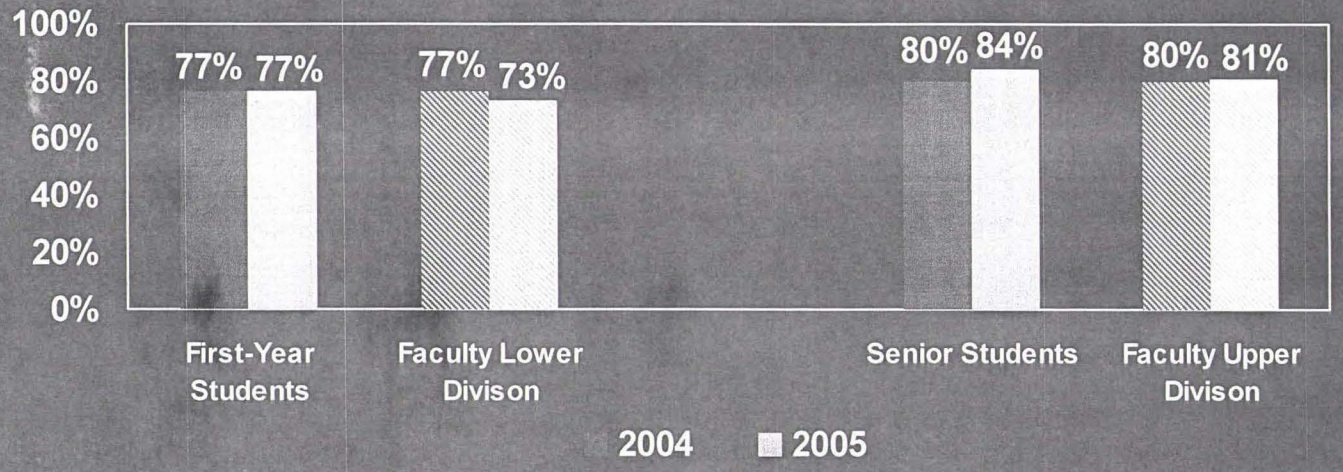
Faculty: Percent very much or quite a bit

Scale: Very much, quite a bit, some, very little

QEP: Information Fluency

Academic experience

Worked on a paper or project that required integrating ideas or information from various sources



Students: Percent very often and often
Scale: Very often, often, sometimes, never
Faculty: Percent important or important
Scale: Very Important, Important, Somewhat Important, Not Important

Summary

Findings

- Benchmarking
  - Need to improve student faculty interaction, enriching educational experience, and academic challenge
- NSSE - FSSE Gap analyses
  - Faculty expectations
  - Student perceptions
  - Information Fluency
- Future initiatives: retention, Burnett Honors College, analyses of specific groups

Discussion