

MEMORANDUM

Date: April 11, 2019
TO: All Faculty Senate Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on April 18, 2019

Meeting Date: Thursday, April 18, 2019
Meeting Time: 4:00 - 6:00 p.m.
Meeting Location: Student Union Key West, Room 218

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of Minutes of March 21, 2019
4. Announcements and Recognition of Guests
5. Report of the Provost
6. Old Business

None.

7. New Business

- Faculty Senate Overview
- Election of Senate Officers 2019-2020
Nominations by the Nomination Committee – Keith Koons
Chair: Dr. William Self, College of Medicine
Vice Chair: Dr. Bari Hoffman Ruddy, College of Health Professions and Sciences
Secretary: Dr. Linda Walters, College of Sciences
Additional nominations may be made from the floor if the nominee is willing to serve and copies of a biography are provided.
- Advance notification of resolutions brought forward by Steering for the September 5 Senate meeting, allowing 30 days to review prior to discussion.
 - Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty
 - Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election
 - Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
 - Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
- Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

- Establishment of the Steering Committee for 2019-2020

In addition to the elected officers of the Senate and the immediate past chair of the Senate, the Steering Committee will need the following:

- (2) members from the College of Arts & Humanities
- (1) member from the College of Business Administration
- (1) member from the College of Community Innovation & Education
- (2) members from the College of Engineering and Computer Science
- (1) member from the College of Graduate Studies
- (1) member from the College of Health Professions and Sciences
- (1) member from the College of Medicine
- (1) member from the College of Nursing
- (1) member from the College of Optics and Photonics
- (2) members from the College of Sciences
- (1) member from the Rosen College of Hospitality Management
- (1) member from the University Libraries

Steering Committee members are elected by the senators of their respective academic units.

- Establishment of the Committees on Committee for 2019-2020

The Committee on Committees is chaired by the Vice Chair of the Senate and is composed of one Steering Committee member from each academic unit.

- Call for Topics 2019-2020
- UCF Rising Presentation

8. Other Business

9. Adjournment

Faculty Senate Meeting
Minutes of
March 21, 2019

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

MINUTES

Motion and second was made to approve the minutes of February 20, 2019, and February 21, 2019.

Motion and second to amend the minutes of February 20 on page 5, second paragraph:

Comment: I was here when Steve Altman was President. It was very disappointing that Altman had to step down. In the end, UCF did better. What concerns me is the comment in the Orlando Sentinel by House Speaker Oliva indicating, ~~that UCF has made a major step in repairing relationships with the legislature and the university.~~ “Today, President Whittaker took a major step towards repairing the relationship between UCF and the legislature. While there are several who shoulder more of the blame for the improper spending that occurred at UCF, President Whittaker knows, ultimate responsibility rests with the executive”.

Vote: all in favor; motion passes.

Motion and second made to amend the minutes of February 21 for various grammatical corrections.

Vote: all in favor; motion passes.

Motion and second made to approve the minutes of February 20, 2019, and February 21, 2019 as amended.

Vote: all in favor; motion passes. The minutes were approved as amended.

RECOGNITION OF GUESTS

Joe Adams, Senior Communications Director, Office of the Provost

Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies

Allison Hurtado, Assistant Director of Marketing and Communications, Faculty Excellence

Jana Jasinski, Vice Provost for Faculty Excellence

Devon Jensen, Associate Dean for the College of Graduate Studies

Gary LaPage, Instructor, Nicholson School of Communication and Media

Briant Coleman, Associate Vice President for Strategic Initiatives, Communications and Marketing

ANNOUNCEMENTS

Dr. Self thanked the departing and returning senators for their work during the Senate session. Today marks the last Senate meeting for the 2018-2019 academic year.

Automatic Updates to the Faculty Constitution and Bylaws

The Constitution and Bylaws have been automatically updated in regards to administrators with double titles to specify the single title that describes the administrator including:

- vice president for Information Technology and Resources and chief information officer was changed to vice president for Information Technology and Resources.
- vice provost for Teaching and Learning and dean of the College of Undergraduate Studies was changed to dean of the College of Undergraduate Studies.
- vice president for Research and dean of the College of Graduate Studies was changed to either dean of the College of Graduate Studies or vice president for the Office of Research as appropriate to the committee.
- associate vice president and Chief Human Resources Officer was changed to associate vice president for Human Resources.
- provost and vice president was changed to the provost and vice president for Academic Affairs.

Board of Trustees Meeting Update

The Board of Trustees met today to address the termination contract for President Whittaker, approve Dr. Seymour as the long-term interim president for the Board of Governor's approval, and the decision to remove former President Hitt's performance contract payments. An intense discussion was held over the hiring of a faculty member with tenure. Dr. Self suggested the senators review the minutes when published and contact him if they have any further questions.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Carryforward Spending Plan

The provost indicated that for the first time the carryforward spending plan had to be approved by the Board of Trustees (BOT) and the Board of Governors (BOG). The BOG requested UCF revisit the spending priorities and work with BOG staff members. The Board of Trustees approved the \$80.6 million revised carryforward spending plan. Part of the spending plan helps to advance faculty excellence, student success, and continuous improvement. Of the \$80.6 million, \$20.6 million is directed to deferred maintenance. The remaining \$60.6 million is directed to the six categories preferred by the BOG. The categories include academic and student affairs, student financial aid, student welfare, information technology, campus safety and security, and deferred maintenance. The colleges had an opportunity to submit plans on how to spend carryforward across these categories. The original \$40 million Constellation Fund has been eliminated and replaced with \$16.8 million in student financial aid initiatives. The financial aid initiative consists of upper division scholarships to help juniors and seniors complete their degrees, support the Top Ten Knights scholarship program to recruit top first time in college students and Charge on 15 which is a financial assistance program. The revised carryforward spending plan will go to the BOG on March 28.

Enrollment Strategies Team

The interim president and provost are forming an enrollment strategies team to look strategically at enrollment. The chair of the Senate will be contacted for representation. The enrollment strategy may include reducing transfer students that haven't completed their associate's degree and increasing first time in college enrollment to keep enrollment flat instead of increasing enrollment by 2% every year.

UCF Ranking

US News & World Report ranked twenty-seven UCF graduate programs in the top 100; up from eighteen programs in 2017. Thirty-five graduate programs are included in the 2020 Best Graduate Schools education. UCF's top-ranked graduate program this year is the Emergency & Crisis Management program which is tied at #7 nationally. Rosen College ranked #2 nationally for hospitality management. UCF is celebrating women's history month, and Faculty Excellence just honored thirty-one women on the website.

The provost indicated that in the future she hopes to share information on projects that have collectively been worked on instead of just reporting after the fact.

Question: If the Constellation Fund was originally \$40 million and no longer exists, and now we are allocating \$16.8 million for scholarships, where did the rest get allocated?

Answer: The remaining funds are spread across the six categories preferred by the BOG.

Comment: The budget submitted to the BOT never went through the Senate Budget and Administrative Committee, or the Senate. We are provided with information after the fact but had no input during the process. Only \$2.6 million is allocated to faculty and staff for instructional support. UCF class sizes have gone up 37% – 51%. That's a 35.2% increase in section levels. In a department student survey with over a third of students responding, students indicate classes are too large. In addition, the lack of funds is resulting in canceled classes. Students indicated in the last three years courses needed are not available.

Response: UCF has a timely completion fund that was made available three years ago. The funds can be used for classes that students need to graduate or need to stay on a graduation path. Funds have been made available to pay for classes during the summer.

Comment: When looking at the budget, it's obvious there was no faculty input.

Response: The college's prioritized their carryforward money and discussions happened within the colleges.

Comment: Faculty can't participate if not invited. Most faculty found out about the revised plan today.

Comment: The College of Engineering and Computer Science isn't the only college experiencing canceled classes. Rosen College is also canceling some classes this summer, and seeing class sizes increase with no teaching or research assistants. Now some faculty are losing summer salary.

Question: You mentioned a 2% Growth. Why are we growing?

Answer: The 2% growth is the previous model. The plan is to pause enrollment growth.

Dr. Self noted that in the 2019 Accountability Plan that the BOT approved today, indicates the anticipated Undergraduate enrollment to be 58,410 in 2019 and 58,400 in 2022. Notably, the first time in college (FTIC) enrollment will move from 28,300 to 30,730. A category of transfer students, other undergraduates, will reduce from 5,750 to 3,280 by 2022. That is the current enrollment plan.

Comment: Thanked the provost and anyone else involved in the decision to pause enrollment. The decision will result in a more positive outlook among faculty in our department and college.

Question: With the changes being made now, won't there be a year lag before we see the impact of the decisions?

Answer: Probably a half year to a year. Some improvements you will see this year. For instance, the deadline used to be extended for transfer students. The deadline is a hard date now.

Dr. Self noted that the Senate has an existing committee structure that has been underutilized in the past. The Budget and Administrative Committee has leadership and faculty input. As we go forward, more faculty input will be requested.

NEW BUSINESS

Resolution 2018-2019-7 Faculty Senate Bylaw Change – Graduate Council Membership

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The membership requirements in the Bylaws do not currently match the requirements of the Graduate Faculty in the Graduate Catalog. This change eliminates specific titles and refers to a qualified Graduate Faculty for eligibility to serve on Graduate committees.

Motion and second to approve Resolution 2018-2019-7 Faculty Senate Bylaw Change – Graduate Council Membership. Open for discussion.

Motion and second to amend lines 29 & 30 as follows:

“All members of the Graduate Council must meet the qualifications for participating in graduate education as Graduate Faculty, as specified ~~and published~~ in the Graduate Catalog as Graduate Faculty.”

Vote: all opposed; motion fails.

Motion and second to amend lines 29 & 30 as follows:

“All members of the Graduate Council must ~~meet~~ be Graduate Faculty, ~~the qualifications for participating in graduate education~~ as specified ~~and published~~ in the Graduate Catalog ~~as Graduate Faculty~~.”

Vote: all in favor; motion passes.

Motion and second to approve Resolution 2018-2019-7 Faculty Senate Bylaw Change – Graduate Council Membership as amended.

Vote: all in favor; motion passes.

Resolution 2018-2019-10 Faculty Senate Bylaw Change - Research Council

This resolution elevates the Research Council from a Joint Committee or Council to a Senate Operational Committee. The council would meet at least monthly and regularly report to both the Steering Committee and the Senate.

Motion and second to approve Resolution 2018-2019-10 Faculty Senate Bylaw Change – Research Council. Question concerning the title of the vice president for Research and dean of the College of Graduate Studies that was automatically changed. Because the resolution was started before the automatic changes, the title will be vice president for the Office of Research. No other discussion.

Vote: all in favor; motion passes.

COMMITTEE REPORTS

Budget and Administrative Committee –*Kimi Sugaya*

The committee met yesterday to discuss issues about the Creative School and issues with the building and capacity. The committee may formulate a resolution.

Information Technology Committee – *Barbara Sharanowski*

The committee discussed a goal for next year is to better integrate with other information technology committees around campus like UCF Rising, the research IT committee, and various technical advisory committees.

Dr. Self noted a resolution approved last year regarding a centralized website to list all university committees to inform the university community of the committee, membership, and charge.

Parking, Transportation and Safety Committee – *Heath Martin*

The committee has not met since the last report.

Dr. Self noted that the BOT just approved three autonomous vehicle shuttle service with a faculty funded research project that may be an issue next year.

Personnel Committee – *Linda Walters for Stephen King*

The committee wrapped up topics assigned by the Steering Committee for the year and noted issues to work on next year including issues with faculty spouses conducting research, salary compression and gender equity studies. The committee passed a resolution regarding travel policies and guidelines.

Graduate Council –*Jim Moharam*

Committees are completing normal business.

Undergraduate Council – *Nina Orlovskaya*

Both committees have been very active with course revisions and approval of new courses. The committee was presented with general presentations regarding Curriculum and by the Library.

A committee member indicated that if you requested a new major or graduate program, you had to go through library review to include resources. That now includes tracks in minors that were rolled into Curriculog without discussion and resulted in some push back. It is believed that the associate deans will handle. Specifically, the concern is that it will slow down the process and adds unnecessary costs.

A senator representing the Libraries indicated that they met with the associate deans and the consensus is to notify the Libraries earlier in the process.

Dr. Self noted that if you have any feedback regarding the implementation of Curriculog and Acculog, please let us know. Dr. Self indicated that nothing should be completed in the system right now as the colleges are trying to clean up the system before the next year starts.

OTHER BUSINESS

Question: Information Technology conducted a client survey of about ten years ago. Has a recent survey been done?

Answer: Information Technology circulated a survey in the past two weeks.

Comment: The new faculty leave reports, if required, should be digital to prevent delays in getting hard copy mail.

Response: Dr. Self indicated that the issue of digital leave reports should be added to the issues list.

Question: A senator asked the Senate body if all faculty are required to complete leave reports or just one department within a college.

Response: The entire campus is required to provide a hard copy.

Comment: All undergraduate assistants are also completing paper timesheets. When on the Budget and Administrative Committee, we were told that the cost to implement digital timesheets would be \$500,000, yet the students could complete for \$50,000.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

2019-2020 Faculty Senate Biographies of Officer Candidates

Chair

Bill Self currently serves as the Chair of the Faculty Senate. Dr. Self is an Associate Professor in the Burnett School of Biomedical Sciences. Bill received his Bachelor of Science in Microbiology with high honors from the University of Florida in 1993, followed by his Ph.D. in 1998 in which he studied the role of molybdenum in the transcriptional regulation of genes involved in energy metabolism in *Escherchia coli*. He then moved on to the National Heart, Lung and Blood Institute under the guidance of Dr. Thressa C. Stadtman (NAS member) at the NIH in Bethesda, Maryland where he studied anaerobic microbiology and biochemistry to help build a solid foundation for future independent research.

Since arriving at UCF in 2003 he has continued studies of metalloenzymes from clostridia, especially *Clostridium difficile*, and also expanded to study newly identified catalytic antioxidant nanomaterials (cerium oxide nanoparticles) in collaboration with Dr. Sudipta Seal (NSTC). He has published over 70 research articles and this work has been highly cited in recent years (H-index of 38 with over 6000 citations). He has given 14 invited talks at national/international conferences and Universities in the past seven years, served as a panel chair twice at international conferences and served on twelve NIH study sections and six NSF study sections since 2009. He has authored/co-authored over sixty conference presentations and been awarded six patents (with four more still pending) since 2009. Several of these patents were licensed in 2017.

Besides his extensive research and service to the profession, Dr. Self has also been heavily involved in service to UCF, including serving eight years of Senate Joint Committees and Councils and seven years as a Faculty Senator. Dr. Self served as Chair of the Undergraduate Council for two years and has served on the Steering Committee also for five years including two years as the Faculty Senate chair. Dr. Self also served as a Provost Faculty Fellow two years ago.

He and his wife of 24 years, Marianne, also spend quite a bit of time raising their four teenage sons. They especially like spending time outdoors boating, fishing and snorkeling in southwest Florida with family and in the Keys.

Vice Chair

Bari Hoffman Ruddy is a Professor in the School of Communication Sciences and Disorders in the College of Health Professions and Sciences. She received her Bachelors and Masters degree from UCF (1996; 1998) and her Ph.D. from the University of Florida in 2001. Since joining the faculty at UCF in 2001, Dr. Hoffman Ruddy's research has focused on the study of normal and abnormal laryngeal function in pediatric, professional and neurologic populations implementing methods of endoscopy, acoustics and aerodynamic analysis. Her current research involves studying novel treatments and biomechanical mechanisms of voice disorders and head and neck cancer while defining the high impact on quality of life factors. Dr. Hoffman Ruddy has a significant record of peer-reviewed publications, authorship of two graduate textbooks: Voice Disorders 3rd edition; Cases in Head and Neck Cancer: A Multidisciplinary Approach; author of book chapters in prominent industry textbooks and actively lectures nationally and internationally on these topics. In 2017, Bari was awarded Fellow of the American Speech Language and Hearing Association.

In addition to her research and teaching, Bari has been heavily involved in service to the University and her profession. This Fall she will be starting her sixth year of service on the Faculty Senate, four of those years serving on the Faculty Senate Steering Committee and one year serving as an officer of the Faculty Senate in the role of Secretary. In addition, she has previously served on other committees of the Faculty Senate, including the Graduate Policy and Appeals Committees, Committee on Committees and the University Research Council. Bari and her two daughters, Danielle (14) and Alexandra (12) enjoy dancing, going to the beach and paddle boarding together.

Secretary

Dr. Linda Walters is a Pegasus Professor of Biology and has been a member of the UCF faculty for 22 years. Her research is focused on the ecology, conservation, and restoration of coastal systems, most notably coral reefs and oysters, mangroves and marsh grasses in Florida's troubled estuaries. Her research changes with each new and complex problem that these foundational species face – algal blooms, invasive species, boat wakes, etc. She has collaborated with many colleagues across campus and, with numerous agency partners, runs one of the longest community-based restoration programs in the United States that has involved over 60,000 individuals to date. Walters is a strong advocate for high-impact teaching practices and science communication to broad audiences. One of her proudest accomplishments in the development of 9 children's storybooks on coastal conservation topics; to date over 80,000 copies have been distributed for free to interested educators and families. Walters has served on many departmental, college, university-wide committees, and has been a member of Faculty Senate for 13 years. Currently, she participates in Faculty Senate Steering, the Committee on Committees, and Personnel Committee.

1 **Resolution 2019-2020-1 Faculty Senate Bylaw Change**
2 **Promotion Procedures for Non-Tenure Earning Faculty**
3

4 **Whereas**, Non-Tenure Earning Assistant and Associate Professors, as well as Assistant and
5 Associate Medical Librarians, who are candidates for promotion currently undergo a
6 review by the UCF University Promotion and Tenure Committee after Dean or Unit Head
7 review but before Provost review, and
8

9 **Whereas**, all other Non-Tenure Earning faculty with titles including Instructor and
10 Associate Instructor, Lecturer and Associate Lecturer, Assistant and Associate Librarian,
11 and Assistant and Associate Instructional Designer do not undergo a review by the UCF
12 Promotion and Tenure Committee after Dean or Unit Head review but before Provost
13 review, and
14

15 **Whereas**, bypassing the University Promotion and Tenure Committee for all Non-Tenure
16 Earning Faculty regardless of title – that is, forwarding such cases directly from the Dean's/
17 Unit Head's review to the Provost – would enable the University Promotion and Tenure
18 Committee to maintain a reasonable workload and focus on tenured and tenure track
19 applications; therefore
20

21 **Be it Resolved** that all Non-Tenure Earning Assistant and Associate candidates for
22 promotion will bypass the University Promotion and Tenure committee and their cases will
23 be forwarded directly from Dean or Unit Head review to the Provost, and
24

25 **Be it Further Resolved** that Section VIII of the University of Central Florida Bylaws be
26 amended to remove paragraph O.2.b.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

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

Whereas, the *Bylaws Section II.C.* provides basic guidelines for the nomination and election of senators; and

Whereas, additional clarity and guidance is needed for the colleges; therefore

BE IT RESOLVED that the *Bylaws Section II.C.* be amended as follows:

B. Nomination and Election of Senators

Senators representing an academic unit shall be elected by a vote of the general faculty of that academic unit. Each academic unit shall decide on a mechanism for conducting elections (e.g., college assembly, paper or electronic ballot) as guided by Robert's Rules of Order (latest edition). Visiting faculty, regardless of their rank or duration of appointment, are not eligible to vote.

Each academic unit shall, by majority vote of its faculty, decide on a system of internal allocation of Senate representation; e.g., at academic unit level, by department, by proportion to department size, by a combination of department and academic unit representation, etc. Each academic unit shall annually inform the chair of the Faculty Senate of the details of such allocation and any subsequent changes in it.

No later than the fourth week of the spring semester, the Office of the Faculty Senate will provide each academic unit with a list of faculty eligible for election to the Faculty Senate and the number of seats to be filled. On receiving this information, the academic unit will conduct an election.

An open call for nomination, including self-nomination, is expected.

Each academic unit will report election results to the Office of the Faculty Senate no later than March 1. In order to provide a current list of alternate members of the Senate, each academic unit will also forward the number of votes cast for each candidate for any ~~at-large~~ election. If an alternate is needed, the alternate with the highest number of votes from the most recent election shall serve. If no alternate is provided, or no alternate can serve, a special election must be held.

The chair of the Faculty Senate will certify all Senate elections.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

**Resolution 2019-2020-3 Faculty Senate Bylaw
Change – Committee Membership**

Whereas, Senate operational committees specify the eligibility requirements of faculty; and

Whereas, the Personnel Committee and the Undergraduate Council's membership contains language referring to comparable rank with multi-year appointments; and

Whereas, faculty with multi-year appointments are non-tenure earning faculty; and

Whereas, by specifying multi-year appointments, non-tenure earning faculty are unintentionally excluded from the membership; therefore

BE IT RESOLVED that the membership for the Personnel Committee and the Undergraduate Council be amended as follows:

Personnel Committee Membership

The committee shall consist of at least one faculty member from each academic unit and the provost and vice president or his/her designee (ex officio). All committee members must be ~~tenured~~ faculty holding the rank of associate professor or professor, associate or senior instructor, associate or senior lecturer, or associate or university librarian ~~general faculty of comparable rank with multi-year appointments or professional librarians of comparable rank~~. Committee members shall be selected by the Committee on Committees, in consultation with the provost and vice president. Terms of service are two years, staggered. The committee chair and vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.

Undergraduate Council Membership

The council shall consist of all of the members of the committees of the Undergraduate Council and the vice provost for Teaching and Learning and dean of the College of Undergraduate Studies (ex officio). All faculty members must be full-time ~~and tenured or tenure-earning~~, general faculty ~~with multi-year appointments, or professional librarians~~. The Committee on Committees shall select the faculty members for all committees of the Undergraduate Council and shall solicit nominees from the deans of the respective academic units as well as from the vice provost for Teaching and Learning and dean of the College of Undergraduate Studies, among others. The council chair and the vice chair are elected annually by the membership of the council at the first meeting after the new Senate is elected, normally early in the fall term. The elected chair of the council will serve as the chair of the Undergraduate Policy and Curriculum Committee. The vice chair will serve as the chair of the Undergraduate Course Review Committee.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

1 **Resolution 2019-2020-4 Faculty Senate Bylaw Change - Standard Agenda**
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4 **Whereas**, the *Bylaws Section IV.B.* specifies the standard agenda of the Faculty Senate; and
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6 **Whereas**, the Senate desires more direct communication from university administrators to the
7 faculty senators through the addition of the Report of the President to the Faculty Senate
8 agenda; and
9

10 **Whereas**, a Campus Climate report would allow other division administrators and the faculty
11 union to provide updates for increased transparency and feedback; therefore
12

13 **BE IT RESOLVED** that the standard agenda in the *Bylaws Section IV.B.* be amended as follows:
14

15 B. Senate Agenda
16

17 Call to Order

18 Roll Call

19 Minutes

20 Recognition of Guests

21 Announcements and Recognition of Guests

22 Report of the Senate Chair

23 Report of the President

24 Report of the Provost

25 Old Business

26 New Business

27 Committee reports

28 Campus Climate report

29 Other Business

30 Adjournment
31

Approved by the Faculty Senate Steering Committee on April 4, 2019.

Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

Whereas, faculty travel on official business requires strict following of University policy and involves considerable paperwork and approvals at various levels; and

Whereas, the UCF Travel Manual is intended for use by faculty who travel on official University business, by members of the faculty's unit that approve and oversee travel, and by members of the UCF Finance and Accounting Department that oversee travel procedures across the University; and

Whereas, the UCF Travel Manual does not provide sufficient clarity for many situations that arise or may arise specifically for faculty as they perform their duties while traveling on official business; and

Whereas, the application of UCF travel policy differs significantly between units in areas such as the issuance of University Purchasing cards (P-cards) to traveling faculty, booking air fare tickets and hotel rooms in advance of travel with UCF-approved funds, advance payment of 80 per cent of estimated lodging and meals expenses for faculty traveling for more than five days, and the level of flexibility allowed for the initially planned budget; and

Whereas, such lack of clarity and inconsistencies in travel policy application creates unnecessary burdens and difficulty for the travel faculty; therefore

Be it resolved that the Finance and Accounting Department will develop a clear set of Guidelines in consultation with faculty for faculty traveling on UCF business, that will clearly explain to the faculty what procedures, information and documentation they must supply while requesting approval of their travel and what reimbursements and under what conditions faculty are entitled to them when submitting a report after travel completion.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

Steering Committee Duties and Responsibilities

- a. To serve as the “executive committee” of the Faculty Senate.
- b. To act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.
- c. To serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
- d. To monitor Senate elections and maintain election records.
- e. To develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.
- f. To consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.
- g. To appoint from its membership liaisons to each of the Senate committees who shall serve as non-voting members of these committees. Liaisons shall act as a resource to the committees and report on committee activities at Steering Committee meetings.
- h. To act as a committee on amendments to the constitution and the bylaws.
- i. To periodically review Senate operational, curricular, and joint committees and councils. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities shall be conveyed to the Faculty Senate for consideration as amendments to the bylaws.
- j. To serve as a faculty advisory body to the president of the university and to the provost and vice president for Academic Affairs when requested.
- k. To act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.
- l. To request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.
- m. To establish ad hoc committees to facilitate its work.

Committee on Committees (ConC) Responsibilities

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

1. To solicit committee preferences from senators for membership on the committees of the Senate, review and recommend committee membership, and to appoint a Senate liaison to provide monthly committee reports to the Senate.
2. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - a. The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - b. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - c. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.
3. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.
4. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
		Undergraduate Common Program Oversight Committee	Change bylaws to move committee from a Joint Committee to a subcommittee of the Undergraduate Council and change membership to include more constituents.	Steering 4-4-19	
		Library Funding	The University Library funding has been flat, as with other units. FY 18-19 resulted in \$200,000 less for acquisitions. Concerned that the Stars Digital Library is in jeopardy.	Steering 4-4-19	
		Faculty Senate Budget	Obtain a budget from Academic Affairs to provide committees funding to conduct research or hire an outside firm.	Steering 4-4-19	
		Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend.	Steering 4-4-19	
		Senate Resolution Appeals Process	Modify the Bylaws Section IV.I. Resolutions to include the final appeal to the BOT as stated prior to the 2010 Constitution rewrite.	Steering 4-4-19	
		Senate Resolution Appeals	Consider bringing back to the Senate any past resolutions that were not approved for an appeal vote.	Walters/Self 4-4-19	
		Administrator Reviews	Input and review of faculty facing administrators on campus. Currently, only chairs and deans are evaluated by faculty on a regular basis.	Self 4-4-19	
		Student Perception of Instruction (SPoI)	The surveys are prone to gender and minority bias and too much emphasis is placed on SPoI for faculty evaluation.	Koons 3-27-19	
		Digital Time sheets	All faculty and undergraduate assistants are required to complete a paper timesheet resulting in additional workload and paper waste to complete. The time sheet should be digitalized to reduce waste and time.	Senate 3-21-19	

	Personnel	Summer Work Assignments	Current discrepancies in the compensation for faculty that are required to have graduate students take thesis hours during the summer, independent of other responsibilities.	Personnel 3-6-19	
	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	
	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	
		UCF Policy 4-401.2 Make-up Assignments for Authorized University Events or Co-curricular Activities	Review and update the policy to include religious holidays and the undergraduate research showcase.	Steering 3-7-19	
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. Response: Pegasus Award now includes out-of-unit.	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	Continuing Issues regarding TIP, RIA, SoTL, etc.
2018-2019-4	FCTL	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER). Response: FCTL including materials in summer conference.	Steering 4-5-18	FCTL given a seat on campus-wide CDL & Library committee.
2018-2019-9	Postpone Indefinitely	GEP Assessment System.	The system to enter GEP Assessment results needs major improvement. GEP courses are being requested to be Gordon Rule eligible that can't. Note: Keisha Hoerrner, Melody Bowdon, OEAS, and other faculty are trying working to improve the assessment.	Steering 4-5-18	
2018-2019-10	Parking, Transportation, & Safety	Golf Cart Speed Limit.	Environmental Health & Safety appears to be setting a 15MPH speed limit for golf carts on pedestrian walkways. Should be slower to ensure pedestrians have time to be aware of a golf cart in order to avoid a collision. Response: Transitioning from EHS to Compliance & Ethics. A new UCF policy needs to be created regarding speed limits. Committee recommended 10mph on sidewalks.	Coffey 4-9-18	Committee Monitoring

2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year. Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Not addressed
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
2018-2019-15	UPCC	Transfer Credit Evaluation Issues	No formal process or guidelines to evaluate transfer credit evaluation for out-of-state or courses at other institutions. Response: Draft documents complete. UPCC may vote on them in April. Changes to SACSCOC regulations & UCF's timeline for launching OCR software has made this more complex.	Hoerrner 8-8-18	In Progress – better suited for program coordinators, chairs/directors, or Assoc. Deans.
2017-2018-6	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? Is it possible to develop the Creative School downtown as we build the campus?	Steering 4-6-17	Still Discussing
2017-2018-7a	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. Response: Based on information received (2-11-19 minutes), the issue should be re-assigned to the Parking committee.	Steering 8-7-17	Issue should be assigned to the PTS Committee.
2016-2017-35	Personnel to Steering	Committee chairs, reward and accountability for service (including service during the summer).	Modest number of faculty that do a very high amount of service (30-40%). They get credit for 10 – 15% assignment of service. Anything over that amount doesn't count. Give appropriate benefit or payment.	Harrington 8-11-16	Steering AD Hoc Committee 3-7-19
2017-2018-18	Postpone Indefinitely to monitor	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.	University Master Planning Committee	Monitor

2017-2018-5	FCTL	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.	Steering 4-6-17	FCTL gave to Division of Teaching & Learning and UCF Global to handle task.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues. Response: Current policy didn't resolve specific issues. UCF Research Col committee supposed to address. Issue may need input from Compliance & Ethics.	Personnel Committee	Keep Open – Other input to occur
2017-2018-28	Strategic Planning Council	Strategic Planning Council	The membership and duties of the Strategic Council Committee may be out-of-date with the Collective Impact Strategic Plan. What is the role of this advisory committee to the president?	Self 7-25-17	Pending