

MEMORANDUM

TO: All Faculty
FROM: Richard D. Tucker
Chair, Faculty Senate
DATE: October 10, 1997
SUBJECT: Faculty Senate Meeting - September 25, 1997

The meeting was called to order by Dr. Richard Tucker, Chair, at 4:05 p.m. The roll was circulated for signatures. The minutes of August 28, 1997 were unanimously approved.

ANNOUNCEMENTS AND RECOGNITION OF GUESTS

Dr. Tucker recognized the following guests: Karen Smith, Director, Faculty Center for Teaching and Learning; Beth Young, Director, University Writing Center; Patrick Mann, Project Support Manager for CTL and UWC; Denise Young, Associate Vice President for Academic Affairs; and Joanne Griggs, Office of Public Relations.

Dr. Tucker stated that President Hitt and Provost Whitehouse are attending a Board of Regents meeting, and Dr. Juge is in Prague, Czechoslovakia presenting a paper on distance learning.

Dr. Tucker distributed UCF lapel pins donated by the University Bookstore. The University Bookstore will be officially under new management in October. The company, Barnes & Noble College Bookstores, is requesting advice from the Faculty Senate in establishing a Faculty Advisory Board.

Dr. Denise Young announced that the SACS preliminary report to the Commission on Colleges is due on October 1, 1997. SACS will meet in December to make a ruling; their report to UCF is due in January, 1998. She also reported that the Sustained Performance Evaluation Committee report is due on October 15, 1997. Dr. Tucker added that the committee is taking elements of guidelines from other SUS institutions.

Dr. Young also announced a teleconference on sexual harassment will be held on Monday, September 29, 1997 from 12:30 to 2:30 p.m. They need four faculty to critique the session.

The new director of Continuing Education is Patrick Wagner, formerly from FIU. He will begin his duties on October 15, 1997.

Commencement will be held on Saturday, December 20, 1997. Send recommendations for Grand Marshal and Faculty Representatives to the Steering Committee or Dr. Tucker as soon as possible.

Arts and Sciences	8:00 a.m.
Education and Engineering	12:00 noon
Business Administration	3:30 p.m.
Health and Public Affairs	7:00 p.m.

Dr. Tucker announced that UCF enrollment is between 28,300 and 28,500. There will be a final count soon. Also, the latest copy of the F.Y.I. from Provost Whitehouse contains the 1997-1998 budget for Academic Affairs, and the 1996-1997 Annual Report. It was suggested by Dr. Modani that deans of colleges and departments should also have budget information disseminated at open faculty meetings. You should contact either Dr. Whitehouse or Dr. Neighbor at Academic Affairs if you have any questions regarding this report..

Dr. Tucker also reported that Dr. Stearman is proposing to extend the Honors Program to the area campuses. A proposal to expand the reporting committee representation to include the area campuses will be sent to the Faculty Senate shortly.

Dr. Phillip Taylor inquired if DROP (Deferred Retirement Option Plan) had been "dropped." Dr. Tucker indicated that he had not received any information in that regard, but it is possible that it did not receive IRS approval.

Dr. Tucker announced that at a recent meeting of the deans and directors, Dr. Neighbor distributed information on TIP awards. Discussion included the reallocation of TIP awards that have been returned to colleges because faculty have left the university. Currently there are a total of eleven awards to reallocate this year. In the past, these "recycled" TIP awards would just be added to the new funding. This is the first year that the reallocation is available without the regular TIP funding. With the small number of awards (currently no college has more than three recycled awards to allocate), the deans recommended that the awards be deferred to next year when there would be more recycled awards to add to it, and also the possibility of the regular TIP program being funded. They also recommended that each College determine a plan for spending this year's funds, with projects related to Teaching. One possible suggestion was that funds could be directed to the Faculty Teaching and Learning Center. There were several comments regarding the allocation of these funds and the significant financial impact of only a few awards. There was considerable discussion and a "straw vote" was taken. The majority of the Faculty Senate felt that the TIP awards should still be allocated to the faculty this year. Dr. Joels suggested the issue be forwarded to the Personnel Committee. Recommendations will be introduced to the Faculty Senate Steering Committee at their next meeting on October 9, 1997. There are also two PEP awards available for allocation. It was concluded that Dr. Tucker will inform Provost Whitehouse of the "straw vote" and that the issue has been forwarded to the Faculty Senate Personnel Committee.

Dr. Vajravelu questioned the criteria for Presidential Awards for Special Merit. Dr. Tucker responded that he did not know the criteria, but the program was created this year to recognize faculty who have received significant national and international recognition during the previous year. The candidates may have been recommended by their departments and deans. The Faculty Senate was not involved in the process.

UNFINISHED BUSINESS

Dr. Cook inquired about the TAR comp situation. There has not been a written response from Mr. Merck's office since the last Senate meeting. It was expected that his office was to direct a memorandum to campus personnel clarifying the TAR issue. Dr. Cook reminded the faculty that if you travel for University business and you rent a car with your own credit card, liability will not be covered by the University's insurance. Also, if the University pays for the rental car, the University does not cover liability. Therefore, the faculty are at risk and they need an answer as soon as possible. Dr. Tucker responded that he has discussed this issue with Dr. Whitehouse and had suggested an e-mail memo from Mr. Merck. Dr. Cook reported again that her department personnel are stating that Finance and Accounting will not accept comp TARs. Dr. Tucker stated he will contact Mr. Merck's office again by e-mail and copy the Faculty Senate. In addition, he will call him personally.

NEW BUSINESS

Dr. Karen Smith gave a presentation on the Faculty Center for Teaching and Learning. They are located in the Health and Physics Building (HPB 331). She invited the Senate to visit and tour the new facility. She highlighted plans for the future and announced members of the Advisory Board. She asked for faculty input regarding the Mission Statement. She is planning orientation days for FCTL special projects, and has scheduled Master Teachers Series for September, October, and November. She asked the Senate to encourage faculty and students to attend. She also has planned Campus-Wide Workshops; and at present, she is working with almost every college on department and individual support. Her requests of the Senate: be an advocate for teaching and learning excellence; participate in FCTL activities and events; keep your colleagues up-to-date on FCTL activities; and listen to colleagues and graduate students so you can report their needs and concerns. For more information visit the FCTL in HPB 331, call the FCTL staff at 823-3544, and surf the FCTL web site at ... <http://reach.ucf.edu/~fctl>

Dr. Beth Young gave a presentation on the University Writing Center. Dr. Young stated their location is in a portable: Trailer LS-616 located between SARC, Biological Sciences, and the Business Administration Building. She explained the purpose of the University Writing Center, what happens in the UWC, who is eligible to use the UWC, and who works in the UWC. She introduced ideas on how faculty can encourage their students to use the UWC. For more information on the UWC, contact Dr. Beth Young, University Writing Center, byoung@pegasus.cc.ucf.edu, 823-2853.

Dr. Tucker clarified Sustained Performance Evaluation Committee membership. He stated that members were elected from each college, two from Arts and Sciences and one from each of the other colleges. The committee is drawing guidelines mandated by the BOR and United Faculty of Florida agreement.. Florida State University and University of North Florida have already drafted guidelines. UCF is reviewing these as possible models. Sustained Performance Evaluations will begin this year. The committee will meet next week to complete the draft. Dr. Boreman requested that a copy of the draft be forwarded to the Personnel Committee.

Dr. Tucker announced that the General Education Oversight Committee is the newest Reporting Committee to the Faculty Senate. Dean Seidel, Chair of the GEDOC, sent her regrets that she was unable to attend the meeting. The Committee met on September 22, 1997. There was discussion regarding the definition of diversity. Several persons noted that "level of physical ability" was too restrictive and should be reworded. The Committee expanded the definition as follows: The General Education Oversight Committee has agreed a definition more inclusive of persons with varying levels of abilities across several dimensions of performance, including the physical, will be used in reviewing course proposals during the current year.

Standing Committee Reports

Dr. Tucker reported that the Standing Committees have met and elected chairs and vice-chairs.

Graduate Policy and Curriculum Committee

Dr. Linda Malone, Chair, reported that the Committee approved a proposal for a Ph.D. in Clinical Psychology. They will be meeting again in two weeks. The Vice Chair of the GPCC and Chair of the Graduate Council is Dr. Jack Stout.

Undergraduate Policy and Curriculum Committee

Dr. Michael Mullens, Chair, reported the Committee will meet on October 14, 1997 to discuss several issues: Cumulative GPA for Graduation, Grade Forgiveness, Course Withdrawal and Grade Repeat Policies, Grade Inflation, 48 Hour Rule for Receiving Honors at Graduation, and the Final Exam Policy. Dr. Tucker commented, "It looks like a very busy year for the UPCC!"

Dr. Carol Bast, Vice Chair of the UPCC and Chair of the Undergraduate Course Review Committee, reported that the UCRC will meet on Wednesday, October 8, 1997. The deadline for items to go on the agenda is September 30, 1997.

Personnel Committee

Dr. Glenn Boreman, Chair, reported the first meeting will be held within two weeks. Key issues for discussion include TIP awards and Sustained Performance Evaluations.

Budget and Administrative Procedures Committee

Dr. Charles Kelliher, Chair, reported he will be meeting with Dr. Ed Neighbor to discuss budget items. He also will look into the issue of staff personnel dismissal procedures with Mr. Mark Roberts, Director of Human Resources.

Dr. Tucker reported that Dr. Terri Fine was unable to attend the meeting to report on the Plus/Minus grade implementation. She did confirm that she is expecting a report from Computer Services and input from Student Government very soon.

Dr. Tucker reminded the Senate that the Student Evaluation Form Review Committee is still in need of a Chair.

The meeting adjourned at 5:15 p.m.

RESOLUTION 1997-1998-1

Whereas, The TIP and PEP awards were created to reward sustained faculty accomplishments, and the authority exists to reapply TIPs and PEPs from those faculty who have retired or otherwise left UCF;

BE IT RESOLVED, That available TIP and PEP funds for the current year be awarded to selected faculty applicants, and that the eligibility criteria as outlined in the applicable collective bargaining agreement for such selection be followed.

RESOLUTION 1997-1998-2

Whereas, The faculty have expressed concerns regarding liability insurance, and workers compensation issues while on travel related to university business;

BE IT RESOLVED, That written notification should be distributed as soon as possible to all faculty and staff by memorandum from appropriate university administration regarding current UCF policies, including both compensation and uncompensated travel situations.