

Faculty Senate
Special Called Meeting
October 1, 2009

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

Guests

Provost Terry Hickey, Frank Allen, Sherry Andrews, Robert Armatcost, Doug Backman, Sue Bauer, Lyman Brodie, John Cahill, Diane Chase, Lucretia Cooney, Jay Corzine, Barbara Fritzsche, Stephanie Gavarrete, Deborah German., Lynn Hepner, James Hickman, Lin Huff-Corzine, Jay Kapat, Cynthia Kisby, David Kuhn, Ranganthan Kumar, Jean Leuner, Niels Lobo, Tammie McClellan, Joe Muley, Patrick Murphy, Thomas O'Neal, Patricia Pates, Dick Pepler, Julia Pet-Armacost, Andrew Randall, Pam Rea, Debra Reinhart, Melvin Rogers, Michelle Snider, Yongho Sohn, M. J. Soileau, Michael Stern, Raj Vaidyanathan, David Wallace, Francisca Yonekura.

Dr. Cook turned the meeting over to Dr. Lin Huff-Corzine.

Dr. Huff-Corzine provided an overview of the history of the process by which the Potential Conflict of Interest and Commitment forms were revised to be put online. The committee that worked on the revision was composed of Doug Backman and Tom O'Neal, Research and Commercialization; Tammie McClellan, Institute for Simulation and Training; Lucretia Cooney, Heidi Watt, and David Kuhn, Faculty Affairs; Bob Armacost, College of Medicine (previously CECS); and Associate General Counsels Sherry Andrews and Jack Cahill.

Ms. McClellan reported on the new form. The language of what was previously Form AA21 has been updated to meet federal guidelines, Florida statutes, and the UCF collective bargaining agreement. The wording changes more clearly identify what needs to be disclosed. The online form contains links with definitions and clarifications. The online form simplifies the process by only expanding into subsections if further detail or multiple responses are needed to fully respond to each question. Supporting material can also be submitted online. The form is to be filled annually and can be updated as needed during the course of the year. Additional supplemental forms have now been incorporated into the online process.

The new system expedites the review process by supporting an electronic workflow. When appropriate, the Office of Research and Commercialization is automatically included in the chain of reviewers (specifically when answers to questions 1, 2, 3, and 9 involve sponsored research.) Throughout the process, faculty will be able to monitor the review of their submission. The final status of the review is disclosed by email.

Ms. McClellan displayed the website for demonstration. She provided an overview of the website features and walked through the process of submitting the form. There are ten main questions to be answered that lead to supporting subsections where needed. Drop-down boxes are used to answer questions and users are led to required supporting forms when necessary, all of which can be submitted electronically. Florida standards for conflict of interest are provided

on the electronic form as are links to Florida exemptions. Users can save the form as a draft without submitting it.

Faculty will be notified by email when it is time to fill out the form. The form can be reached from the Faculty Affairs website (<http://www.facultyaffairs.ucf.edu>) or the MyResearch website (<https://argis.research.ucf.edu>). Every faculty member has been provided an account for the MyResearch website. A faculty member can have only one form in progress at any given time, including a draft or a form going through the review process.

The floor was opened for questions. Dr. Cook moderated the question and answer period. A number of questions were raised and answered on topics including royalties, the difference between inside and outside activities, the language in the form, the \$10,000 remuneration threshold, the UFF cease and desist letter, and teaching at other institutions.

The form will be released on Monday October 5, 2009. The paper version can be submitted until that date. The form must be completed anew for each new reporting period.

Dr. M. J. Soileau noted that faculty should disclose any outside activity they intend to engage in prior to beginning that activity. State law requires that the needed exemption(s) be in place prior to beginning such an activity. Dr. Hickey stated that the electronic Conflict of Interest and Commitment form simplifies reporting and expedites the process of declaring and getting clearance for a potential conflict.

Questions about the form content or process can be directed to pca@mail.ucf.edu.

The meeting adjourned at 5:25 P.M.