

**DCP ADMINISTRATIVE COUNCIL
MINUTES
October 20, 2011**

Attending: L. Capece, P. Carr, J. Frey, M. Gold, T. Gurucharri, M. Hylton, K. Larsen, C. Lee, M. Portillo, R. Ries, C. Silver, B. Tilson, B. Walters, P. Zwick

1. Senate Report (M. Gold, B. Walters)

- Martin Gold reported that the request to present Architect William Morgan with an honorary doctorate was unanimously ratified by the Senate.
- Bradley Walters reported on the discussion regarding faculty benefits that took place at the last meeting. Faculty has been presented with two options. One would provide a 3 percent salary increase with a reduction in sick leave payout and a cap on vacation payouts and accrual. The second option would give faculty the option to keep their current pay and benefits without the salary increase. These options would not affect faculty enrolled in DROP, who would keep their current leave structure, and those who formally retire by June 30, 2016, who would keep their current leave and unused sick leave payment structure.

2. Campus Security (P. Carr)

UF is currently developing a plan to regulate access to campus building plans. Facing the need to balance public record requirements with security, the University is working to determine who can get building plans and the proper channels for obtaining them. Students requesting plans may need a faculty signature before they can be released.

3. Letter of Support (C. Silver)

Dean Silver noted that Carol Walker, Assistant Vice President of UF Facilities Planning and Construction, is a candidate to fill the post of Vice President, Business Affairs. The committee unanimously approved a suggestion to send a letter of support for Ms. Walker's application on behalf of the College.

4. Visiting Scholars Report (B. Tilson)

Asst. Dean Tilson reported that the names of eight visiting scholars have been submitted (four from URP, two from Architecture and two from BCN.)

A question was raised regarding the best way to ensure that visiting scholars have the language skills to be able to contribute to the work of the hosting department. Tina Gurucharri asked that the visiting scholar policy include a requirement for the department to hold a phone call or Skype session with the proposed visitor to gauge language proficiency before DCP accepts them. Prof. Tilson will finish updating the visiting scholar policy for posting on the DCP website.

5. T&P Language change (All)

The DCP Faculty Council recently approved the proposal to change the working in the T&P policy. The Administrative Council will vote on the issue at a later date, if approval is needed.

6. Review of minutes (All)

The minutes of the September 15, 2011 meeting were unanimously approved

7. Required courses for freshmen (P.Carr)

A plan for a common, required humanities course for incoming freshmen is being explored by UF and likely to pass. A steering committee will determine who can teach the courses and a coordinator may be hired to oversee and possibly teach some courses. The courses could also be used to support TA's who could teach the courses in spring, fall and summer. B. Lynne Capece also mentioned that she has a donor who supports the idea of the common freshman course.

8. Syllabi (P.Carr)

Dean Carr passed around a list of syllabi that have been posted online, in conformance with the new UF policy that states a course syllabus must be posted before their classes start and that there must be a three year inventory of material. The syllabus can be generic or semester specific and the next round of syllabi for Spring must be turned into the proper Share drive folder before faculty leave for the Christmas break.

9. Textbooks (P.Carr)

The request to submit textbooks has gone out with a deadline of October 31.

10. Faculty Evaluations (C. Silver)

The College timeline for faculty evaluations (attached) as reviewed by Angel Kwolek-Folland, Associate Provost for Academic Affairs, was circulated for review and comments. Chairs were reminded that anything they use to make a faculty evaluation must be shared with the faculty member, and teaching assignments must be a part of the communication process early on.

Action: Dean Silver to clarify what needs to be included in the draft evaluation presented to faculty including the start and end date of the period being evaluated.

In terms of student evaluations, there had been a suggestion that students be required to fill in faculty evaluations and that a hold be put on their grades until that was done. However it appears that there is no way to do that or otherwise force a student to fill in the evaluation. Faculty are to be encouraged to set aside class time to have students complete the evaluations in the hope that we will improve on the percentage of responses.

11. Ph.D. Analysis (P. Zwick)

Associate Dean Zwick circulated the DCP Doctoral Program Improvement Plans being compiled for submission Provost Joe Glover (due for submission by Nov. 23, 2011.)

Dean Silver noted that one aspect missing from the report is the quality of the programs, including finding out where recent graduates are and what they are now doing.

Action: By November 15, members should send to Paul:

- **information on the five peer institutions in their discipline that we are considered to be competing against for good doctoral students**
- **where students who have graduated might be now and what they are doing**
- **anything they might see as a training grant**
- **Paul to add a column to the current document showing number of committees chaired by DRF faculty (from 2005 – present)**

This should be submitted electronically.

12. UF Graduate Survey (P. Carr)

UF plans to survey graduates and DCP has an opportunity to add our own questions. The proposed UF questions will be circulated with a request that any suggestions be sent to Peggy Carr. The survey will begin in Spring 2012.

13. Required course field trips (P. Carr)

There have been questions raised by students regarding the financing of required field trips and whether students should be financing faculty travel. Clarification has been sought from the General Counsel's office. Faculty are advised to make sure that, in the course catalog, it is clearly outlined where field trips are required and that students are expected to cover expenses.

14. Ph.D. continuous enrollment (C. Silver)

DCP does not now require Ph.D. students to be continuously enrolled and there was a suggestion that this policy should change to conform to what other Colleges require. Dean Silver will raise the issue at the next Dean's breakfast to gauge reactions, and also to explore whether this policy should apply to Master's students as well.

15. ICT update (J. Frey)

- The names of marshals for university commencement have been provided and names will again be sought for the spring DCP commencement.
- For the January "Perspectives" July and Ginny will contact unit administrators to do an update of all administrators.
- this spring, it is likely that Master's students will be incorporated into the undergraduate commencement ceremonies, with separate ceremonies for Ph.D. students only
- free online software training, paid for with student fees, has been arranged through the web site Lynda.com. This training is available to students and UF faculty and staff.
- a new UF policy dictates that all mobile devices access UF restricted data must be encrypted. IT staff will develop an inventory of all devices and help with the encryption
- USB keys – staff and faculty can turn in old USB keys to receive an encrypted key that meets UF standards
- postcards highlighting various programs are now available. Programs may customize their own cards at a reasonable price, which Julie can get
- Open houses – open houses will be held to provide students with information about, and exposure to, DCP programs. The open house for graduate programs is October 20, while the session for undergraduate programs is Oct. 25. Both are in the Atrium.

16. Development (L. Capece)

Dean Silver thanked Lynne Capece for her service as Director of Development for the college. During the transition between Lynne's move to Medicine and the hiring of a new Development Director, Lynne will assist with projects already begun, including President's box visits during football games.

17. Next Meeting: November 17, 2011, 8:30 a.m., Dean's Conference room