

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of January 11, 2018**

William Self, chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion and second to approve the minutes of November 2, 2017. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Penny Beile, Scholarly Communication, University Libraries
Rich Gause, Government Documents, University Libraries
Keisha Hoerrner, Teaching and Learning, College of Undergraduate Studies
Katie Wyche, Marketing and Communications, Faculty Excellence
Kristy McAllister, Information/Publication Services, Academic Affairs
Liz Klonoff, Research & Commercialization and College of Graduate Studies

ANNOUNCEMENTS

Welcomed Kent Butler as an interim member serving for Nicole Damico for the Spring semester and Kristine Shrauger as an interim member serving for Richard Harrison.

Resolution 2017-2018-2, 2017-2018-3, and 2017-2018-4 Bylaw changes have been approved by the provost. The duties of the committees have been updated in the Bylaws and on the Faculty Senate website.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Dean Searches

In early December, we announced that associate dean Youcheng Wang will start as the dean of the Rosen College of Hospitality Management August 1, 2018.

Task Forces

The Academic Health Sciences Center (AHSC) task force and the Urban, Innovation, and New Media task force submitted final recommendations on December 19. Final decisions and announcements will be made in January followed by implementation. Additionally, the Faculty Excellence and UCF Global task force submitted their final recommendation in November. An announcement will be made soon. Thanked any faculty members that participated in the task forces.

USA News Ranking

UCF will be ranked #16 in Best Online Bachelor's Programs for 2018. UCF moved up from #36 last year. More than 80% of UCF students take at least one on-line course in any given semester. Almost all of the student credit hour growth for the last decade is due to online courses.

COACHE Survey

The initial COACHE survey was conducted in 2015. In early February, a follow-up survey will be sent out to determine if the initiatives taken show any improvement. The survey will be open for two months. Please encourage your colleagues to complete the survey.

Provost Forums

Two forums were held during the Fall semester on Research and Graduate Studies and Faculty Prominence and Excellence. At the end of last year, research awards were slightly down from the previous year. This year, research awards are up 15% over last year. Dr. Klonoff explained that some funds were missing from the calculation. The research awards have been adjusted for this year and the previous two-years to account for the missing funds. Before the adjustment, research awards were up 38%. The 15% increase this year, represents the increase after the adjustments.

The preeminence goal for Postdoctoral Scholars is 200. UCF has now surpassed 100 Postdoctoral Scholars, up from 66 last year. UCF now has 1,009 tenured and tenure-track faculty, up 25% since 2014. UCF is on track to reach the 50% increase goal of 1,200 tenured and tenure-track faculty by 2020. Currently, about 120 positions are open. We met the goal of 6 national academy members. UCF is taking the lead role to create a Florida Academy of Sciences, Engineering, and Medicine. During 2017, 20% of the 65 tenured and tenure-track new faculty hired were underrepresented. If the 20% underrepresented is maintained over the next three years, we can shift the nature of new faculty.

The forums scheduled for the Spring semester include:

Student Success

Dr. Elizabeth Dooley and Dr. Maribeth Ehasz

Wednesday, February 7, 2018

3:30 – 5:00 p.m.

Morgridge International Reading Center: Global Communications Room

Funding and Philanthropy

William Merck and Michael Morsberger

Tuesday, April 3, 2018

3:00 – 4:00 p.m.

Morgridge International Reading Center: Global Communications Room

The forums will be live streamed or can be viewed in the archive.

Provost College Visits

The half day college visits start with the College of Medicine on February 16. The provost will visit each college to learn what each college is doing to reach college-level goals.

Marchioli Collective Impact Innovation Award

Nominations for an innovative program or project that shows measurable outcomes and can be scaled is now open. Awardees will receive \$5,000 cash or a grant to continue their work. Applications can be submitted at <https://www.ucf.edu/strategic-plan/files/2018/01/UCF-Marchioli-Collective-Impact-Award-Nomination-Form.pdf>. The deadline for an application is March 9.

Collective Bargaining

A tentative agreement was reached yesterday. The union and Board of Trustees will proceed to ratify the agreement. If ratified, all in-unit faculty will receive a 2.25% increase, effective March 23 and a \$1,500 one-time payment on March 16 to make up for the delay. An equity increase was agreed on to bring 9-month and 12-month faculty up to minimum salary. Administrative discretion increases (ADI) will be continued until August. As soon as the agreement is ratified, we will use the ADI to address the equity adjustments for the 80 faculty identified in the salary gender study.

Question: Regarding the Collective Impact award. The university has many awards for individuals and very few for teams or groups.

Answer: A team or group can apply for the Marchioli award. A team received the award in the past, but the primary member received the funds. Kristy McAllister will follow-up on the language in the award announcement.

Question: In the past salary increases were retroactive. Now a flat payment is given. What is the reason for the change?

Answer: Too difficult and costly to do retroactive. The provost encouraged members to talk to the union.

Question: Regarding the task forces. Are you leaning toward one model more than others?

Answer: We will communicate the outcome to everyone at the same time.

NEW BUSINESS

Resolution 2017-2018-9 Faculty Participation on University Committees

The issue of ensuring faculty participation on committees was raised over the summer during leadership meetings with the deans. An Ad Hoc committee was formed to develop the resolution. Many aspirational and peer universities have a website with all committees listed.

Thanked Michelle Kelley, Bari Hoffman-Ruddy, and Kevin Coffey for their work. Now that the resolution is brought to Steering, the Ad Hoc committee is discharged.

Motion to place the resolution on the January Senate agenda. No second is needed since the resolution comes from Steering. The Resolution is open for discussion.

Question: What are we asking for?

Answer: We are asking administration to develop a process to identify all university committees, list the committees in one place, and solicit faculty participation through the Steering Committees on Committees.

Comment: It would also be good to have a way for faculty to indicate an interest in participating.

Question: Are there any limits like university-level opposed to college-level?

Answer: We focused on university-level since it would be too much to ask for every college's committees.

Comment: The deans should operate the same way within their colleges. There have been several instances where a college committee met and formulated a policy or procedure and nobody knew anything about it. If you are going to build an infrastructure, it shouldn't cost a lot to reproduce it for continued use. It would be good to build it in a way that the colleges can easily replicate.

Motion to amend the resolution by adding:

BE IT FURTHER RESOLVED that the Faculty Senate highly recommends the divisions implement a similar process.

No second; motion fails.

Comment: Having databases that someone has to maintain is a significant investment of infrastructure for something we haven't proven is useful. Testing this at the university-level first to even see if it's sustainable might be better before encouraging others to do the same.

Response: When you develop a single program, it's designed differently than for the masses.

Comment: Agree. Colleges have their own governance structure and some mandates are problematic for small units. Don't have a problem testing it at the university level first.

Comment: I don't see the issue of colleges being the same as the content of the resolution.

Response: When you build a system for one issue, then try to adapt it to another problem, it can be just as expensive as the original system. If you build it to be re-used, it usually doesn't cost more. This isn't just an administration problem, it's a problem campus-wide.

Comment: This resolution is specific to faculty participation on university committees. It sounds like you are looking for something broader that would be a separate resolution.

Motion and second made to amend line 20:

“BE IT RESOLVED that ~~the Faculty Senate highly recommends that~~ the administration develop a process for:”

Vote: all in favor; motion passes.

Motion to amend the resolution by adding the following to the BE IT RESOLVED:

4. Any information technology infrastructure be implemented in such a way that other colleges/divisions can easily implement in the future, if they choose.

No second; motion fails.

Motion and second to place the resolution on the January 25 Senate agenda.

Vote: all in favor; motion passes.

Resolution 2017-2018-10 Faculty Senate Bylaw Change, Faculty Staff & Benefits Committee

The Steering Committee agreed at the November 2 meeting to add one A&P employee to the membership of the committee. This resolution is the formal change to the bylaw.

Motion and second to place the resolution on the January 25 Senate agenda. No discussion. Vote: all in favor; motion passes.

Resolution 2017-2018-11 Guidelines for Centers and Institutes at the University of Central Florida

After the Guidelines for Academic Units was passed, an Ad Hoc Committee was formed to develop guidelines for Centers and Institutes. The members included faculty that have worked in centers and institutes as faculty, and faculty that worked in centers and institutes that moved back into academic units. The group did extensive research and developed recommendations in the resolution and guidelines going forward. Dr. Self expressed special appreciation to Blake Scott for his extensive work on the guidelines, to Liz Klonoff and her team, and Faculty Excellence for all their work.

Dr. Self thanked the members of the Ad Hoc Committee, Kevin Coffey, Damla Turgut, Jim Moharam, Blake Scott, Lei Zhai, David Hagan, Peter Hancock, Kristopher Davis, and Jennifer Kent-Walsh for their work on the resolution. Since the resolution is presented, the Ad Hoc committee is now discharged.

Motion and second to place the resolution on the January 25 Senate agenda. The resolution is open for discussion.

Question: Do we anticipate any push back from the academic units or departments due to funding or budgets?

Answer: Not that we have heard. These are funded faculty that are tenured in the center. The nanoscience faculty have been successfully placed in units. The deans and the departments have been cooperative.

Question: Does this impact a college's ability to be allocated additional faculty lines?
Answer: No.

Motion and second to place the resolution on the January 25 Senate agenda.
Vote: all in favor; motion passes.

Appointment and Selection Committee for the University Excellence in Professional Service Award

The selection committee is comprised of the chair of the Senate and three Steering members. Binders are due to the Faculty Senate Office by January 30. Each member will review and rate the binders in the Faculty Senate Office by February 9. Christie will schedule a one-hour meeting prior to February 15 to review the results. Mindi Anderson, Linda Walters, and Margaret Zaho volunteered.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – *Bari Hoffman-Ruddy*

No report.

Information Technology Committee – *Joseph Harrington*

Committee discussed off-cycle courses and the Student Perception of Instruction (SPoI). Discussed courses that don't follow the semester pattern and how the current SPoI structure doesn't work. Students complain that the SPoI blocks them from completing other tasks, so they click it away or don't really answer the questions. Faculty want more information from the results. Questioning faculty to determine what they are comfortable sharing.

Parking, Transportation and Safety Committee – *Margaret Ann Zaho*

The committee met twice since our last meeting. The committee discussed several faculty and commuter parking issues. Parking and Transportation presented a plan to move student resident parking from lots and garages close to the academic buildings and student housing to underused campus parking lots/garages. This will open 700 parking spaces for general use closer to the buildings to help alleviate parking problems for commuter faculty and create more spaces for faculty, staff, and students. Additionally, new bus service to Arden Village apartments that expects 300 student riders increasing available parking spots. In March 2018, 50 staff and faculty spaces will be available after the construction of the Research building on the main campus is completed. Also discussed discuss traffic lights and graduation traffic issues.

Personnel Committee – *Linda Walters*

The committee didn't meet in December. A sub-committee comprised of Martine Vanryckeghem, Linda Walters, Stephen King, and Mason Cash met to discuss Emeritus issues. We reviewed our peer, aspirational, and other State Universities regarding selection and benefits. The institutions comparatively have a huge range. The sub-

committee developed recommendations and a resolution. We are open to comments on the process.

Question: Do we know how many people are University Emeriti?

Answer: No.

Comment: It would be helpful to know where and who is responsible for maintaining a master list of Emeriti since the information is placed in the undergraduate catalog.

Graduate Council – Jim Moharam

Committees are meeting and conducting normal business.

Undergraduate Council – Kevin Murphy

Committees are conducting regular business. Discussed the lack of study abroad policy and UCF as a Hispanic servicing institution. Dr. Hoerrner made a presentation regarding the new curriculum procedures and the new curriculum management system implementation. An Ad-Hoc committee has been formed to develop an Undergraduate Curriculum Policy and Procedure Handbook.

OTHER BUSINESS

Telecommuting Policy

The Work-life Balance Faculty Excellence Advisory Group is requesting a transparent and fair telecommuting policy, especially for the non-teaching/research faculty (CDL, library, etc.). The committee added the topic to the topic list to ensure the issue is captured for the 2018-2019 Senate session.

Senate Operational and Curricular Chairs

This year, the operational and curricular committees have seen an increased need for a backup chair due to conflicts. The Bylaws may need to be updated regarding the absence of a chair.

Question: Can't we fall back on Robert's Rules for guidance?

Answer: The bylaws for each committee specify only a chair is elected annually.

The committee added the issue to the topic list for drafting of a resolution.

Senate Presentations

Penny Beile would like to make a 10-minute presentation to the Senate with an update on Textbook Affordability. The presentation is scheduled for February Senate meeting.

Greg Schuckman would like to provide the Senate with a brief Washington update and the revised federal priorities process. The presentation is scheduled for the January 25 Senate meeting.

Cyndia Muniz, Assistant Director of Hispanic Serving Initiatives would like to make a presentation to update the senators on the status of UCF's Hispanic Serving Institution status. The presentation is scheduled for the February Senate meeting.

Lisa Jones would like to provide an update on the institutionalization of the Collective Impact Strategic Plan. The presentation is scheduled for the March Senate meeting.

Dr. Hitt Retirement

The Senate passed a resolution last year recognizing Dr. Hitt's 25 years of service as president. We may want to bring a resolution forward for the March meeting honoring his service to UCF. If you have any input, please email Bill Self.

Question: Can we turn the resolution into a plaque and maybe have everyone in the Senate sign it?

Answer: Yes.

Discussed inviting Dr. Hitt to the Senate meeting to present him with the plaque and a final update as president.

Steering Guests

The guests waited an hour and a half for the meeting to get to their topic. Is there a way to place topics with guests earlier in the agenda to not waste their time? In the future, we will place guest topics prior to the Liaison Committee Reports.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:25 p.m.