

M E M O R A N D U M

TO: All Faculty Senators
DATE: Thursday, Sept 28, 2006
FROM: Dr. Manoj Chopra
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting September 28, 2006

A G E N D A

1. Call to Order
2. Roll Call
3. Minutes of *August 31, 2006*
4. Announcements and Recognition of Guests
5. Old Business
6. New Business
 - Resolution on Makeup Examinations - Dr. Chopra
 - NSSE Results - Dr. Schell
 - Intellectual Property of Faculty Notes - Dr. Chopra and Pennington
7. Standing Committee Reports
 - Budget & Administrative - Dr. Bernadette Jungblut
 - Graduate Council - Dr. Aaron Liberman
 - Personnel - Dr. Jeff Kaplan
 - Undergraduate Policy & Curriculum - Dr. Bob Pennington
8. Other Business

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Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures. The minutes of *April 20, 2006* were unanimously approved.

RECOGNITION OF GUEST

Dr. Chopra introduced guests Drs. Provost Hickey, John Schell, Lin Huff-Corzine, David Dees, Alison Morrison-Shetlar and COHPA-Nursing faculty/administration.

ANNOUNCEMENTS

Dr. Chase, Past Chair and BOG rep.

Dr. Chopra invited Dr. Arlen Chase who serves on the Florida Board of Governors to provide the Senate with an update on the important business from the BOG. Dr. Chase stated that the Advisory Council of Faculty Senate (ACFS) Chairs is looking at revising its constitution that may lead to the President of ACFS serving more than one term if approved. At the August meeting of the BOG, it established committee for Centers for Excellence and World Class Scholars and the application for these awards is due September 15th 2006. Tuition increase will be on the BOG agenda in September. FTE funding is pending legislative session and may include a technology fee implementation.

Dr. Chopra announcements

- The Faculty Senate is an important entity for collegial governance. For example, all resolutions from last year have been accepted by the Provost.
- Dr. Chopra recognized Dr. Diane Wink for her years of service as the Secretary of the Faculty Senate. A certificate and glass statue was awarded to her on the behalf of the Faculty Senate.

Provost Hickey's Remarks

The Provost addressed the Senate on the topic of the creation of a new College of Nursing. He reminded the senate that Dean McCarthy left in summer and he subsequently undertook discussions on the structure of COHPA and any restructuring prior to a search for a new dean. He met with all of the units within COHPA in spring/summer including the Deans' advisory council of COHPA. After his meeting with the faculty of COHPA and based on input and recommendation of the Deans' advisory council, he is prepared to recommend to the President the creation of a new College of Nursing. He has agreed to work with the remaining units in COHPA to see what other divisions made sense with the Lake Nona entity as well as city/county public affairs interests over next several years. A fiscal analysis shows ability to sustain the two colleges with current monies and any additional monies from the state for nursing as a "targeted" discipline. EOC says director could move to dean position as it was done in the College of Optics and Rosen formation but he has not determined which way that will go as yet. He has invited input from faculty and is still receiving that input. Official division of the college would occur July 1st - functional division could occur almost immediately.

He then solicited comments from the senators present. Question rose regarding where College of Nursing would be housed, here or Lake Nona? The Provost responded that initially here but there are some individuals that have expressed interest in donating funds for a building at Lake Nona. Diagrams at Lake Nona show a College of Nursing and other buildings. The ability to actually build depends on gifts. He predicts that, within three years, a new building for the CON will be placed adjacent to the medical college at Lake Nona. Questions asked if the growth will effect enrollment in a significant way.

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He stated that it depends on clinical sites placement considerations and hopes to grow enrollment at all levels. Nursing continues to receive legislative budget monies; more nurses and nurse trainers are urgently needed. Nursing has voted to support this and there is genuine excitement among nursing faculty. Question asked if there will be a relationship with student transferring from Seminole Community College, Valencia or others colleges. Seminole is a part of the regional consortium; and have already asked how they can participate in the education of health professionals. With regard to the search for Dean of the College of Medicine, the makeup of search committee is important. Other disciplines need representation as well. Nursing is included to address long term interactions but not primary representation on the search committee.

Engineering is also a targeted area for the Board of Governors but there is a deafening silence on the need and funding for more engineers - at the legislative level. However, nursing has done a good job in taking their case to the legislature. There has been steady growth in funding and this year alone, a little over million dollars have been allocated to be spent over the next five years. We can expect more monies next year. Reality is this is the area where the state is putting money.

OLD BUSINESS

Student Perception of Instruction - Dr. Wink

An ad hoc committee was formed to look at the content and is here to discuss today. Handouts were distributed to all faculty by email from Diane Wink and Bernadette Jungblut. Document inserts below:

Background

Problem Identification: Faculty concerns about the content of the Student Perception of Instruction Form and reporting Student Perception of Instruction data became clear during faculty focus meetings held in association with an exploration of academic rigor at UCF in 2006.

UCF Faculty Senate Action: Ad hoc committee to make recommendations regarding the content of the SPol form and how the data are reported was constituted by Faculty Senate at end of 2005-2006 year. Open calls at Faculty Senate for ad hoc committee membership - both senate members and their colleagues.

Ad hoc committee members: Diane Alvarez, Richard Harrison, Bernadette Jungblut, Mark Kamrath, Charlene Stinard, Jeff Kaplan, Tace Crouce, Dawn Trouard, and Diane Wink.

Purpose of committee: This committee's purpose is to revise the SPol tool, identify data reports which could be generated, and how that data can and should be best used. This committee is NOT addressing form of administration of the tool or the question if such evaluations should be done. However, the committee recognizes these are important issues which interact with discussions in relation to our specific charge.

Committee Objectives: Develop a tool which:

- a. Helps faculty improve teaching
- b. Empowers students to provide thoughtful, relevant, and useful feedback.
- c. Provides information which contributes to the faculty evaluation process
- d. Minimizes the impact of bias in the evaluation process
- e. Provides context sensitive feedback (e.g. site, modality, level of student, required vs. elective course vs. GEP, student ability)
- f. Clearly separates curricular from instructor-based evaluation items

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- g. Clearly separates mandated components of the course (e.g. course text) from instructor-based components
- h. Allows students to comment on environmental and university factors (e.g. parking, room temp, function of WebCT, library, bookstore) in a section separate from evaluation of faculty
- i. Ties evaluation to course objectives
- j. Reflects delivery format of course (e.g. face-to-face, or web or ITV) or evaluates those courses separately
- k. Allows meaningful data analysis for a variety of queries
- l. Contains response options specific to each item set

Current status: Committee has attended several video conferences on SPol process and reviewed tools used by other universities as well as those sold by vendors such as IDEA Center.

The Committee members are here today for input from members of the Faculty Senate about the stated objectives and any additional objectives. The ad hoc committee desired feedback as part of a collegial process since the SPol process affects every faculty at UCF. A survey distributed to all Senators and all asked to copy and send to members of college so there is feedback from all colleges, departments and schools. Please return to Diane Wink, any other committee member or Latrecia Rice, Faculty Senate Office. Dr. Jungblut commented that faculty concerns are great and need as much feedback as possible. Concern expressed that this handout and survey was sent very close to the meeting today and more time is needed for thoughtful feedback. This was a relatively short time span and suggested that faculty take the form back to their colleges and distribute for more feedback. She will follow-up at the next meeting. An analysis of the problems with the current form (bias in questions, lack of clarity, possibility of multiple responses based in different interpretation of question etc.) has also been completed. Multiple comments, suggestions, feedback from senate members were made. All these will be brought back to ad hoc committee along with the survey responses. The committee will look at both revision of our form and the possible purchase of a commercial product. Dr. Jungblut will report back to the Senate as work progresses on this subject.

NEW BUSINESS

UCF Ambassadors Program - Tom Hall

A program for faculty volunteers to participate in the tailgating activities at the Citrus Bowl. The ambassadors program sees students in their element and gives the faculty the opportunity to meet/greet in a different venue. There will be donations of pizza and coke products at each game. Law enforcement presents this as an approach to promote good behavior. The game on Saturday will have about 40 volunteers who have been already recruited. Volunteers are given tickets to the game and parking passes. Dr. Cook commented that this event is a great way to communicate with your students and faculty away from campus. If you would like to volunteer, please contact either Tom Hall or Dr. John Schell.

Chairs of Standing Committees

Dr. Chopra announced the Chairs of the Standing Committees.

- **Budget and Administrative Procedures** - Dr. Bernadette Jungblut, Chair. First on the agenda is the Pegasus model overview and spring teaching equipment money.
- **Graduate Council** - Dr. Aaron Lieberman, Chair and Steve Sivo, Vice Chair. Two of the three subcommittees have chairs and the Appeals will need to elect a chair.
- **Personnel Committee**- Dr. Jeff Kaplan, Chair.
- **UPPC** - Dr. Robert Pennington, Chair and the committee will meet on September 12th. Vice chair for the Undergraduate Course Review committee will meet on the 19th.

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OTHER

Promotion and Tenure

The University promotion and tenure committee from the previous year has raised several important issues about Promotion and Tenure process which will be forward to the Personnel committee.

Phased Retirement

The Steering Committee had discussed some issues from faculty about Phased Retirement but the committee felt that the issue need not be pursued at this time because there is enough information on the University website describing Phase Retirement.

Bookstore

The need for space in the bookstore has increased a lot in the past few years. The current space is only half of what the university needs. The bookstore needs to run more efficiently but is compromised by limited space which is filled with unopened boxes and makeshift desks. There is a need to have faculty work with administration to get the bookstore to be able to operate efficiently. Faculty feels that there is only limited amount of books available for students and the online book ordering system is a major concern. The University Bookstore Committee will be asked to take on this topic for discussion. It will give feedback to bookstore. This will also be forwarded as an agenda item for the Budget and Administrative Procedures Committee.

Web CT problems

There are major concerns from faculty regarding the downtime on WebCT. The Steering committee has asked Joel Hartman to speak at its next schedule meeting in September. Faculty feel that these issues should have been worked out prior to the start of the Fall semester.

ADJOURNED

Motion made seconded and approved. The meeting adjourned at or around 5:30 pm.

RESOLUTION 2006-2007-1

Whereas, the faculty of the University of Central Florida are dedicated to creating a supportive environment in which its students can learn, and

Whereas, the faculty of the University of Central Florida recognize that student learning can occur in a variety of settings, and

Whereas, the faculty of the University of Central Florida actively seeks ways in which to assure that such learning occur in a fair and equitable manner,

Be it resolved, that the Faculty Senate of the University strongly supports the university policy that requires that each faculty member make fair and reasonable effort to assure equitable opportunities for students to make up academic work that is missed for officially-sanctioned and documented absences.



SUBJECT: Make-up Assignments for Authorized University Events or Co-curricular Activities	Effective Date: 3-30-05	Policy Number: 4-401	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Provost and Vice President for Academic Affairs		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all faculty members of the University of Central Florida.

POLICY STATEMENT:

Students are frequently asked to represent the university in authorized events and activities. In some cases, this participation conflicts with the students' course assignments and requirements. It is university policy that faculty members offer a reasonable opportunity for such students to complete missed classroom assignments, including written or oral examinations, quizzes, term papers, or other assignments. Furthermore, the make-up assignment and grading scale should be equivalent to the missed assignment and its grading scale. No penalty due to absence may be applied to these make-up assignments.

PROCEDURES:

The names of students participating in authorized activities, intercollegiate athletics, band, choir, co-curricular activities, and academically related program events will be listed on a Program Verification Form. It is the student's responsibility to present a copy of this form signed by the appropriate individual to the faculty member(s) responsible for the class from which the student will be absent. The student must provide the Program Verification Form prior to the class in which the absence occurs.

The university sponsor signs a copy of the Program Verification Form and files it with the Office of Student Rights and Responsibilities for verification purposes.

If further verification is necessary, contact the Office of Student Conduct at 407-823-2851, or, for athletic events, Academic Services for Student-Athletes at 407-823-5895.



FORMS:

Program Verification Form: http://provost.ucf.edu/forms/docs/makeup_assignment.pdf.

INITIATING AUTHORITY: Provost and Vice President for Academic Affairs

