Faculty Senate
Steering Committee Meeting
Room 300, College of Medicine
Minutes of **August 17, 2017**

William Self, chair, called the meeting to order at 4:00 p.m. Committee members and guests introduced themselves. The roll was circulated for signatures.

MINUTES
Dr. Self explained the purpose of the emergency meeting was a single topic regarding the workload proposal of the University Promotion and Tenure committee. The outcome of the emergency meeting was to make the proposal a top priority for the Personnel Committee. Motion to approve the minutes of July 19, 2017 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Teresa Rodriguez, Coordinator Administrative Services, Faculty Excellence and UCF Global
Silvana Sidhom, UCF Graduate Student on behalf of SGA senator David Sidhom
Kristy McAllister, Information/Publications Services, Academic Affairs

ANNOUNCEMENTS
The committee members were reminded of the 50th Anniversary of the UCF Faculty Senate celebration being held immediately following the Senate meeting on August 24.

OLD BUSINESS
None.

REPORT OF THE PROVOST
Faculty Hiring
This week we welcomed 105 new faculty at the new faculty orientation. A total of 135 new faculty members will join UCF this year. These new faculty members add to the over 500 faculty hired since 2014. As of today, we have 1,030 tenured and tenure-track faculty. Our goal is 1,200 by 2020.

We hired 20 of the 33 faculty lines allocated for Faculty Cluster 1.0 and are in the process of interviewing for the last 13 positions. Three new faculty clusters were approved over the summer for Disability, Aging, and Technology; Violence Against Women; and Learning Sciences. The three new clusters have been allocated 17 new positions with an anticipated hire date in 2018.

Student Body
Our enrollment this Fall is over 66,000 with an average GPA of 4.03 for incoming freshman. The average SAT score is 1,260 with 88 National Merit Scholars. Last Fall we had 900 students in UCF Online, this Fall we will probably have between 2,600 – 2,800 online students.

Organizational Changes
Two new task forces have been formed charged with exploring new opportunities for academic structure. One focuses on health and clinical professions and the other focuses on new media and urban innovation. The first task force to develop an academic Health Science Center was triggered by the final approval to build the academic hospital in Lake Nona. The teaching hospital now has an approved certificate of need and the foundation is to be poured by January, 2019 and it will open in 2020. The second task force will identify the alignment of programs that could eventually make the best use of the urban setting, thinking of the multiple phases of the downtown campus. We are committed to be open, uninhibited, and transparent to project where we want to go in the future.

UCF Downtown
The groundbreaking occurred May 11. The K-8 school opened last week with a public clinic and dentist, a universal pre-K for everyone (sponsored by Harris Rosen), a Boys and Girls club, and a gym and soccer field (sponsored by Orlando City Soccer).

College of Health and Public Affairs
The faculty have been the key drivers for both initiatives, playing a unique role in the Health Science center and community programs. Michael Frumkin has stepped-down as the college dean. He will be taking a one-year sabbatical, returning as an Executive in Residence with one of the community organizations. José Fernández has stepped in as the interim dean to maintain forward progress.

This is an opportunity for all faculty to have their voice heard regarding the future. We have no preconceived outcomes. By the end of the Fall semester we will have convergence and make recommendations. When we make a decision we will start implementing a different academic structure for the next decade.

Rosen College of Hospitality Management
Abe Pizam announced he will be stepping down as dean August 2018. We will do a national search with potential overlap without the need for an interim dean. He will return to the faculty in Fall 2019 as the Linda Chapin Imminent Scholar chair of Tourism Management.

Digital Learning
We launched UCF Online last year with about 80 online degrees and certificates. The number of completely online students has risen from 900 last Fall, to 1,600 in the Spring, to about 2,600 this Fall. This results in a $50.00 per credit hour cost savings for in-State residents and about $380.00 for out-of-State students. We have created a new division, Digital Learning that includes the Center for Distributed Learning (CDL), the Office of Instructional Resources, and new digital initiatives. We have asked Tom Cavanagh to serve as the new Vice Provost for Digital Learning. Joel Hartman's group will focus on physical and cyber infrastructure, space, and information technology.

Bill & Melinda Gates Foundation
The Division of Postsecondary Education selected UCF as a trendsetter. The President and CEO of the foundation will be on campus in October for a culmination of several visits. The foundation is interested in the Parramore and UCF Downtown project as a potential for integrating pre-K through graduate school in a geographic location.

The Wrong Side of History
The provost indicated he had two reasons for coming to UCF. The mission and John Hitt. He re-emphasized that UCF and its leadership are totally committed to inclusivity, equality, and respect. We are opposed to racism, bigotry, and hate.

Question: Where do we stand on the budget?
Answer: We did well on blue money, which is Negron's conditions for graduate and professional schools. We netted enough to meet the promise to the colleges for funding the new budget distribution model even though the funds are not flexible. The funds must go to expenses and hiring faculty. We lost about $4 million in performance funding due to modifications in two metrics.

NEW BUSINESS
Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women
This resolution was brought forward by the Personnel Committee. Last year, resolution 2016-2017-12 was not approved due to language in the Be It Resolved clause. The Personnel Committee has modified the language and presents resolution 2017-2018-1 for approval.

Motion and second to place the resolution on the August 24 Senate agenda. The resolution is open for discussion. Do we think the revised language will be accepted? The Personnel Committee made all the requested changes. No further discussion.

Vote: All in favor to add the resolution to the August 24 agenda; motion passes.

Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy and Curriculum and Undergraduate Course Review Committees
Resolution 2017-2018-3 Faculty Senate Bylaw Change, Undergraduate Common Program Oversight Committee
Resolution 2107-2018-4 Faculty Senate Bylaw Change, Admissions and Standards Committee
These resolutions are bylaw changes that were developed over the summer based on conversations with administrators to clarify the duties of the committees.

Motion and second to place the resolutions on the August 24 Senate agenda for a 30-day review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting. No discussion.

Vote: All in favor to add the resolutions to the August 24 Senate agenda; motion passes.

<u>Senate Committee Liaisons</u>
Steering liaisons are established for each Senate committee to keep the Steering
Committee informed and help with the flow of resolutions. Dr. Self called for volunteers
for each committee:

Budget and Administrative: TBD
Information Technology: TBD
Parking, Transportation and Safety: TBD
Personnel: Linda Walters
Graduate Council: Jim Moharam
Undergraduate Council: Kevin Murphy

<u>Senate Parliamentarian</u>
Dr. Self announced that Eric Merriam has agreed to serve as Parliamentarian for 2017-
2018. Dr. Self thanks Dr. Merriam for his service.

<u>Topics for 2017-2018 Senate Committee Action</u>
Each summer, the Senate leadership meets with all deans to identify issues arising that may impact all
colleges. Other topics were gathered from Steering and Senate members. Each of the following topics
were assigned to a committee or tabled. Each topic was motioned and seconded and voted all in favor.

Steering #	Committee Assignment	Topic	Description
1	Ad Hoc Working Group	Governance in Academic Units.	Revision and re-submission of 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units.
2	Personnel	Promotion and Tenure Guidelines and Process. *(Regulation 3.015 & 3.0175, CBA Articles 14 & 15)*	Improve the Promotion and Tenure Guidelines and Process to manage workload. Voted at Emergency Steering meeting to be top priority.
3	Steering	Identify Senate elections process and procedures.	Gather and review the Senate nomination and election process. Discussion: Although all colleges will differ, determine nomination and voting procedures and process, length of election, bylaws or not, etc.
4	Personnel	Insufficient notice of teaching assignment, including: summer and evening courses, and changes in course mode. *(Regulation 3.032, CBA Article 9, CBA Article 8.6)*	Some faculty are uncomfortable teaching at night others are caught off guard and need to make child care arrangements. Changing mode requires extensive preparation (i.e., face-to-face to mixed mode). Faculty need to know what income to count on for the summer. This is becoming a faculty satisfaction issue.
5	UPCC	Lack of Study Abroad policy. *(UCF policy 2-902; CBA Article 8.8)*	Need a policy that explains the expectations on number of students, salary, etc. Taking 30 students abroad for one faculty member is dangerous and impossible to manage. Faculty are told you must take a minimum of 25 students in order to be paid. The union complains that we are giving away SCH's and the students beg for the opportunity. Discussion: Don't think UCF Global has a policy. Need a resolution to get a policy created.

6	Budget & Administrative	Creative School Accessibility. (*www.csc.sdes.ucf.edu/enrollment/*)	The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty?
7	Parking, Transportation and Safety	Poor Signage.	Although new signs have been installed, for the unfamiliar visitor, it's impossible to navigate the campus. Still need better signage.
7a	Information Technology	Navigation/directions on campus.	Even though more signs have been installed, visitors need a way to navigate and determine where they are on campus and how to get to a location on their phone.
8	Tabled	Traffic Pattern.	The exit from Scorpius Street is dangerous and frustrating. There are too many cars trying to exit and obstructing the shuttles. Need the light extended or different pattern to allow more vehicles to exit at a time. Discussion: Has improved; the light is longer, the Research building is almost complete, and buses will be rerouted.
9	Budget & Administrative	Need for Teaching Assistants and Support Staff growth.	The operating and instructional budget is not keeping pace with growth of labs, majors offered, and new faculty.
10	Budget & Administrative	Tuition Waiver Program. *(Regulation 3.0031, https://hr.ucf.edu/current-employees/ tuition-waiver-program/)*	Right now, we can't use the Tuition credits for market-based programs, if space is available. This issue was raised during the COACHE survey last year. Don't know if this is in the Collective Bargaining Agreement or not, but we would like to use for market-based program. Discussion: Faculty want to use the tuition waiver for the regular amount then pay the balance. Can't use the waiver since classes are full by the time you can enroll.
11	Tabled	Undergraduate Policy & Curriculum duties and responsibilities	1. Duties (II) and (V); we are currently not doing this – should this be done or eliminated from FS bylaws? Discussion: Resolution already formed.
12	Tabled	Undergraduate Course Review Membership	Should there be 15 total faculty (including chair) or 15 + 1 (under bylaw 2. Membership in FS UPCC description. Discussion: Resolution already formed.
13	UPCC	Hispanic Serving Institution	What changes need to be in place prior to becoming a Hispanic serving institution? Discussion: We are already there in number, but how do we serve the population? Difference services or more services?
14	Tabled	TIP, RIA, SoTL *(CBA Article 23.5)*	a) What is the relevant history of what happened at the time UCF kept these, while other universities canceled? b) How did UCF vs other universities deal with the related salary issues?; c.) What is the impact of continuing the awards upon current salary structure at UCF?

15	Personnel	Emeritus Policy *(Policy 4-502.2)*	Changes in Nov 2016 require applying for Emeritus within 5 years after retiring. Faculty retiring not yet granted Emeritus can't continue on graduate student committees. There are also application timing issues. Dr. Young formed a sub-group now headed by Eloy Hernandez to draft changes to the policy. Sub-group wants to work with Personnel committee on changes. High priority before November. New policy. Would it be better to have an automatic program instead of an application-based program?
16	Tabled	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Discussion: Legal issue.
17	Tabled	Annual Evaluation Standards and Procedures (AESP) *(Regulation 3.010, CBA Article 10)*	Examine the updating process to ensure that faculty input is being used in setting up and implementing changes to the program. Discussion: Spelled out in CBA.
18	University Master Planning	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning. Discussion: Have UMP update Steering with progress.
19	Tabled	Partners in Teaching and Learning	Vital role of Housing and Residence Life as our partners in teaching and learning. Discussion: Need more information as to request.
20	Personnel	On-line courses *(Regulation 2-0330, CBA Article 18)*	Establish clear policies on the use of an on-line course by faculty members other than the one designated as the expert in the area and who fully developed all content and work for the course. Discussion: Faculty have to give permission to allow content. Policy is part of web courses. Some may be pressured to allow.
21	Tabled	Administrative Discretionary Increases (ADI's) (Regulation 3.044, *CBA Article 23.8)*	Address ADI's awarded to retain faculty in the context of counter offers from other Universities. What is the policy? Is there a requirement to show written proof of offer or job interview? Discussion: At the discretion of the colleges.
22	Information Technology	Teleconference Technology.	Need a better university-wide solution to connect faculty to meetings like Google Docs, Adobe Connect or other reliable package.
23	Tabled	Teaching Incentive Program (TIP) & Annual Evaluation Standards and Procedures (AESP) Process. *(CBA Article 23.5)*	We must set the bar higher then ourselves for both. A culture change needs to happen.
24	Personnel	Out-of-Unit Parental Leave Policy.	Out of unit, 9-month faculty would like the same benefit as in-unit faculty.

25	Parking, Transportation and Safety	Utility Vehicles. *(Regulation 6.007; UCF Policy 3-122;ehs.ucf.edu/workplacesafety/ utilitycartsafety.html)*	Utility vehicles are driving too fast on sidewalks and it's dangerous.
26	Parking, Transportation and Safety	Graduation Traffic/No Access To Scorpius to HPAI, HPAII, and UCF Global	During graduation, Scorpius Street was closed preventing access to parking in the D lots. Anyone that needed to leave campus was unable to get back to the parking lot or the building. In addition, all exiting traffic from Scorpius Street was required to turn right (whether graduation was over or not) only, resulting in U-turns. Guests that park in Garage H exiting West Plaza drive make U-turns onto North Orion slowing traffic. Need a better solution for managing graduation traffic and parking without interfering in university business.
27	Information Technology	Student Perception of Instruction (SPoI) – Processing Mid-Cycle or Mid-Term reports.	Special tuition programs (market/tuition rate/cost recovery) and some newer programs have special course dates (like 7 weeks). Need a means to get processed for timely evaluation. Test Scoring Services does not process any mid-cycle or mid-term SPoI's. They are all done at the end of each term. Changes to the process need to be approved by the Senate and the Registrar's Office.
28	Tabled	Strategic Planning Council	The membership and duties of the Strategic Council Committee may be out-of-date with the Collective Impact Strategic Plan. Discussion: Dr. Jones will update Steering periodically.
29	Information Technology	Student Perception of Instruction (SPoI) available to students. (http://www.cst.ucf.edu/resources/ testscoring/spi/)	Would like SPoI made more available to students by putting them in my.ucf.edu in an easier format for students to review a particular faculty member. Discussion: Publically available now as a single pdf and without verbal comments. Students want to use myUCF instead of rate my professor or other sites. Encourages more student engagement in completing SPoI's. It's is also a nightmare for colleges.
30	Ad Hoc Committee on Faculty Participation on University Committees	Faculty Involvement	Need for faculty senate to be involved in assuring that committees developed and maintained by the administration are staffed with faculty and have faculty contributing to their mission. Discussion: Need an inventory of committees.
31	Information Technology	Multi-Factor Authentication	Should not have to use personal phone to authenticate.
32	Budget & Administrative	Insufficient funding for faculty travel program.	
33	Personnel	Follow-up on Salary study; implementation and gender gap study.	Further understanding of the initial gender equity report is needed. How is the deeper study being designed? What will it address?
34	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be? *(Regulation 3.010, CBA Article 10)*	

35	Personnel	Committee chairs, reward and accountability for service (including service during the summer).	
36	Steering	Facilitating shared governance with the Provost to solicit stakeholder feedback.	
37	Personnel	Joint Appointments with COM *(https://provost.ucf.edu/files/Joint_ SecondaryJoint-Instructions-Form-07.29.16.pdf)*	Difficulty in arranging joint appointments between CREOL and COM because COM faculty are out-of-unit.
2016-2017-13	Tabled	Post-tenure review *(Regulation 3.010, CBA Article 10)*	Not useful or beneficial. Is there a better way?

Welcome Dean German

Dean German welcomed the Steering members to campus. Members congratulated Dean German on the teaching hospital.

Question: Do you have the funds you need?

Answer: All we needed was the land and the UCF brand.

The foundation must be poured by January 2019 followed by design and construction.

OTHER BUSINESS

Provided a brief overview of the role of Steering members to take information back to their college on what is going on in the Senate.

Dr. Self recommended Steering members join the listserv for UCF Policy (http://policies.ucf.edu/subscribe.asp) and UCF Regulation (http://regulations.ucf.edu/subscribe/index.html) changes. Once you join, you are automatically given notice of proposed changes.

Added issue number 31 based on communication from Dr. Harrington regarding the new authentication being pushed to unpaid university cellphones.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:50 p.m.