

# MEMORANDUM

**Date:** September 15, 2011  
**TO:** All Faculty Senate Members  
**FROM:** Ida Cook  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on September 22, 2011

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Meeting Date: Thursday, September 22, 2011  
Meeting Time: 4:00-6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

## AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of August 25, 2011**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**  
None.
7. **New Business**
  - Resolution 2011-2012-1 Feedback on Student Performance Prior to the Withdrawal Deadline
  - Academic integrity – *Maribeth Ehasz*
8. **Committee Reports**
  - Budget and Administrative Committee – *Michael Moshell*
  - Personnel Committee – *Niels da Vitoria Lobo*
  - Parking Advisory Committee – *Cory Watkins*
  - Undergraduate Council – *Kelly Allred*
  - Graduate Council – *Jim Moharam*
9. **Other Business**
10. **Adjournment**

**Faculty Senate Meeting**  
Minutes of  
**August 25, 2011**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:05p.m. She announced that the president's reception will immediately follow the meeting.

Dr. Cook reminded senators to sign the roll. She also advised members to review the Constitution regarding the rules of attendance and procedures and deadlines for notifying the office if you forget to sign the roll. The members of the Senate introduced themselves.

**MINUTES**

The minutes of April 21, 2011 were approved as recorded.

**RECOGNITION OF GUESTS**

Chad Binette, Associate Director, News and Information  
Lyman Brodie, Interim Associate Vice Provost, Academic Affairs  
Diane Chase, Executive Vice Provost, Academic Affairs  
Mark Gumble, Assistant Vice President, Student Development and Enrollment Services  
Kimya Massey, Director, Academic Services for Student-Athletes  
Shannon O'Donoghue, Constituent Relations  
Vivian Ortiz, Student Development and Enrollment Services

**ANNOUNCEMENTS**

Dr. Cook announced that all senators should have received notification of their Senate committee assignments. She encouraged members to serve as chair and stressed the importance of attending the first meeting at which the chair and vice chair are elected. The first committee meeting typically lasts only thirty minutes and is the time to share ideas regarding agenda items the committee should focus on. In addition, the Steering Committee also has recommendations for the committees to address.

**REPORT OF THE PROVOST**

Provost Waldrop welcomed members back to a new academic year and thanked them for their service. He stated that he believes that Senate plays a big role in communicating with the administration. He looks forward to meeting new members and shared several issues with members of the Senate:

Healthcare Benefits

The university is working on health benefits for same sex partners. He will share the details as they come available.

Search Updates

Mike Johnson has accepted the position of dean of the College of Science. The College of Business Administration dean search is just beginning, and they are using a search consultant. Last year there was a search for the position of vice provost and dean of Undergraduate Studies.

The provost has decided not to fill that position yet; he wants to finish looking at the structure of Academic Affairs first.

#### Faculty Affairs

Dr. Lin Huff-Corzine has left Faculty Affairs and gone back to the faculty. The provost has reached an agreement with Dr. Lyman Brodie to fill that position on an interim, part-time basis while they look to fill the position. Dr. Brodie will continue to work in the College of Arts & Humanities. The offices of Faculty Affairs and Faculty Relations will be combined again.

#### Administrative Reviews

Provost Waldrop announced that he has started the five-year reviews for all of his direct reports. Input will be solicited from the broader community. The review for Dr. Diane Chase will be chaired by Dr. José Fernández and the review for Dr. Patricia Bishop will be chaired by Dr. Jana Jasinski. Dr. Sandy Robinson, dean of the College of Education, will also have a five-year review this year.

#### Regional Campuses

The provost has appointed an advisory group to look at the mission and goals of the regional campuses. There is currently an interim vice provost for the regional campuses, and there will be a search this fall to fill that position. Dr. D. Chase will be chairing the advisory group, which starts meeting next week.

#### Budget Update

The university has yet to finish distributing all of the budgeted funds, partly because they have to wait on enrollment numbers for calculating the growth of student credit hours. Provost Waldrop hopes to be able to provide distributions in a faster and more efficient manner in the future.

### **ADDITIONAL ANNOUNCEMENTS**

#### Upcoming Business

Dr. Cook discussed several items that will be coming before the Senate committees and the full Senate this year:

- Last year, the Senate passed a resolution approving the promotion of non-tenured faculty. The Personnel committee will be looking at the criteria and procedures for such promotions.
- The Senate will need to update the Constitution to allow for non-tenured faculty to be involved in the promotion process, so that those up for promotion are represented on the committee.
- The Personnel committee will be reviewing the procedures that are used to determine emeritus status.
- The Personnel committee will be looking at the university final exam policy
- The Senate will be setting up an ad hoc committee on distance education and computer infrastructure.

### Student Perception of Instruction (SPoI)

The university will be piloting the new SPoI this semester. It will be appended to the end of the current SPoI, but there won't be any markings indicating to the students that it's a separate form. During pilot testing, only data from the original SPoI will be used for evaluating faculty. The data from the new SPoI will be examined and the form will be reviewed and possibly revised before the new SPoI goes live.

### Faculty Senate Parking Advisory Committee

The new Faculty Senate Parking Advisory Committee will elect two faculty members to serve on the University Parking and Transportation Advisory Committee. Dr. Cook announced that at the last meeting of the university committee, she raised the issue of the lack of faculty parking in the garages. The committee agreed to designate faculty parking spots in the garages.

### Americans with Disabilities Act (ADA)

An email recently went out from Academic Affairs reminding faculty that courses need to be ADA compliant. Most faculty members are not proficient at making course materials ADA compliant, especially in an online environment. Faculty need to have input in the process and need to ensure access for our students.

### Faculty Senate Website

The website has been revised; however, the committee membership lists have not been updated, as there are still several openings to fill.

Dr. Manoj Chopra noted that he strongly agreed with the establishment of an ad hoc committee on distance education and computer infrastructure. He suggested that a small, knowledgeable committee could move swiftly to address the issues.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### Class Cancellation for November 3 football game

Chad Binette, Associate Director of News and Information, appeared to speak on behalf of Vice President Al Harms. He thanked the faculty for their help last year during UCF's first home weekday football game. For the November 3, 2011 football game against Tulsa, the main campus and Research Park will hold classes until noon and the campus will close at 12:30 p.m. Towing will start at 1:00 p.m.; however, no towing was necessary last year. The campus will open for tailgating at 2:00 p.m. The Rosen and regional campuses will close at 2:30 p.m. and the library will close at 5:00 p.m. Normal operations will resume at 7:00 a.m. on November 4, 2011.

The class cancellation has been posted on the academic calendar per the suggestion of the Faculty Senate Steering Committee. Parking areas will be similar to last year. Most areas, except the gold zone, are free and parking garage H will be reserved for SGA and self-pay for \$20 – these proceeds will benefit student scholarships. In addition, the first two levels of Garage B will be reserved for official business by prior arrangement with Peter Wallace.

News and Information will continue to provide information about this weekday game and faculty can refer to [www.ucfgameday.com](http://www.ucfgameday.com) for more information. Mr. Binette then opened the floor to questions from the Senate.

A question was raised about why UCF continues to schedule weekday games. Mr. Binette replied that sports schedules are driven by television contracts, and we are fortunate that it is only one game for season. Although this clearly impacts academics, it raises university recognition. In a follow-up question, a senator asked if there is any push to eliminate weekday games in the future. Mr. Binette replied that weekday games are a fact of life for UCF and other programs with college athletics.

Dr. Cook reminded senators about the opportunity for faculty to volunteer as Ambassadors on game day. Ambassadors mingle with fans and welcome visitors to campus and are given tickets in exchange for their service.

A question was raised about whether UCF has received any backlash from the state legislature for cancelling academics for a sporting event, given the pressures from the legislature regarding academics. Dr. Cook said that she had not heard of any concerns coming from that direction. She noted that faculty can still assign outside work to be done during that week.

A senator asked whether faculty could reschedule a cancelled class, if the size permitted it. Dr. Cook said that the class could be rescheduled only if the students all agree and don't feel pressured to attend, but it can cause problems. Provost Waldrop reinforced that and stated that in such situations, students often report after the fact they felt unable to speak against the rescheduling.

#### Academic Services for Student-Athletes

Kimya Massey, Director of Academic Services for Student Athletes (ASSA), discussed the purpose and function of his office. The primary function of ASSA is to monitor academic progress in conjunction with each of the colleges, to ensure that student-athletes meet eligibility benchmarks set by the university, the conference, and the NCAA. ASSA has ten full-time staff, seven graduate assistants, and forty tutors to serve the over 500 student-athletes. ASSA provides tutoring, mentoring, and one-on-one advising.

Mr. Massey thanked Mark Gumble, the former director, for his leadership, and announced his hopes to continue the academic performance set by Mr. Gumble. Mr. Massey distributed and discussed a handout (attached) listing recent achievements and explaining ASSA's philosophy and goals. He announced that ASSA will continue to use progress reports and all affected instructors will be receiving letters about when student-athletes will miss class. He hopes to bring faculty into their staff meetings so the two groups can work together.

#### **OTHER BUSINESS**

Dr. Cook announced that members of the Senate operational committees (Budget, Personnel, and Parking) have been emailed Doodle polls asking them to submit their availability for meetings. Members of the Graduate and Undergraduate Councils have been notified of the organizational meetings on September 1, 2011.

### Presidential Address

President Hitt thanked members for the invitation to address the Senate on the state of the university. He welcomed the faculty back for a new year. He thanked Dr. Cook for her continued service and also thanked members of the Faculty Senate for making the community stronger.

The president spoke about UCF's continued growth, and noted that UCF is the second largest university and producer of degrees in the nation. Minority enrollment continues to rise, and President Hitt relayed his excitement at the progress we are making in reflecting our community. The quality of students is also on the rise. The average SAT scores and GPAs of incoming students are up from last year, as is the number of new National Merit Scholars.

This year, UCF welcomed 124 new faculty members. The Carnegie Foundation recently designated UCF as a very high research activity institution. We surpassed \$100 million in external funding for the seventh year in a row. President Hitt discussed the UCF Business Incubation Program, which helps grow small business, recognized the work of M.J. Soileau and his team in making that program a success.

The president spoke about UCF's commitment to growth and innovation. Our new plant using natural gas saves \$2.5 million each year and reduces our environmental impact by 30%. Other projects include the newly opened Pegasus Health, the new Career Services building, the Recreation and Wellness Center expansion, the 80,000 square foot Performing Arts Center, and the Morgridge International Reading Center. President Hitt expressed his disappointment that Governor Scott vetoed Classroom building II and classified it as a special interest project, as he did with all of the large infrastructure projects for the state universities.

UCF now has 180 students in the medical school. For the third year, UCF had more applications to our medical school than did any other public university medical school in Florida. UCF will admit an additional 100 students in 2012 and starting in 2013, we will admit 120 each year.

The president proudly announced that, thanks to a partnership between UCF, Brevard Community College, and PBS, Central Florida's PBS station (formerly WMFE TV) is now WUCF TV. The station will air on Brighthouse channels 1 and 1001.

President Hitt said that he is approaching his 20<sup>th</sup> anniversary with UCF, and spoke of his pride in our students, facilities, and dedicated faculty and staff. He thanked the faculty for their efforts and wished us a fulfilling school year.

Finally, the president addressed the issue of cancelling classes for weeknight football games, which had been raised earlier in the Senate meeting. He said that nobody at the university, players or administrators, likes weeknight football games. He announced that in the new contract that Conference-USA negotiated with Fox Sports (over ESPN) there will be far fewer weeknight games.

### **ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

# PROMOTING ACADEMIC INTEGRITY AT THE UNIVERSITY OF CENTRAL FLORIDA: EXECUTIVE SUMMARY

August 1, 2011

In the spring of 2011 Provost Tony Waldrop commissioned a task force to review and recommend improvements in UCF's academic integrity policies and processes. The task force concentrated its efforts on the following:

- 1) the evaluation and reform of the existing system for resolving reported instances of academic misconduct
- 2) the identification of concrete and sustainable strategies for enhancing the culture at UCF to place greater emphasis on our commitment to academic integrity.

The 10-member team created a series of recommendations for revising the current system and made suggestions for further action in the areas of faculty teaching and learning resources, policy review and reform, and student resources and support. Below is an overview of the team's recommendations.

## **Challenge One: Reforming the System**

The development of a new streamlined system that will improve efficiency, reduce duplication, and align course and program actions with conduct actions is recommended in order to address the lack of a coordinated, integrated, understandable, and efficient system for resolving academic misconduct allegations.

### *Highlights of the new model.*

- UCF will have one system for managing course, program, and conduct-level actions in instances of alleged academic misconduct, and the actions will be completed in a reasonable timeframe. The proposed system allows for the coordination of both conduct and academic processes by requiring that the conduct process be resolved prior to the implementation of any academic sanctions.
- A revised notification system will minimize confusing communications to both students and faculty members. It includes a new form, the Alleged Academic Misconduct Report, which will support the tracking of cases and consistency in their disposition.
- Consequences for proven instances of academic misconduct will be applied more consistently and fairly among students at the course, program, and college levels.
- The system binds all parties to uphold regulations and consequences.
- The system involves five streamlined stages to be accomplished within nine weeks:
  - Stage One: A faculty member, or in some cases a student, identifies academic misconduct. In consultation with a chair or dean if necessary, the faculty member develops course-related sanctions. *The projected timeframe is 10 business days.*
  - Stage Two: A formal meeting occurs between a student and a faculty member to sign the Alleged Academic Misconduct Report that gives a student the opportunity to accept responsibility. The Z designation (for undergraduates only) and completion of an Academic

Integrity Seminar will be a requirement in all instances. Grade appeals will not be considered. *The projected timeframe is 10 business days.*

- Stage Three: The Office of Student Rights and Responsibilities — using a new Academic Integrity Panel comprised of specially trained faculty members, staff members, and student Conduct Board members — reviews the incident and may impose conduct-related sanctions. A review will occur if there are previous academic misconduct incidents, the situation is judged to be egregious, or the student has not accepted the Alleged Academic Misconduct Report and the sanctions. *The projected timeframe is 10 business days.*
- Stage Four: Academic course-related sanctions and possible academic program-related sanctions are given after a review by the appropriate academic departments and colleges. There will be one communication to the student describing both the conduct and academic sanctions. *The projected timeframe is 10 business days.*
- Stage Five: An appeals process to the provost or designee is available based on one or more of the following grounds: irregularities in fairness and stated procedures, discovery of new and significant information, and disproportionate sanctions. *The appeal must be filed within seven business days after receipt of letter.*

### **Challenge Two: Changing the Culture**

The task force recommends university-wide efforts in the following three areas to promote a campus culture that demonstrates a commitment to academic integrity.

#### *Faculty Teaching and Learning Resources*

1. The Faculty Center for Teaching and Learning and the Center for Distributed Learning will provide support for relevant pedagogical training.
2. The provost will charge various entities with responsibility for development and dissemination of policies and practices.
3. The provost will recommend that course syllabi will include academic integrity expectations as a required component.
4. College and department leaders will establish support systems such as faculty mentors and create specific plans to keep academic integrity issues a priority.

#### *Policy Review and Reform*

1. The Faculty Senate Ethics Task Force will review definitions of academic integrity and explore ways in which to reach consensus on appropriate expectations as well as to accommodate differences among fields of study.
2. The Office of Academic Affairs will establish guidelines for implementation and reporting of these policies and processes across colleges, including plans for informing faculty and making academic integrity plans transparent.
3. The Office of Undergraduate Studies and College of Graduate Studies will investigate the means for recurring academic integrity dialogues, such as “Ethics across the Curriculum,” the GEP, the Unifying Theme.

### *Student Resources and Support*

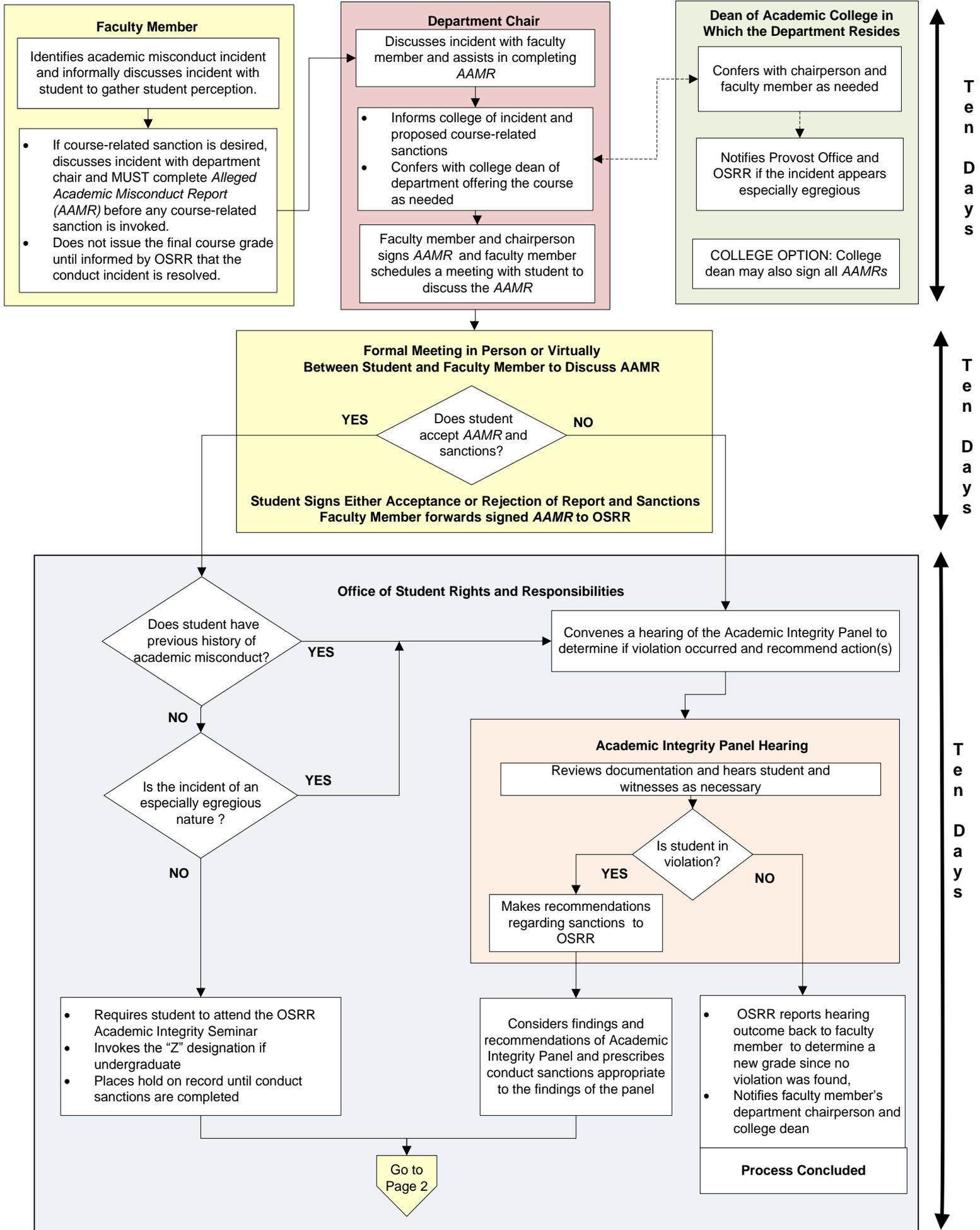
1. The UCF INTEGRITY website will be updated and promoted regularly by the Office of Student Rights and Responsibilities.
2. Academic integrity learning modules will be required for all new undergraduate students. All students newly admitted to doctoral programs will complete training in conducting research responsibly as well as other academic integrity issues.
3. Students will be involved in creating recurring incentives, communications, and promotional campaigns focused on the importance of upholding academic integrity. Student focus groups will regularly be held to assess student needs and concerns regarding the intricacies of understanding how to demonstrate academic integrity.
4. Annual events will be planned — such as “Ethics Week” — to highlight these issues.
5. All efforts will recognize cultural differences among our students and adjust communications, incentives, and programs accordingly.

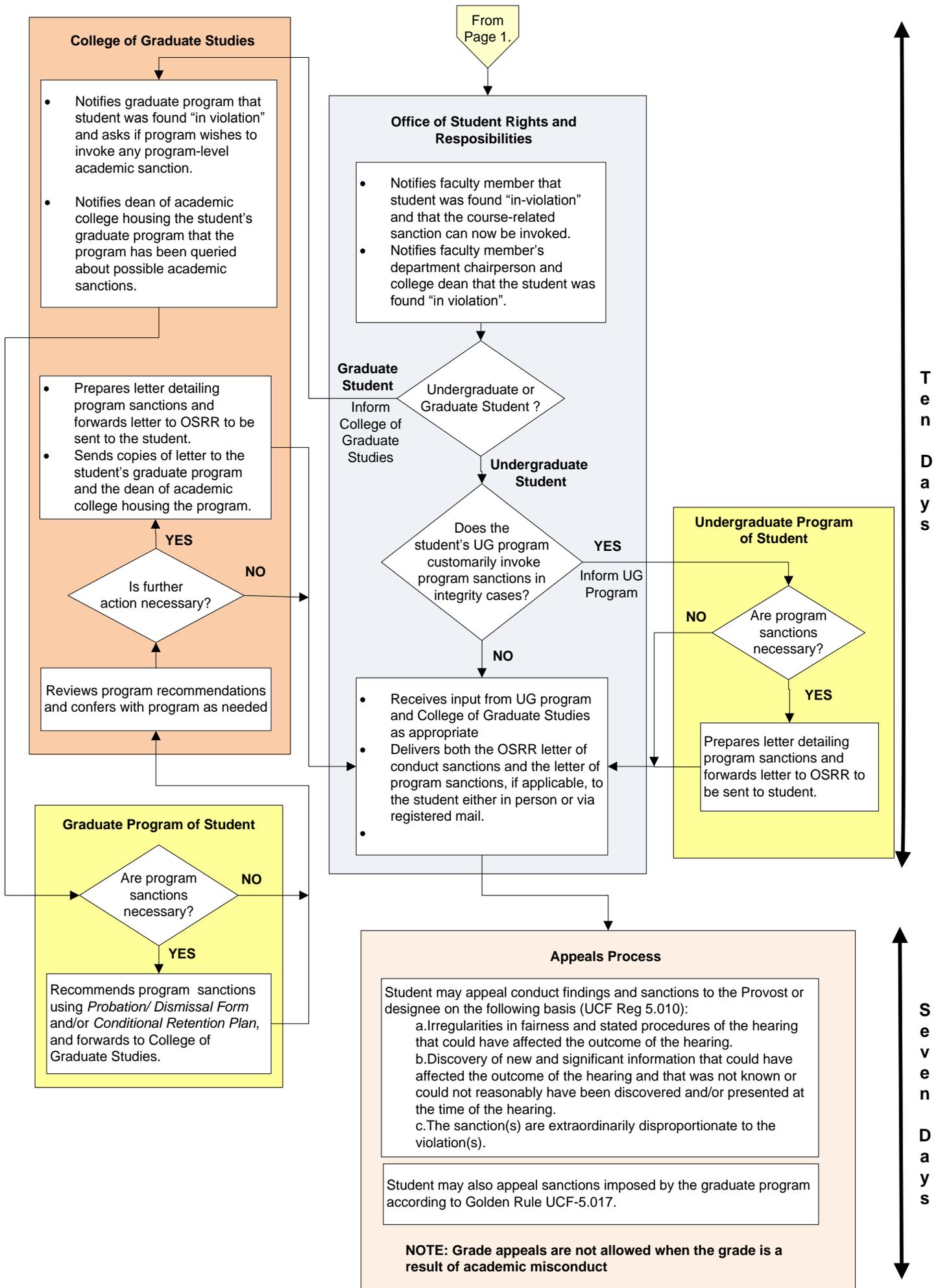
### **Task Force Members**

Maribeth Ehasz, Chair	Vice President, Student Development and Enrollment Services
Melody Bowdon	Director, Karen L. Smith Faculty Center for Teaching and Learning
Tom Cavanagh	Assistant Vice President, Center for Distributed Learning
Ida Cook	Chair, Faculty Senate
Michael Frumkin	Dean, College of Health and Public Affairs
Grant Heston	Assistant Vice President, News and Information
Jean Leuner	Dean, College of Nursing
Patricia MacKown	Associate Vice President, Student Development and Enrollment Services
Max Poole	Senior Associate Dean, College of Graduate Studies
Elliot Vittes	Interim Vice Provost and Dean, Undergraduate Studies

# Proposed Academic Misconduct Model

Version 8-3-2011





**Resolution 2011-2012-1 Feedback on Student Performance Prior to the Withdrawal  
Deadline**

(from the Personnel Committee)

**Whereas**, it is important for faculty to provide students with feedback on their progress in a course prior to the withdrawal deadline, and

**Whereas**, beginning Fall 2011, the semester withdrawal deadlines have been moved, thereby allowing students additional time to make informed decisions about withdrawing,

**Be it resolved**, that the Faculty Senate recommends that faculty provide feedback on progress to undergraduate and graduate students prior to the semester withdrawal deadline.