

**Faculty Senate  
Steering Committee Meeting  
Zoom Meeting  
Minutes of April 2, 2020**

Bill Self, chair, called the meeting to order at 4:00 p.m. The roll was taken electronically.

**MINUTES**

Motion to approve the minutes of March 5 and March 23, 2020. Motion to approve, second, minutes approved unanimously.

**ANNOUNCEMENTS AND RECOGNITION OF GUESTS**

Michael Johnson, Interim Provost  
Jana Jasinski, Vice Provost for Faculty Excellence  
Lucretia Cooney, Director of Faculty Excellence  
Joe Adams, Senior Communications Director, Academic Affairs

**REPORT OF THE PROVOST**

Interim Provost Johnson acknowledged that we are going through a strange and difficult time and is grateful to faculty who have gone through the “heavy lifting” of getting the courses online. He reminded everyone that there is an amazing group in CDL that have been and continue to help those struggling. He has noticed how faculty have had concern and compassion for students as many students are having difficulty adapting or do not have the resources they need. He appreciates the help the Steering Committee gave him in creating the S/U grading option for students and noted that they will be able to start picking this option soon.

Some unanswered questions will need to be addressed as things go forward. One that will need to be decided is whether Summer B will be available face-to-face. He feels it is better to decide this sooner rather than later. Financial planning is another step that needs to be taken. This crisis is going to have a financial consequence on Florida’s budget. Florida’s legislature will have to revise the recent budget that was approved. He stated that cuts are anticipated from the state and is hoping that these cuts will be helped by federal aid. He states that UCF will be entering a period of frugality for the rest of the fiscal year in order to go into the next fiscal year with as much of a cushion as possible. A hiring freeze which has just begun, with limited exceptions. He acknowledges that these steps cause harm but must be balanced against the harm that can result from cuts that may be coming.

Elizabeth Dooley has announced that she is stepping down from her position as provost and is returning to her position as faculty with CCIE. He applauded her for facilitating and fostering student success. He determines that he will be serving for a longer term than expected and is happy to serve as needed. President Cartwright is scheduled to start on April 13<sup>th</sup>. This is a calculated timing so that he can come in during this challenging time and help shape our future.

Even though Founders' Day had to be canceled, he wanted to recognize the Founders' Day awardees: Pegasus professors – Joe Harrinton, Ronald DeMara, Julia Listengarten and Gregory Welch. Reach for the Stars – Kareen Ahmed, Kelly Kibler, Luca Argenti and Jackie Chini.

Interim Provost Johnson thanks all of the members for serving on the Steering Committee this year.

A question for the Provost from one of the senators about the hiring freeze. Will the library position also be put on hold? The provost answered that has been thinking about this position over the last few weeks. He is concerned about what will be happening with the coronavirus outbreak. He is thinking possibly to delay the hiring due to uncertainties.

Another senator asked a question about the extended period of online instruction. What will be happening with the lab component of these courses? He answered that CDL has been putting together a list of resources for faculty. A number of freshman start in Summer B and that could also cause issues. The provost is worried about the consequences for these students.

A senator brought up that Alfons Schulte, Keith Koons and Provost Johnson are on list for 30 years' service and extended his congratulations. He noted the he sees the need for fiscal cutting, but is concerned about the faculty losing their positions or getting overburdened with not enough staff for more incoming students. He expresses a concern about opening up campus and the virus breaking out again. He expressed an interest in knowing more details about why Dr. Dooley stepped down. The provost is not sure whether enrollment will go down or up based on present circumstances and stated that they should know within the next few weeks.

Another senator commented that a COVID 19 vaccine will likely not be available for another year and a half. The stay at home order is more to take the burden off the hospitals than to keep people from getting the virus. She hopes that many of us exposed will develop an immunity to help protect those at risk. She also mentioned that the COM has been recording their lectures for several years. She feels that her recorded lectures helped her to do a quicker turnaround for going online with her courses. She is suggesting that possibly other colleges could do the same.

A senator has asked whether the medical students will be graduating early and was told that there has not been any discussion about this.

## **OLD BUSINESS**

No old business

## **NEW BUSINESS**

Resolution 2020-2021-1 Faculty Senate Bylaw Change – Resolutions

This resolution has already been before the Steering committee and will move to the new senate. A motion is proposed to vote that this resolution should be brought to the senate floor at the first meeting, second, and unanimously approved.

Resolution 2020-2021-2 Faculty Senate Bylaw Change – Undergraduate Common Program Oversight Committee

Motion to bring resolution 2 to senate floor in April, second.

Discussion: Foreign language proficiency has been crossed out. Does this mean it's been taken out or that the committee will no longer consider? Suggested to move it forward to senate floor for the fall.

Motion to table this resolution until later in the meeting, second, approved unanimously

Motion to bring resolution back to discussion. A senator explained that this resolution is a committee name change and proposes to move the resolution to the senate floor with a suggestion to correct the list. The senator is ready to move resolution forward to senate floor. There is a second, no more discussion, and approved unanimously.

Resolution 2020-2021-3 Faculty Senate Bylaw Change – Faculty Center for Teaching and Learning Advisory Committee Duties

Motion to bring this resolution to senate floor, second, no discussion, approved unanimously

Resolution 2020-2021-4 Faculty Senate Bylaw Change – Student Committee Term on Graduate Council Committees

Motion to bring resolution to senate floor, second, no discussion, motion approved unanimously.

Nomination of Slate of Officers

Keith thanks Linda Walters, Bari Hoffman Ruddy, and Peder Hagglund for serving on Nominating Committee and announces the slate of nominees.

Chair: Stephen King, Joe Harrington

Vice Chair: Blake Scott

Secretary: Kristine Schrauger, Kelly Semrad

Motion to approve slate and bring to senate floor, second, approved unanimously.

Senate meeting will be a Zoom meeting at original time and date. The plan is to set up a Qualtrics voting survey for all 75 senators and to open it roughly 10 minutes into the meeting and close it 20 minutes after it opens. This will ensure that only the senators are voting and will open it up to floor nominations as well. Suggestion to do a short URL and

put it in the agenda. Anyone that will want to be nominated on the floor will need to provide a bio at that time. Each of the nominees has been asked to submit a 500 word bio and a 100 word statement. Zoom meeting will have breakout rooms for colleges to caucus.

#### Call for Topics for Senate Committee Action during 2020-2021

1. Resolution to modernize procedures in order to eliminate the need for so many forms to be filled out; for example, off campus work, such as laptop permission forms, etc.
2. Reinstating previous oversight that the senate had in the appointment and reappointment of vice presidents.
3. Faculty evaluation of performance of administrators.

#### **LIAISON REPORTS**

##### Budget and Administrative Committee – David Mitchell

During the February meeting, Rebeca Richards, UCF Asst VP for Budgeting, Planning, and Administration, provided an update on the development of a budget model and system; with several members expressing a desire for more transparency in both. There was not a March meeting.

##### Information Technology Committee – Joseph Harrington

IT met twice, both times online. The discussion has centered around our ongoing issue about email access for LINUX users. It is a third-party solution which may not work. Looking for other solutions. Second meeting there was no motion. Discussed issues that IT has had with getting ready for remote work. VPN users peak during the hours of 10-3.

##### Parking, Transportation and Safety Committee – Nicole Dawson

Have not met since last meeting

##### Personnel Committee – Linda Walters

Have not met since last meeting. Steve King is stepping down as chair.

##### Research Council – Nina Orlovskaya

Have not met since last meeting

##### Graduate Council – Jim Moharam

Appeals committee met once, other committees have not met

##### Undergraduate Council – Peder Hagglund

Have not met since last meeting

#### **OTHER BUSINESS**

##### SPoI

Bill has been contacted by at least one senator to bring to us the issue of what is going to happen to SPoIs. Some other institutions have decided not to do them for the spring

semester due to the COVID 19 crisis. A senator stated that he feels SPoIs are important for students to express themselves. Another senator stated that due to some faculty being overburdened and not able to teach the way they normally do, SPoIs may not be favorable. Another senator concurred with the first senator that students should be able to voice their opinions. There is discussion that the chair of a department/school should accept if faculty put a statement on their annual evaluations regarding their response to the COVID 19 crisis. Jana stated that UFF is putting forward a statement to not use the SPoIs. She also stated that faculty can always put statements on their evaluations regarding extenuating circumstances.

Bill reviewed that the Steering Committee's last meeting is in April (today) and suggests that the new Steering Committee should meet in the summer if needed. He asks the new committee to consider having a meeting in May to bring items to the provost and new president over the summer.

### **ADJOURNMENT**

Meeting was adjourned at 5:33 pm.

1                   **Resolution 2020-2021-1 Faculty Senate Bylaw Change - Resolutions**

2  
3   **Whereas**, when the Faculty Constitution was separated into two separate documents, Faculty  
4 Constitution and Bylaws, language regarding the process of adopting Senate resolutions was  
5 inadvertently left out of the Bylaws; and

6  
7   **Whereas**, Resolution 2016-2017-17 restored the majority of the resolution language except for  
8 the right to a final appeal to the Board of Trustees; and

9  
10   **Whereas**, the president of the university is accountable to the Board of Trustees in the  
11 operation of the university; therefore

12  
13   **BE IT RESOLVED** that the Bylaws of the Faculty Constitution be amended as follows:

14  
15   **Bylaws, Section IV. Meetings of the Senate**

16  
17   I. Resolutions

18   As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon  
19 any subject of interest to the university and adopt appropriate resolutions. Resolutions  
20 addressing those areas of authority legally reserved to the president and Board of Trustees are  
21 advisory. Each resolution adopted by the Faculty Senate is forwarded to the provost and vice  
22 president for Academic Affairs who shall act upon the recommendation within 60 days.

23  
24   The provost and vice president for Academic Affairs shall have veto power over any resolution  
25 by the Senate. The veto with rationale shall be communicated in writing to the Faculty Senate  
26 and the chair of the Faculty Senate.

27  
28   The Senate, by a two-thirds majority vote, may appeal to the president any resolution vetoed. ~~A~~  
29 ~~decision by the president is final.~~ A subsequent veto by the president shall be communicated in  
30 writing to the Faculty Senate and to the chair of the Faculty Senate within 60 days.

31  
32   The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so  
33 vetoed. A decision by the Board of Trustees is final.

1           **Resolution 2020-2021-2 Faculty Senate Bylaw Change – Undergraduate**  
2                                   **Common Program Oversight Committee**

3   **Whereas**, the Undergraduate Common Program Oversight Committee members voted to modify  
4 the duties of the committee to represent the work of the committee better; therefore

5   **BE IT RESOLVED** that the name and duties specified in the Bylaws for the Undergraduate  
6 Common Program Oversight Committee be amended as follows with automatic updates to the  
7 committee description in the Faculty Constitution:

8   General Undergraduate ~~Common Program Oversight Requirements~~ Committee

9           1. Duties and Responsibilities.

- 10           a. To monitor university-wide undergraduate curriculum requirements such as the  
11           General Education Program, diversity, Gordon Rule, ~~civic literacy foreign~~  
12           ~~language proficiency~~, and to review any changes, additions, or deletions to those  
13           curriculum requirements.  
14           b. To review, monitor, and make recommendations to the dean of the College of  
15           Undergraduate Studies on courses and syllabi submitted to fulfill the university  
16           diversity requirement to meet the established definition of diversity.  
17           c. To make recommendations to the Undergraduate Policy and Curriculum  
18           Committee on changes to the General Education Program, diversity, Gordon  
19           Rule, civic literacy, and other state-mandated requirements.  
20           d. To make recommendations to the Undergraduate Course Review Committee  
21           regarding course proposals related to the General Education Program, diversity,  
22           Gordon Rule, civic literacy, and other state-mandated requirements.

23   *Approved by the Undergraduate Common Program Oversight Committee on February 13, 2020.*

1       **Resolution 2020-2021-3 Faculty Senate Bylaw Change – Faculty Center for**  
2                   **Teaching and Learning Advisory Committee Duties**

3       **Whereas**, the Faculty Center for Teaching and Learning recommends the duties of the  
4       committee be modified to represent the work of the committee better; therefore

5       **BE IT RESOLVED** that the name and duties specified in the Bylaws for the Faculty Center for  
6       Teaching and Learning Advisory Committee be amended as follows with automatic updates to  
7       the committee description in the Faculty Constitution:

8       **Faculty Center for Teaching and Learning Advisory Committee**

9       1. Duties and Responsibilities.

10       To advise the director of the Faculty Center for Teaching and Learning on matters related to  
11       the following:

12       a. Supporting and developing faculty professional development in areas of teaching,  
13       learning and the scholarship of teaching for all faculty, including full-time, adjunct and  
14       graduate teaching assistants.

15       ~~b. Overseeing and administering professional teaching development activities.~~

16       c. Coordinating the nomination, review and selection of faculty fellowships and other  
17       awards for ~~creative teaching and the innovative use of technology in~~ teaching and  
18       learning.

19       d. ~~Administering and~~ Reviewing an annual assessment of the Faculty Center for Teaching  
20       and Learning activities.

21       e. Considering and recommending to the Faculty Senate and administration regarding the  
22       needs and activities of the Faculty Center for Teaching and Learning.



1     **Resolution 2020-2021-4 Faculty Senate Bylaw Change – Student Committee**  
2                     **Term on Graduate Council Committees**

3     **Whereas**, the Graduate Appeals, Graduate Curriculum, and Graduate Policy committees specify  
4     that the graduate student representative will be appointed by the chair of the Graduate Council  
5     based on recommendations made by the President of the Graduate Student Association; and

6     **Whereas**, the graduate student is required to serve a three-year term; and

7     **Whereas**, it is impossible to know how long a graduate student will remain at UCF beyond the  
8     current year; therefore

9     **BE IT RESOLVED** that the Bylaws for the Graduate Appeals, Graduate Curriculum, and  
10    Graduate Policy committees be modified as follows:

11    **Graduate Appeals, Graduate Curriculum, and Graduate Policy Membership**

12    Terms of service shall be three years, staggered, with the exception of the student member, who shall  
13    serve for one year.