

# MEMORANDUM

**Date:** April 14, 2016  
**TO:** All Faculty Senate Members  
**FROM:** Keith Koons  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on April 21, 2016

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Meeting Date: Thursday, April 21, 2016  
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 31, 2016**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**  
None.
7. **New Business**
  - Introduction of Members
  - Election of Senate Officers 2016-2017. Nominations by the Nominating Committee – *Reid Oetjen*  
**Chair:** Dr. Keith Koons, College of Arts and Humanities  
**Vice Chair:** Dr. William Self, College of Medicine  
**Secretary:** Dr. Kevin Coffey, College of Engineering and Computer Science  
Additional nominations may be made from the floor if the nominee is willing to serve and copies of a biography are provided.
  - Call for Topics 2016-2017
  - Establishment of the Steering Committee for 2016-2017

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 Education and Human Performance
  - (2) members from the College of Engineering and Computer Science
  - (2) members from the College of Health and Public Affairs
  - (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 2016-2017

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.

**8. Other Business**

**9. Adjournment**

**Faculty Senate Meeting**  
Minutes of  
**March 31, 2016**

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

**MINUTES**

Motion to approve the minutes of February 25, 2016 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Paige Borden, Assistant Vice President, Institutional Knowledge Management  
Lisa Guion Jones, American Council on Education Fellow (ACE)  
Patricia Ramsey, Director, Institutional Knowledge Management  
Kristy McAllister, Academic Affairs Information and Publication Services  
Thad Seymour, Senior Advisor to the Provost on Strategic Planning  
William Phillips, Instructional Designer, Center for Distributed Learning  
Lucretia Cooney, Assistant Director, Faculty Excellence

**ANNOUNCEMENTS**

Dr. Koons thanked the Provost for hosting a sundae bar in recognition for the Senators' work over the past academic year.

Announced the inaugural Faculty Senate Service Award being presented at the annual Founder's Day celebration on April 6 at 10:00 a.m. in the Pegasus Ballroom. The award honors those faculty that have served ten years or more in the Faculty Senate. This award includes current and retired faculty. We have 39 honorees totaling 536 years of service; ranging from 10 to 35 years of service. Twenty-one honorees are expected to attend, totaling 321 years of service. Of the 21 attending, 10 are Emeritus faculty. This represents an enormous amount of leadership to the university. Dr. Koons thanked the Provost for supporting the recognition.

Discussed the Constitutional revision presented last month. Informed the Senate that we were operating on some incorrect assumptions that led to considering amendments outside the purview of the process. Only the list of proposed changes should have been considered for amendment. There is still a need to process revisions to the Constitution. Last week the Steering committee authorized another Ad Hoc Constitutional Revision Committee. Volunteers for the committee should contact the Senate chair. For clarity, flow charts of the Constitutional Revision and By-law Revision processes were sent with the agenda.

Dr. Koons thanked all the senators for their service. All senators with an expiring term stood to be recognized. Also thanked all committee chairs.

## **OLD BUSINESS**

None.

## **REPORT OF THE PROVOST**

This has been a productive year. The sundae bar is a simple symbolic expression of my appreciation. Thanked everyone for a great year.

### UCF Productivity

The productivity of the university, if evaluate according to the Board of Governors performance measures, was number one in the State of Florida. This comes with significant funding.

### Faculty Senate Resolution Update

2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads was approved with minor clarifications. The clarifications included: determining the timeframe for colleges to submit procedures for appointment; chairs are not reappointed annually but at the end of the initial appointment term; and clarifying that the decision to hire lies with the Dean.

2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty. Since this is a collectively bargained item, the resolution was not approved. This will not be up for negotiation until 2017. The Provost appreciates the resolution. It gives the Board of Trustees negotiating team a framework to better understand the sense of the Senate.

### COACHE Survey Teams

Teams are working toward actionable plans. The goal is to have strategies recommended to the Provost by the end of the Spring semester. The COACHE survey was in response to Senate Resolution 2013-2014-4 approved in 2014.

### Legislative Budget

The \$20 million dollar appropriation for UCF Downtown was signed by the Governor and the funds have been released. The Request for Proposals has been released for design and construction.

The Partnership 4 building is meant to retain military simulation and training. Other states offer low, or no rent to solicit the industry. The Legislature funded \$14 million for the building.

The advanced manufacturing facility in Osceola County received \$5 million in recurring funds and \$10 million for instrumentation. In addition, Istation received an additional \$2 million for expansion.

Performance funding was decreased from \$100 million, to be divided between all institutions, to \$75 million. Even though we are at the top, it is possible that the allocation will be similar or a little lower than the previous year. The emerging preeminence bill is on the Governor's desk to be signed, but the budget has already been allocated. The purpose of the \$5 million in recurring funds is to help the university reach preeminence. This requires a 5-year plan for the investment of the funds. UCF has met six of the eleven criteria.

#### Vice President Research and Dean of Graduate Education

The advertisement has been placed in the Chronicle. We are working with Parker Search firm to identify potential candidates. Three consultants were on-site over a two-day period reviewing research and graduate education. The consultants gave a verbal set of ten recommendations; written recommendations are forthcoming. As a next step, I would like to prioritize the recommendations with a group of faculty and start formulating plans for at least the top five priorities.

#### College of Arts and Humanities Dean Search

Dr. Giovanna Summerfield, Associate Dean for Educational Affairs at Auburn University is interviewing today and tomorrow. On April 4 and 5, Dr. Thomas Foster will be on campus from DePaul University. Dr. Jeffrey Moore, Director, School of Performing Arts will interview, April 7 and April 8.

#### **NEW BUSINESS**

Resolution 2015-2016-5 Recognition of the 2016 Quality Enhancement Plan: *What's Next: Integrative Learning for Professional and Civic Preparation*. Anna Jones, Director for the Quality Enhancement Plan introduced the resolution. Success of the plan depends on broad-based involvement and would like the Senate to support the plan.

Motion to vote on the resolution. Since the resolution was brought forward by the Steering committee, no second is required. All in favor; motion passes. The resolution as approved read:

#### **Resolution 2015-2016-5 Recognition of the 2016 Quality Enhancement Plan: What's Next: Integrative Learning for Professional and Civic Preparation**

**Whereas**, the Quality Enhancement Plan (QEP) is an integral part of UCF's decennial reaffirmation of accreditation by the Southern Association of College and Schools Commission on Colleges (SACSCOC); and

**Whereas**, the aim of the Quality Enhancement Plan (QEP) is to improve undergraduate education; and

**Whereas**, the University of Central Florida is committed to providing the best undergraduate education in Florida, as evidenced by the first of President Hitt's five visionary goals; and

**Whereas**, planning, development, and implementation of the QEP topic—*integrative learning for professional and civic preparation*—is a joint process involving faculty, staff, students, administrators, alumni and stakeholders across the UCF community; and

**Whereas**, recent surveys and listening groups conducted with UCF students, faculty, staff, alumni, and employers demonstrate that cross-cutting skills such as communication, problem-solving, and the ability to work in teams are valuable and useful for our undergraduates, both while they are at UCF and beyond the university; and

**Whereas**, integrative learning—defined as the process of developing skills and knowledge across multiple experiences and the ability to adapt these to new contexts—has been shown to help students prepare for “real-world” challenges post-graduation; and

**Whereas**, the vision of the 2016 QEP is that *UCF undergraduates will graduate with integrative learning experiences that foster important cross-cutting, transferrable knowledge and skills; that our students will graduate with the ability to persuasively articulate and demonstrate their skills; and that they will develop the capacity to transfer their skills and intentional learning strategies to new contexts. Consequently, graduates will be able to successfully enter and participate in the next steps of their professional and civic lives; therefore*

**Be It Resolved** that the Faculty Senate of the University of Central Florida endorses UCF’s 2016 QEP initiative, *What’s Next: Integrative Learning for Professional and Civic Preparation*, and offers our support for its continued development and implementation.

2015-2016-6 Faculty Involvement in Evaluating and Improving the Services, Training, and Resources Offered by the Office of Research and Commercialization. Joseph Harrington, chair of the Budget and Administrative Committee introduced the resolution. The committee was looking into a researcher that was investigated by the National Science Foundation. After interviews, the committee discovered four or five similar cases in the past few years. The committee looked into how to prevent this from happening in the future. There are a number of changes occurring in the Office of Research and Commercialization (ORC) with relatively no faculty input. The resolution is put forward to express the need for faculty input.

Question: Is this just for Federal grants or the all ORC processes? We don’t know the extent of the changes occurring. We only know after the fact.

Question: What are some of the changes occurring? Required training for all Federal grant requirements; format, amount of training. The ORC will no longer be working with colleges on proposals. Now requiring a 5-day advance review by the ORC prior to submitting a grant proposal.

Question: Was anyone from the ORC invited to attend this meeting? We didn’t invite the ORC. When the resolution was discussed at the Steering committee meeting, it was stated that we are not asking for another committee; just increased attention to faculty involvement. We have a Research Council, the council is just not being utilized.

Discussion continued regarding administrators in general not vetting or seeking feedback from committees. Discussed purpose and function of operational versus reporting committees. Comment made that since grant liability is shifting to faculty, faculty involvement is warranted. Discussed the merits of the resolution and whether the language is too broad. Some expressed concern that we should communicate with the ORC before a resolution is passed. It was expressed that the level of services offered by the ORC has declined over the past several years. Intent is not to criticize the ORC; but to express the desire to help improve the services to faculty.

Motion and second made to amend line 3: **Whereas**, the ~~Federal~~ external grant rules are complex and can vary from agency to agency and grant to grant within an agency; and.

Motion to vote on the resolution. Since the resolution was brought forward by the Steering committee, no second is required. Vote: 1 abstention; all in favor, motion passes.

A senator reminded everyone that Senate resolutions are advisory in nature to the Provost. The Senate can communicate the sense of the Senate without a formal resolution. Others expressed the need to have a record of the resolution. Question raised regarding the Be It Resolved clause and whether it is referring to the Research Council or something else. The committee did not want to limit the Provost's options or the ORC's ability to seek help through the Senate. The resolution calls for more awareness and attention to the matter. It can be handled through the existing committee structure, however, the options are not limited to only the committee.

Discussion closed. Vote: 3 no; all others in favor; motion passes. The resolution as approved read:

**Resolution 2015-2016-6 Faculty Involvement in Evaluating and Improving the Services, Training, and Resources Offered by the Office of Research and Commercialization**

**Whereas**, the external grant rules are complex and can vary from agency to agency and grant to grant within an agency; and

**Whereas**, the training and tools for managing multiple grants are inadequate; and

**Whereas**, faculty principal investigators are responsible for research management and are the principal consumers of services offered by the Office of Research and Commercialization (ORC); and

**Whereas**, faculty have valuable insights to offer regarding what new research management tools, training, and information resources would be most effective in ensuring a higher level of compliance with federal grant rules; therefore

**Be it Resolved** that the Faculty Senate requests that faculty, selected through their Senate representatives, be involved in the ongoing re-evaluation of services provided by and training offered by ORC.

Steering Ad Hoc Committee on Awards

William Self, chair of the Steering Ad Hoc Committee on Awards provided an overview of the issue. The Senate previously passed Resolution 2013-2014-5 Establishment of an Awards Procedures Review committee to have a committee review TIP, RIA, SoTL awards programs. In 2015, Academic Affairs formed a committee. The large committee broke into three sub-committees for each award, and recommendations from each sub-committee were submitted to Steering. The recommendations were sent to the Personnel committee to synthesize, but the committee sent the request back to Steering due to a lack of time to work on the issue. Steering formed an Ad Hoc committee to resolve differences across the three sub-committees. The Ad Hoc committee members included:

Thomas Bryer, Mason Cash, Debbie Hahs-Vaughn, Richard Harrison, Jonathan Knuckey, and Linda Rosa-Lugo. The committee reviewed all recommendations and adopted those with broad consensus. Dr. Self provided a summary of the recommendations being presented. Dr. Koons thanked the committee for their service. The Steering committee accepted the report. The report was forwarded to the Provost for consideration.

#### Strategic Planning Update

Thad Seymour provided a presentation on the strategic planning process. The aim of the process has been to set the university's trajectory over the next 20 years, with three dimensions: philosophy, value, and distinctive impact. Discussed the timeline, a summary of the data gathered, the data requests and analysis, and the current status. We will probably have five drafts of the plan. The third draft will be reviewed by the Faculty Senate Strategic Planning Council. We plan to present the final plan to the Board of Trustees May 26.

#### Faculty Salary Study

Paige Borden provided a presentation on the CUPA Faculty Salary Benchmarking. The study benchmarked UCF faculty salaries as of January 20, 2015 to the 2013-2014 CUPA-HR's Faculty in Higher Education Salary Survey. The study used 117 benchmark institutions and the comparison was based on 4-digit CIP level for each academic rank. Based on the results, 347 faculty fell below the 30<sup>th</sup> percentile salary totaling \$3,724,543. This represents 26% of UCF faculty. The study is available in the Pegasus Mine Portal (select Faculty, then CUPA Salary Benchmark). Several senators expressed an interest in including gender gap information.

Question to the Provost: Is there a plan to address the results? This topic is on the table now. UFF previously removed retention from administrative discretionary increases (ADI) calculation, which allows ADI to be used for market adjustments. We have to determine where the money will come from, and determine if we have funds to address the issue. We are in the time period of thinking about raises and adjustments. We are starting to know the shape of our budget from the State. This will be weighed with the addition of faculty, providing raises, or making adjustments. All of these are part of the equation.

### **LIAISON COMMITTEE REPORTS**

#### Budget and Administrative Committee – Joseph Harrington

Reviewed staffing models in departments; what degree of work being completed by faculty can be completed by support staff. Referred this issue to the COACHE sub-committee on nature of work. The other issue was the investigation of external complaints against faculty; how complaints are handled. We had several conversations with external and internal administrators. Other universities have policies which include peer judgment. A clearer UCF policy is recommended. This issue will carry forward to next year.

Dr. Koons reminded committee chairs to forward unresolved business to include in the next Senate session.



Parking Advisory Committee – Keith Koons for Bari Hoffman-Ruddy

The Parking committee has not met since the last Senate meeting. The next meeting is scheduled for April 21.

Personnel Committee – Ana Leon

Committee met March 16. We reviewed the preliminary salary study information and requested the presentation made today by Dr. Borden. Also discussed the Emeritus status, criteria, and process. Requested a status update on Resolution 2011-2012-6 Emeritus Policy Revisions through the Steering committee to determine what needs to be done to get the policy updated. An additional Emeritus request was received from the Legal Studies department to allow instructors to be eligible for Emeritus status.

Graduate Council –Annette Khaled

Graduate policy had a discussion on continuous enrollment. We determined there was no need to change the policy; exceptions will be reviewed on a case-by-case basis. Other committees continue to meet.

Comment: Recommend the Senate review the Faculty Constitution scope for the Graduate Council since the Vice President of Research and Dean of the Graduate College will be merged.

Undergraduate Council – Kelly Allred

Recent meetings canceled. No new business from the colleges.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 5:40 p.m.

## **2016-2017 Faculty Senate Biographies of Officer Candidates**

### **Chair**

**Keith Koons** has been a member of the UCF Music Department faculty since 1990 and currently is Professor of Music and Graduate Coordinator. He also serves as an Associate Director of the School of Performing Arts. His teaching areas include clarinet, woodwind techniques, and chamber music. A native of Maryland, he received his training at the University of North Carolina, Chapel Hill (BME), the Manhattan School of Music (MM in clarinet performance), and the University of Southern California (DMA in clarinet performance).

He has served for many years in the UCF Faculty Senate, and previously served as Secretary for 1993-1995 and 2013-2014. He was elected and served in the position of Vice Chair for 2014-2015, and Chair for 2015-2016.

Dr. Koons has served in leadership positions in the Southern Chapter of the College Music Society, including Secretary/Treasurer and President. He was the founding Chair of the International Clarinet Association Research Presentation Committee, and also served the Association as Research Coordinator and Library Liaison. He served as ICA President from 2010-2012.

Dr. Koons is an experienced performer in orchestra, opera, band, and chamber music, as well as a veteran clinician and recitalist. He has performed as a member of the Arkansas Symphony Orchestra, the opera companies of Orlando, Arkansas, Annapolis, the Aspen Festival Orchestra, and many others. He has performed and lectured at clarinet festivals and academic conferences throughout the United States and Europe, including ICA ClarinetFests in Spain, Italy, Belgium, Portugal, Texas, Chicago, Ohio, Utah, Los Angeles, Nebraska, and Louisiana. He has performed as Principal Clarinet in the Brevard Symphony Orchestra in Melbourne, FL since 1992, and also performs with the Orlando Philharmonic Orchestra.

### **Vice Chair**

**Bill Self** currently serves as the vice 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 60 research articles and this work has been highly cited in recent years (H-index of 31 with over 3100 citations). He has given 12 invited talks at national/international

conferences and Universities in the past 7 years, served as a panel chair twice at international conferences and served on ten NIH study sections and five NSF study sections since 2009. He has authored/co-authored 59 conference presentations and has been awarded four patents (with four more pending) since 2009.

Besides his extensive research and service to the profession, Dr. Self has also been heavily involved in service to UCF, including serving seven years on Senate Joint Committees and Councils and four years as a Faculty Senator. Dr. Self also served as Chair of the Undergraduate council for two years and has served on the steering committee for two years. Dr. Self is serving as Provost Faculty Fellow this year.

He and his wife of 21 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.

## **Secretary**

**Kevin Coffey** is a Professor in the Department of Materials Science and Engineering (MSE) at the University of Central Florida. He teaches courses in materials at both the undergraduate and graduate levels. Dr. Coffey's teaching is primarily in electronic materials and in the thermodynamics and kinetic processes of materials. Dr. Coffey is also active in materials research in electronic materials and thin films, with 28 issued U.S. Patents and more than 80 peer reviewed journal publications.

Dr. Coffey's service record includes several years as the Graduate Program Coordinator for MSE Ph.D. and MS degrees and serving as the founding Interim Chair of the MSE department. This Fall he will be starting his seventh year of service as a College of Engineering and Computer Science representative to the Faculty Senate (2016-2017) and has previously served on many committees of the Faculty Senate, including the Graduate Policy and Appeals Committees, the Faculty Senate Steering Committee, and the Committee on Committees.

## *Faculty Senate Meeting Schedule* 2016-2017

<b>Steering Committee</b> 4:00 P.M. to 6:00 P.M.	<b>Faculty Senate</b> 4:00 P.M. to 6:00 P.M.
<b>Thursday, April 7, 2016</b> <i>College of Arts and Humanities, Room 192</i> <i>(Last meeting, 2015-2016 Steering Committee)</i>	<b>Thursday, April 21, 2016</b> <i>Student Union Key West, Room 218</i> <i>(First Meeting, 2016-2017 Faculty Senate)</i>
<b>Thursday, August 11, 2016</b> <i>Rosen College for Hospitality Management, Room 231E</i>	<b>Thursday, August 25, 2016</b> <i>Student Union Cape Florida, Room 316</i>
<b>Thursday, September 8, 2016</b> <i>Student Union Pensacola Board Room, Room 222</i>	<b>Thursday, September 22, 2016</b> <i>Student Union Key West, Room 218</i>
<b>Thursday, October 6, 2016</b> <i>Student Union Pensacola Board Room, Room 222</i>	<b>Thursday, October 20, 2016</b> <i>Student Union Key West, Room 218</i>
<b>Thursday, November 3, 2016</b> <i>Student Union Pensacola Board Room, Room 222</i>	<b>Thursday, November 17, 2016</b> <i>Student Union Key West, Room 218</i>
<b>No Meetings in December</b> <b>(Fall Commencement and December Holidays)</b>	
<b>Thursday, January 12, 2017</b> <i>College of Arts and Humanities, Room 192</i>	<b>Thursday, January 26, 2017</b> <i>Student Union Key West, Room 218</i>
<b>Thursday, February 9, 2017</b> <i>Student Union Pensacola Board Room, Room 222</i>	<b>Thursday, February 23, 2017</b> <i>Student Union Key West, Room 218</i>
<b>Thursday, March 16, 2017</b> <i>Student Union Pensacola Board Room, Room 222</i>	<b>Thursday, March 30, 2017</b> <i>Student Union Key West, Room 218</i>
<b>Thursday, April 6, 2017</b> <i>Student Union Pensacola Board Room, Room 222</i> <i>(Last meeting, 2016-2017 Steering Committee)</i>	<b>Thursday, April 20, 2017</b> <i>Student Union Key West, Room 218</i> <i>(First Meeting, 2017-2018 Faculty Senate)</i>