

# MEMORANDUM

**Date:** January 7, 2016  
**TO:** Members of the Steering Committee  
**FROM:** Keith Koons  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on January 14, 2016**

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Meeting Date: Thursday, January 14, 2016  
Meeting Time: 4:00 – 6:00 p.m.  
Meeting Location: College of Arts and Humanities, Room 192

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *November 5, 2015***
4. **Announcements and Recognition of Guests**
  - Automatic updates to Constitution and Bylaws
5. **Report of the Provost**
6. **Old Business**
  - None
7. **New Business**
  - Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads
  - Appointment of selection committee for the University Excellence in Professional Service
  - Faculty Senate Constitution and Bylaws – Summary of Revisions
    - General updates to committee names, memberships, and duties include:
      - faculty member to be elected annually as the chair on Calendar, Master Planning, and Undergraduate Common Program committees;
      - provide ex officio members if needed;
      - defined continuous terms;
      - defined replacement of a committee member;
      - modified membership descriptions to better specify criteria and allow flexibility;
      - added the Assistant/Associate deans to the Policy and Curriculum committees; eliminated the requirement for Graduate Policy to submit changes to Steering and Senate for approval; added the ability for the Policy committees to request approval of the Senate;
      - added language from the UCF Regulation 3.0175 exempting a committee member that previously served to Promotion and Tenure committee;
      - added how the Nominating committee handles having no available past chair; and

- removed a reference error from Section IV. Meetings of the Senate.
- Elevated the Information Technology Resource Advisory Committee from a Joint Committee to the Information Technology Senate Operational Committee and modified membership to include only faculty.
- Changed the Parking Advisory Committee to the Parking, Transportation and Safety Advisory Committee with expanded duties.
- Inserted a new Article VI. Resolutions to the Constitution and automatically re-numbered the Articles to specify the approval process for all Senate Resolutions to restore language from the Constitution prior to 2010.
- Added Section IX. Governance in Academic Units which is referenced in Article VII of the Constitution.

#### **8. Liaison Committee Reports**

- Budget and Administrative Committee – *Robert Cassanello*
- Parking Advisory Committee – *Bari Hoffman-Ruddy*
- Personnel Committee – *Linda Walters*
- Graduate Council – *Jim Moharam*
- Undergraduate Council – *Hyoung Jin Cho*

#### **9. Other Business**

#### **10. Adjournment**