

M E M O R A N D U M

TO: Faculty Senate Steering Committee  
FROM: Jeffrey Cornett, Secretary  
DATE: October 6, 1992  
SUBJECT: Minutes of meeting September 24, 1992

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Chair, Dr. Glenn Cunningham, called the meeting to order at 4:05 p.m. Steering Committee members present were Drs. Cook, Cornett, Gupton, Judkins, Leckie, Modani, Nuckolls, Paul, Taylor and Wood. Minutes of Steering Meeting of August 27, 1992 were unanimously approved.

**OLD BUSINESS:**

Dr. Cunningham solicited names of Steering Committee members for appointment as liaisons to the standing committees. The following liaisons were approved unanimously by the Steering Committee:

Personnel	Dr. Gordon Paul
Graduate Policy	Dr. William Swart
Undergraduate Policy	Dr. Lex Wood
Budget & Administrative Pro.	Dr. John Gupton

**NEW BUSINESS:**

Dr. Cunningham and Dr. Modani had completed the organizational meetings with the standing committees and the chairs of the committees are as listed below:

Budget & Admin. Procedures	Dr. Walter Johnson, Chair
Graduate Policy & Curr.	Dr. Brian Petrasko
Personnel Committee	Dr. Brian Rungeling, Chair
Undergraduate Policy & Curr.	Dr. John Schell, Chair
Subcommittee	Dr. Paul Somerville, Vice Chair

The charge to the Budget & Administrative Procedures includes investigation of the chargeback system. Dr. Modani indicated that this committee could also educate faculty about the budget process. Dr. Gupton stated that we need to know the budgetary system before we can affect a change.

The charge to the Undergraduate Policy & Curriculum Committee was to examine the cycles report and determine if methods needed to be devised to correct problems. What can be done to improve negative images about UCF, especially about the rate of matriculation. The committee decided to give the general education program task to the ad hoc committee appointed by the Steering Committee in consultation with Dr. Astro. The configuration of membership of the committee was discussed. Dr. Cunningham stated that the membership would be 50% from the Undergraduate Policy and Curriculum Committee and 50% from appointees selected from outside the senate. Every effort will be made to select faculty with interest and expertise in the General Education Program. Dr. Wood asked if the majority should be from the Faculty Senate. Dr. Cunningham stated that we would be well informed and represented and that report of the ad hoc committee must come to the Steering Committee for approval. Dr. Wood asked who determined the type and level of expertise. Dr. Cunningham stated that, as with all appointments, he sought recommendations from faculty and administration and brought these back to the Steering Committee for approval. Dr. Cook discussed the selection process and requested that all appointments be made on a consistent basis. Dr. Cunningham assured the Steering Committee that this had been the case and would continue to be the practice.

The charge to the Graduate Policy and Curriculum was to discuss possible changes in the structure of graduate program administration. The committee would also discuss the use of fee waiver money. The committee will also deliberate about what constitutes a full time graduate student. Any other items of concern will be established by the members of the committee.

The charge to the Personnel Committee was to follow up on the administrative review resolutions passed by the Senate. The need for follow through on this initiative was discussed at length by the Steering Committee. It was reemphasized that this process must be implemented. In addition, the Personnel Committee will be working to assure a uniform policy regarding movement from tenure rank to non-tenure rank.

Dr. Gupton moved and Dr. Cook seconded that Drs. Cunningham and Modani be given the responsibility of fill the remaining committee memberships as soon as possible, without returning to the steering committee for approval. This motion was approved unanimously.

Dr. Cunningham provided an update on the Provost search, and indicated that four or five finalists will be brought on campus and designated committee members will go for campus visits. Dr. Cunningham will work to assure that both the Steering Committee and the faculty as a whole have time available for interviews with the candidates.

The President's Inauguration will be November 19th at 2:00 p.m. Classes will be dismissed from 11:30 a.m. to 4:00 p.m. There will be a short reception afterwards. Lunch will be served for all participants from 12:00 to 1:00 p.m.. At 11:30 a.m. there will be showcase from each college on the green. Dr. Taylor will represent the Faculty Senate since all the officers are unable to attend due to professional commitments.

Dr. Cunningham discussed the make-up of the Parking Appeals Committee and that a request was received for a faculty representative to serve on the Parking Appeals Committee. Nominations were received from the steering committee.

Dr. Cunningham reported that Ms. Anne Marie Allison, Director of the University Library, requested a non-voting member on the research committee and the graduate committee. The Steering Committee accepted the decision and asked Dr. Cunningham to suggest this to Dr. Astro.

Dr. Cunningham will write a memorandum to President Hitt indicating that many faculty had difficulty attending the reception due to conflicts. In addition, he will remind Dr. Astro about the necessity of final examination week and the need to protect students from exams scheduled during the last regular week of classes.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,  
Jeffrey Cornett, Secretary of Faculty Senate