

**Faculty Senate
Steering Committee Meeting
Minutes of November 5, 2015**

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

MINUTES

Motion to approve the minutes of September 10, 2015 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Kristy McAllister, Academic Affairs Information and Publication Services

ANNOUNCEMENTS

Senate Joint Committee and Council annual reports are now available on the Faculty Senate website under Minutes and Reports. Reminded everyone about the Strategic Planning open forum being held November 12 from 9:00 – 11:00 a.m. in the Student Union Key West, room 218.

The Advisory Council of Faculty Senates met at UCF on October 2. The Council consists of two representatives from each State University System Faculty Senate. The council typically meets three times a year. The chair of the council represents all Faculty Senates on the Board of Governors. Thanked Constituent Relations for hosting lunch during the meeting. Universities in attendance included: Florida Gulf Coast University, Florida State University, University of Florida, University of North Florida, University of South Florida, Florida Polytechnic University, New College of Florida, Florida Atlantic University, Florida International University, and University of Central Florida. During the meeting, discussed the performance metric and how smaller universities don't do well. Also discussed guns on campus and tenure.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Ronnie Korosec provided the report of the provost.

Strategic Planning

Upcoming open forums:

November 10	8:00 – 10:00 a.m.	Cocoa City Hall
November 12	9:00 – 11:00 a.m.	UCF Student Union Key West room 218
November 17	8:00 – 10:00 a.m.	Harry P. Leu Gardens
November 18	8:00 – 10:00 a.m.	Osceola Heritage Park
December 1	8:00 – 10:00 a.m.	Seminole State College-Heathrow

Maribeth Ehasz is currently planning an additional student meeting. A skyped meeting on campus is also being scheduled with innovators Jim Duderstadt, President Emeritus of the University of Michigan and Michael Crow, President of Arizona State University. The meeting will be facilitated by Thad Seymour, the senior consultant to the Provost on Strategic Planning.

On January 12, the full commissions will meet for a retreat in the Alumni Center. The retreat is open to the public. Academic Affairs would like to hold another open forum before spring break to update faculty. The final report to the Board of Trustees is due in May.

College of Arts & Humanities Dean Search

The position has been posted in the Chronicle for Higher Education. Dean Michael Frumkin is chairing the search committee. Contact Dean Frumkin if you have suggestions on different venues to post the position that UCF may not have utilized in the past to encourage well rounded diverse applicants.

TIP, RIA, and SoTL Awards

During a pre-steering meeting with the Provost, discussed rejected applicants due to non-substantive errors. Collective bargaining doesn't allow for any substantive changes to criteria outside the process. Dr. Koons requested a courtesy memo be sent to the deans for the colleges to pre-screen the applicant binders for non-substantive errors (i.e., word limit) in order to contact the faculty member for correction prior to submission. This is a courtesy review by the colleges for the faculty. Binders must be turned in two business days prior to the deadline in order to allow sufficient time to review and correct the binders. This is a courtesy review and the responsibility remains on the faculty to ensure the binders meet the requirements. This courtesy check does not include binders missing criteria. Dr. Koons commented that this request is the result of following up on Resolution 2013-2014-2 Compliance Check for Awards Program. An email will go out to the deans and will be brought up at the Dean's Council meeting.

COACHE Survey

Subcommittees are meeting and reviewing data. Dr. Coffey, a member of a subcommittee commented that the committees are trying to identify priorities.

Question raised how the COACHE survey results will be incorporated into Strategic Planning. The Strategic Planning commission co-chairs have requested data and will rely on the subcommittee's reports.

Vice Provost for Faculty Excellence Search

Requested an update. Position has closed. Reaching out to individuals to serve on search committee that are not direct reports to the position. Maria Beckman has certified that the applicant pool is diverse. Dr. Koons commented that he appreciates the Senate being allowed to participate during the interviews in other key searches like the Vice Provost for Teaching and Learning and hopes the same opportunity will exist for participating in the interviews for this important position.

NEW BUSINESS

Advisory Council of Faculty Senates Position – Guns on Campus

The Advisory Council of Faculty Senates met at UCF on October 2. The members unanimously voted to approve the resolution emailed with the agenda. The ACFS recommended that each university also affirm support of the resolution. Motion and second made to put the resolution on the Senate agenda. Brief discussion ensued. Last year the Senate authorized the chair of the Senate to work with the ACFS in opposition to the legislative bills to allow concealed weapons on campuses. It would be stronger to have individual support from each university. Motion carried, the resolution will be put on the Senate agenda.

Recognition of Faculty Senator Service

Recognition was approved to be included in the Founder's Day celebration in April. The threshold of recognition is ten years of service through 2014-2015 for this year's celebration. The service falls under "Recognition of Service to the University." Group agreed to call the recognition, "Faculty Senate Service Recognition." Also agreed to include retired faculty that served ten years or more. Discussed service pin designs previously approved by UCF Marketing. Motion and second made for the round pin. Motion carried. Group agreed to provide a certificate with the pin. Senate leaders will determine wording on the certificate. Awards are currently listed on the Faculty Center for Teaching and Learning website. Agreed the list of awardees should be listed on both the Faculty Center for Reaching and Learning (may be moved to Faculty Excellence) in addition to the Senate website. Just as a note, the 50th Senate session anniversary is 2017-2018.

Senate Standard Meeting Days and Times

Bill Self discussed the issue of staffing committees prior to establishing a meeting day and time resulting in a high volume of re-staffing by committees on committees. This is also an issue for faculty that want to serve on a specific committee. The Registrar's office provided charts indicating the number of courses being taught for each day of the week. In the future, we will ask every committee to establish a fixed meeting day and time prior to staffing. This applies to Senate Operational and Curricular committees. This will reduce quorum issues at the start of the semester and reduce re-staffing issues.

Education Advisory Board (EAB)

Bill Self is a co-lead on the EAB initiative. UCF has a contract with a non-profit organization called Education Advisory Board found at EAB.com. The organization is a research organization for higher education. They have developed a student centered database for advising, tutoring, and mentoring. The undergraduate system has the potential to coordinate university services across campus. For example, if a student has a financial aid issue, instead of sending the student to the financial aid office, you can mark the financial aid flag in the system to connect the student to financial aid quickly and seamlessly. The case management system will be rolled out in the Spring for advising. Still need to determine what role and access faculty will have in the system. The analytic data will be driven by ten years of UCF student grade data. The data gives predictive

analytics by major to identify at-risk students that can be targeted for support. This is an additional tool for advisors. Each major will have success markers (meaning successful graduation) developed by the departments. These success markers can be used by advisors in risk analysis. The model does not differentiate faculty for courses.

Comments: If the system will be used at the graduate level, would like interventions included. Does the system take into account performance or clinicals? So far the system is just grades.

Suggested the system be opened to all faculty whether for career or curricular advising.

Get with Bill Self for any additional questions. Would like feedback to determine the role of faculty in the system.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Robert Cassanello

Not available for report.

Parking Advisory Committee – Bari Hoffman-Ruddy

Next scheduled meeting is November 16. No agenda yet.

Personnel Committee – Linda Walters

A subcommittee is working on Senate Resolution 2008-2009-1 Appointment and Evaluation of School Directors and Department Chairs.

Graduate Council – Jim Moharam

Committee is considering a proposal for a Master's Degree in Biomedical Engineering. Policy discussing continuous enrollment and credit hours. Graduate student's requirement of 3 credit hour minimum post candidacy.

Undergraduate Council – Hyoung Jin Cho

Not available for report.

OTHER BUSINESS

Committee member asked if undergraduate Z grades were problematic for any other college. No other college indicated the procedure was an issue. Committee members will follow up if any issues raised.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:16 p.m.