William Self, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of October 3, 2019, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President
Joe Adams, Senior Communications Director, Academic Affairs
Jayleen Cerda, Nicholson School of Media Today Reporter
Chiara Mazzucchelli, 2019-2020 Provost Faculty Fellow

ANNOUNCEMENTS
Advisory Council of Faculty Senates (ACFS)
The Advisory Council of Faculty Senates (ACFS) met today in a teleconference meeting to discuss the upcoming Florida Board of Governors (BOG) meeting agenda. The chair of the ACFS is a governor. The ACFS members reviewed upcoming changes to the Public Educational Capital Outlay (PECO), funding of buildings. Comments were made regarding the restructuring of the University of Florida President’s contract. The upcoming BOG meeting is in response to Senate Bill 190. A Trustees Summit will be held on Tuesday before the BOG meeting with several sessions by the Chancellor on the roles and responsibilities of a Trustee. Dr. Self invited Beverly Seay, chair of the UCF Board of Trustees (BOT), to speak at the November 21, 2019, Faculty Senate meeting.

Presidential Search Committee
The full BOT met Wednesday to approve the Presidential Search Committee membership. Dr. Self delivered Resolution 2019-2020-15 UCF Presidential Search – Sense of the UCF Faculty Senate to the chair of the BOT. In reviewing the membership, more faculty and students now serve on the Presidential Search Committee. The initial search committee meeting is scheduled for November 5, 2019, at 9:00 a.m. in the Morgridge International Reading Center. The meeting will be live streamed and is a public meeting. A search firm will be selected based on three firm presentations and interviews. Dr. Self encouraged the members to attend and inform their colleagues.

REPORT OF THE PRESIDENT
Dr. Self yielded the floor to Interim President Thad Seymour for an update.
Luminary Awards
Dr. Seymour was inspired by the nine faculty members honored at the recent Luminary Awards ceremony by their quality of work. It’s a reminder of how far the university has come and the potential for the future.

Presidential Search
Dr. Seymour noted that the Presidential search is an opportunity to engage and provide input as the university recruits a president to lead a 21st-century university. As interim President, Dr. Seymour indicated his job is to keep UCF moving forward and reiterated three main priorities, including strengthening operations, expanding resources, and investing in excellence.

Enrollment Task Force
Last Spring, an enrollment task force was formed to analyze UCF’s enrollment strategy. We optimistically thought the work would be completed by September, but identified other areas to research and starting to model the financial implications based on potential options. A set of recommendations is expected in early January.

Budget Re-design
Provost Dooley will provide more information, but the re-design is extremely important in how we allocate resources is critical. UCF has engaged Huron Consulting to assist in the re-design with a strong cross-functional team. The goal is to go into the next budget cycle with a new process.

Legislative Session
UCF submitted two legislative budget requests (LBR’s) designed to make the argument for more funding for the university. Last year’s legislative session resulted in over $5 million in recurring budget cuts. We are coming up on an election year, which typically results in K-12 receiving attention. Both of UCF’s LBR’s request primarily focus on additional faculty. UCF built a plan around Universities of Distinction, which the BOG developed for non-preeminent universities to define what makes each of the universities distinct.

UCF Identity Task Force
Dr. Seymour indicated that a task force had been formed to identify what UCF should be known for and what makes UCF unique. The group will identify the top three to five areas that will define UCF, then invest in those areas.

In regards to strengthening operations, a senator noted that in a memo from the Provost October 2, 2019, that the university will be moving away from Curriculog due to challenges, and thus changes to the curriculum will be severely limited and must wait up to a year to make changes. This has severe implications for improving programs or for reaching key metrics. We had a system in place before Curriculog, why can’t we come up with a system to handle changes now? Dr. Seymour deferred to Provost Dooley.
A senator questioned the Interim President’s gratitude to faculty in the wake of negotiations that resulted in a one-time bonus instead of a base salary increase. Dr. Seymour indicated that one of the biggest challenges is how to apply limited resources in the best ways possible. The University’s budget was cut last year, and we don’t have the recurring funds to provide an increase. We were unable to give raises for staff and provided a one-time bonus. The university is trying to utilize the resources the best way possible.

As a follow-up, a senator questioned the rationale as to why in-unit faculty get a raise when out-of-unit, non-administrative, student-facing faculty don’t get an increase in addition to a one-time bonus that out-of-unit faculty may or may not receive results in compression? The President deferred the question to Provost Dooley.

In a fervent plea, a senator questioned why the repayment of the misallocation of funds from last year couldn’t be slowed down to fund faculty salary increases? The President indicated that the BOG is requiring the repayment this year and that UCF has no choice.

OLD BUSINESS
None.

REPORT OF THE PROVOST
Curriculog
The memo in question was distributed from Tim Letzring regarding Curriculog not being able to support the university’s needs or what was promised. The memo was distributed prior to a “quick fix” being identified. The team is currently looking at returning to previous procedures.

A senator noted that the memo of October 2, 2019, indicated that curriculum changes would be limited to new programs, special topics, changes needed for accreditation or CIT codes, or course deletions only. What if a critical need doesn’t fall into these categories? Would a quick fix expand these categories to address program needs? The Provost will get with Tim Letzring for an answer.

In-unit versus Out-of Unit Raises
The senator reiterated the question as to why do in-unit faculty get a raise versus out-of-unit 9-month faculty might get a one-time bonus? The Provost indicated that the union negotiated the increase prior to the budget reduction and a $17 million repayment. Administration deliberated for a long time to determine if a raise could be granted, and unfortunately, UCF doesn’t have the funds. It is an equity issue and suggested that the Chief Financial Officer speak to the Senate. The senator clarified that UCF has many types of out-of-unit faculty with just over 200 faculty with administrative duties and about 130 faculty with no administrative role. The Provost reiterated that this is an equity issue and needs to be put on the table for discussion.
**Enrollment Task Force**
We have more faculty on the task force than in previous years. We had a detailed conversation with our Valencia College partners regarding students being major ready or a GPA requirement. The task force is looking deeper into questions to make better decisions regarding enrollment management. A subcommittee was formed to look further into graduate education to identify what programs need to grow.

**Budget Redesign Committee**
All of the issues raised regarding raises are important questions. The task force, with three to four faculty, is charged to reset the budget model. We need to look at all funds budgeted, including foundation, education and general, and auxiliary funds and what is being charged to those accounts, including the operational costs of each unit. The redesign will be at least nine months’ process. We are identifying the information necessary for a sustainable model over the next ten years.

**Legislative Budget Request**
In response to a question from the last Senate meeting, the Provost indicated that the new faculty lines being requested from the legislature need to be allocated by looking at the program-level up. We need to talk about faculty to student ratio, research, and student success. If funding is approved, the conversations need to start at the department level. Encouraged senators to consult with their deans before discussions are held at a Senate meeting.

**Dean Searches**
The Provost will meet with the last candidate tomorrow for the dean of the College of Optics and Photonics, after which the search committee will be meeting. We hope to have a new dean in place by January.

An offer has been made to a candidate for the Vice Provost for Teaching and Learning and dean of the College of Undergraduate Studies. More information will be forthcoming after the background checks are performed.

A senator asked if the provost could speak to the current administration’s practice of forced training with repeat emails with the threat of penalties? A similar conversation was held during the Steering meeting. The Provost will share with the vice presidents to express the importance of temperament, tone, and respect. The senator noted that in corporations, when training such as Ethics, human resources, or other training is required, the corporation sets aside your regular work to ensure training is completed. The university expects everything to be completed within the current faculty workload, which raises stress. The Provost noted the concern. Another senator said that it was requested to push required training to after the semester. Dr. Self explained that the short timeframe required on the Ethics training was a Board of Trustees directive to complete training by a specific date.
NEW BUSINESS
Motion and second to amend the agenda order to allow Keri Watson to make the presentation on the Florida Prison Project first.
Vote: All in favor; motion passes.

Florida Prison Project
Dr. Self introduced Keri Watson. Dr. Watson indicated that the Florida Prison Education Project was part of the UCF Community Challenge Initiative last year. Dr. Watson provided prison statistical data, the mission of the project, and highlights from the 150 students taught in eleven classes. Dr. Watson indicated that the project seeks to expand course offerings and credit hours. She asked the senators to let her know if anyone is interested in offering classes, donate books to the prison library, or donate books to raise funds.

Vote on bylaw resolutions brought forward by the Steering Committee on April 18, 2019. The resolutions are up for possible amendments and votes.

- Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty

This resolution is brought forward by the Personnel Committee regarding the promotion of non-tenure earning clinical, research, and medical librarian faculty. Right now, some non-tenure earning positions go to the University Promotion & Tenure Committee for review while others don’t. The resolution has all non-tenure earning promotion candidates bypass the University Promotion & Tenure Committee and deletes the membership for the committee regarding non-tenure earning faculty.

Motion and second to approve Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty. No discussion.

Vote: All in favor; motion passes.

- Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions and clarifies that an open call for nominations is expected and communicates alternates to an election.

Motion and second to approve Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election. No discussion.

Vote: All in favor; motion passes.
• Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
  This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The resolution removes old language referring to multi-year appointments and the requirement of tenured or tenure-earning faculty membership on the Personnel Committee and the Undergraduate Council.

  Motion and second to approve Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership. No discussion.

  Vote: All in favor; motion passes.

• Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
  This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions to modify the standard Senate Agenda to include a report of the Senate chair, report of the President, and a Campus Climate report.

  Motion and second to approve Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda. In response to a question, Dr. Self noted that the Campus Climate report represented presentations to the Senate requested by other units, scheduled by the Steering Committee including, a union update. A senator commented that the presentations could be allowed or invited. A senator noted that administrative staff have no voice or being treated fairly. Maybe the Campus Climate report can give them a voice without detriment. No amendments presented, and no other discussion.

  Vote: All in favor; motion passes.

• Resolution 2019-2020-14 Creative School for Children
  This resolution is brought forward by the Budget and Administrative Committee, and requests administration review the facility and financial situations of the Creative School and investigate alternative means for the school to meet the demand of current UCF students and employees. Dr. Self noted that the be it resolved clause was well written in this resolution.

  Motion and second to approve Resolution 2019-2020-14 Creative School for Children. Open for discussion.

  A wording issue was presented in that the priority is to enroll children, not students.
  Motion and second to amend line 4:
  “enrollment priority: children of (1) UCF enrolled Students with 6 credit hours…”

  Discussion noting the amendment applies to all four clauses. The motion was withdrawn.
Motion and second to amend the first whereas clause on lines 4 and 5:
“enrollment priority: children of (1) UCF enrolled Students with 6 credit
hours or more, (2) UCF Employees of any rank, (3) UCF Alumni
Community members, and (4) Community members; and”

Vote: All in favor; motion passes.

Motion and second to approve Resolution 2019-2020-14 Creative School for
Children as amended.
Vote: All in favor; motion passes.

Discussion on resolutions brought forward by the Steering Committee on August 22,
2019.
Dr. Self noted that Resolution 2019-2020-6, 2019-2020-7, 2019-2020-9, 2019-2020-10,
2019-2020-11, and 2019-2020-12 represent bylaw change resolutions up for discussion
today. Dr. Self asked the members to indicate if a resolution needs discussion.

A member noted a typo in Resolution 2019-2020-6 Faculty Senate Bylaw Change –
University Promotion and Tenure Committee Duties on line 5 that was previously
corrected. No other discussion.

Dr. Self reminded the senators to reach out to their colleagues regarding the bylaw
changes. In addition, if any amendments will be made to please bring copies of the
amendment.

A senator commented on the resolutions that included an instructional designer, including
member is done differently in the resolutions. Voiced concern that the instructional
designers are not student-facing or within an academic unit resulting in a different
representation. Not all the instructional designers work within the Center for Distributed
Learning. The senator believes this would be the first time a job title is listed in the
membership versus the representation of a unit. The senator noted that there are only 14
instructional designers on campus, which is a small group being represented.

No other discussion.

Advance notification of a bylaw change resolution brought forward by Steering for
discussion at the November 21, 2019 meeting allowing 30-days to review prior to
discussion.

- Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory
  Committee
  Dr. Self encouraged the senators to review the bylaw change and communicate
  with colleagues prior to the November 21, 2019 meeting.
COMMITTEE REPORTS
Budget and Administrative Committee – Shawn Putnam
No new update. Dr. Self noted that based on Provost Dooley’s earlier comment that he will formally invite Dennis Crudele to the November 21st Senate meeting for an update, which is after the BOT budget workshop on November 6, 2019. Encouraged the committee members to attend the budget workshop or send someone.

Information Technology Committee – Melanie Guldi
The committee met three times with a long agenda list for the academic year. The committee will be discussing cloud storage and cloud computing options and exploring options with google drive or dropbox. Mr. Sink indicated that there might be an Enterprise solution. Discussed various email issues regarding faculty that leave the university. The next meeting is on Monday. Dr. Harrington noted that the committee also discussed the resolution adding of an instructional designer in the committee membership and a possible amendment to add the Vice President for Digital Learning or designee.

Parking, Transportation and Safety Committee – Daniel Topping for Ahmad Elshennawy
The committee discussed gun safety on campus and the existing policy on firearms. Chief Metzger noted that several bills had been defeated regarding campus carry of firearms. Chief Metzger continues to work with Janet Owen in expressing UCF’s stance on carrying firearms on campus. Also discussed safety and lighting in the parking garages with Kris Singh. Cameras have been installed in garage B at the entrance and exit, costing about $1 to $1.5 million per lot. Some lots with trees on the exterior can reduce visibility, and parking conducts inspections daily to identify issues. The committee discussed the Environmental and Health Safety suggested a 15 mph speed limit on golf carts. The committee recommended 10 mph and is reaching out to Christine Serra regarding the speed limit. In regards to the Steering assigned issue on navigation and directions on campus, an application has been developed for wayfinding. The Information Technology Committee reassigned the issue to the committee. The committee is not sure if the issue is that the application has not been publicized or if the issue is physical signage. E-scooters on campus will be discussed at an upcoming meeting.

Personnel Committee – Stephen King
The committee submitted a resolution requesting a periodic faculty salary analysis across the university continuously studies the situation every five years.

Research Council – Nina Orlovskaya
The Committee met and reviewed the current duties and responsibilities of the council. Discussed seed funding and equipment funding program. Dr. Klonoff informed the group that previously $7,500 was provided to support assistant professors and the support required to process the funds. The process and amount will be changing and will be cost-shared between the colleges and the Office of Research. Debra Reinhart provided an update on the Clusters.
Greg Schuckman, UCF’s federal relations lobbyist, will be on campus to discuss lobbying research proposals to push in the upcoming legislative session. Please make sure you schedule time with Mr. Schuckman to discuss research priorities.

A senator noted that matching funds for seed money presents a problem for the departments with the limited budgets for each college. Another senator questioned the level of faculty involvement in making these decisions? Dr. Orlovskaya indicated that Dr. Klonoff provided an update to the committee, and involvement is not known. Dr. Self indicated that now that the Research Council is an operational committee, that more faculty involvement is expected instead of an information session.

Graduate Council – Jim Moharam
The committees have met at least once. The Policy Committee approved changes to clarify the withdrawal and academic record change request policy. The Program Review Committee approved the Public Administration Ph.D. proposal.

Undergraduate Council – Robin Back for Kelly Semrad
Due to the challenges with Curriculog, the Undergraduate Course Review, and Undergraduate Policy and Curriculum Committees have not met as regularly scheduled. The Undergraduate Policy and Curriculum Committee held its first meeting on October 22. The committee discussed university transfer policies and evaluation standards. A transfer alliance team has been formed to establish procedures to work with the new transfer evaluation system to ensure an efficient campus-wide process for evaluating transfer credit.

OTHER BUSINESS
A senator asked if the presidential search will provide a two-way communication format with the search committee for input. During the last search, we were not allowed to ask questions of the search committee members. Dr. Self noted that he had requested an open forum for faculty.

ADJOURNMENT
Motion to adjourn made and seconded. The committee adjourned at 5:27 p.m.