

MEMORANDUM

Date: March 28, 2019
TO: Members of the Steering Committee
FROM: William Self
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on April 4, 2019**

Meeting Date: Thursday, April 4, 2019

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *March 7, 2019***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
7. **New Business**
 - 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 of Senators
 - 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
 - Nomination of slate of officers
 - Call for topics for Senate committee action during 2019-2020
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Qian Hu*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Richard Harrison*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Mathilda Van Niekerk*
 - Undergraduate Council – *Nina Orlovskaya*
9. **Other Business**
10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of March 7, 2019

William Self, chair, called the meeting to order at 4:01 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of February 7, 2019 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Joe Adams, Communications Director, Office of the Provost

Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President

Jana Jasinski, Vice Provost for Faculty Excellence

Manoj Chopra, College of Engineering and Computer Science senator

Hank Lewis, Academic Program Quality, Academic Affairs

Thad Seymour, Jr, Interim President

REPORT OF THE INTERIM PRESIDENT

Dr. Self yielded the floor to Interim President Thad Seymour, Jr. for an update.

Dr. Seymour provided the members with his background and indicated it is an honor to serve as interim president temporarily to help UCF move past this difficult time. Dr. Seymour indicated that in the next several months it will be critical for all of us to work on the following:

1. Strengthen operations.
Including, bringing in a new chief financial officer and chief operating officer, improving processes, and additional training.
2. Rebuild UCF's reputation.
Dr. Seymour met with the Chancellor and chair of the Board of Governors last week and indicated that it was an optimistic meeting. The House Public Integrity and Ethics Committee report is due next week. Hopefully, after the last report, UCF can start moving forward.
3. Expand resources.
We must protect ourselves in the current Legislative session to ensure that the base budget is not impacted, successfully completing the Knight campaign which ends in June, and other funding opportunities.
4. Being active in driving academic excellence.
Includes work on the budget process, allocating resources, and continued discussions on UCF's enrollment plan.

Dr. Seymour noted that while in Tallahassee yesterday, he was able to meet with twenty-one legislative aids that are ambassadors of UCF.

Question: Is the search for a new chief financial officer and chief operating officer on hold?

Answer: After consulting with several national search firms, we will be using AGB Search to conduct a national search for an experienced long-term interim for both positions until a permanent president is hired. We have other key positions to conduct a search including a chief accountability officer.

Question: Regarding the \$85 million in carryforward, we are hearing of large classes of 450 students where the faculty member has no teaching assistant. Five or six years ago my college had about 1,400 undergraduate students with about 35-39 teaching assistants. Now we have about 3,500 students with the same number of teaching assistants. In addition, phone lines are being eliminated which the students' need in addition to the outdated labs and reduced working spaces. Is it possible to divert attention to these needs?

Answer: The issue exposed using funds designated for one source used for a different source. The \$80 million was not all spent. The question is, are we allocating funds to the highest need? This is ongoing work we need to do together.

Question: When you spoke with the Chancellor and chair of the Board of Governors, did slowing or pausing growth come up?

Answer: Yes, and we are looking at options. We must be thoughtful in how we pause growth since there are financial implications. Growth over the last ten years is not sustainable. About 70% of UCF's growth is due to better retention of students.

Question: Aren't we planning for a surge of growth with the Downtown campus?

Answer: The Downtown campus represents moving existing programs and students to a different location. One-third of the 7,700 students are Valencia College students.

ANNOUNCEMENTS

Next week the Board of Trustees (BOT) Finance and Facilities Committee will meet followed by a full board meeting on March 13. The regular board meeting is scheduled for March 21. You are encouraged to review the agenda and materials and send Dr. Self feedback prior to the meeting.

Last month the Steering Committee voted against Resolution 2018-2019-11 Statement of Civil and Inclusive Discourse in the Campus Environment. Since the work of this committee is complete, the committee is officially discharged. Dr. Self thanked Nancy Myers, S. Kent Butler, Anastasia Salter, Ann Miller, Eric Merriam, Blake Scott, Kerry Welch, Shane Juntunen, Youndy Cook, and Karen Morrison for their work on this ad hoc committee.

REPORT OF THE PROVOST

In regards to the teaching assistant needs, the resources haven't kept pace with enrollment. This continues to be an issue raised and discussed in the Insights Group. In addition to an access mission, we also have a mission to provide faculty the resources needed and ensure students have the resources needed to succeed.

With respect to the carryforward spending plan, Dr. Dooley indicated that the universities were in a position where carryforward might be taken away. The Board of Governors (BOG) provided specific categories to focus spending carryforward balances including academic and student affairs, campus safety and security, deferred maintenance, information technology, student financial aid, and student welfare. In the best interest of the students, UCF set aside \$40 million dollars for the Constellation Scholarship fund. To create the fund, we had to take funds from the academic units. The BOG expressed displeasure in the Constellation fund and asked the university to re-evaluate the best way to use the carryforward funds. In working with the deans, the colleges submitted additional priorities to use carryforward based on the BOG categories. In the current plan, UCF has a scholarship fund of \$16.5 million dollars instead of \$40 million. In addition, the deans are concerned that we don't have the funds for mid-career start-ups. The provost's carryforward provides \$3 million dollars for which the deans will have to submit proposals and compete for the funds for faculty that want to continue from associate to full professor. In addition, the provost's carryforward will set aside funds for additional advisors for student success in the colleges. The total committed carryforward is \$60.5 million dollars of which \$16.5 million represents financial aid, with the remaining spread across the BOG recommended categories. The BOT and the BOG must approve the plan. A trustee commented that the carryforward funds should be used for faculty hiring, however, the concern is that the funds are not recurring. The fact that UCF had \$174 million dollars in carryforward balances suggests that the university is not allocating appropriately or concerned to spend the funds in the event of a shortfall. The \$174 million includes contractual and encumbrances, so the bottom line is about \$117 million dollars that were being carried forward.

Question: How quickly does the money have to be spent?

Answer: We have a one to three year period to spend the carryforward. Although the legislature may not take the carryforward, they may reduce the educational and general (E&G) allocation. We won't know our allocation until May.

Question: So if the E&G allocation is lowered, the carryforward will probably be used to cover the shortfall?

Answer: Probably, but the question is, what is the right allocation across the academic units and have we matched the allocation to the need adequately?

Question: Comparing UCF to large research institutions, UCF is not keeping up with having state of the art instruments for research and teaching. Can any of this carryforward be used for this purpose?

Answer: The carryforward plan just explained is already committed, but the need fits in the category. This is a discussion you need to have with your dean.

Comment: Some of these issues are university-wide and shouldn't fall on one specific college.

Question: We are hearing that only half of the carryforward taken from the colleges has been returned?

Answer: 66% was taken from each of the colleges and 61% was returned to each of the colleges.

Question: What is the strategy? Teaching assistants for quality or more advisors to help with course placement?

Answer: We need both. What we are trying to do with the financial aid is to create a fund where we can put a fellowship on top of the stipend to make the assistantships more attractive to graduate students.

Question: I was under the impression that the state was going to reduce UCF's E&G and that the carryforward will make up for some of the reduction. Do we expect an increase in E&G down the road?

Answer: We don't know about a possible reduction until May and there is no way of knowing about future increases.

Question: Is the carryforward review done annually?

Answer: Yes. The universities submit a three-year carryforward spending plan every year to the BOG. This is the first year in which the BOG will approve each plan.

Question: Some faculty are spending overhead so they don't lose it. Is overhead out of danger?

Answer: Yes, overhead is out of danger. When we pulled the 66% from the colleges, we left the overhead funds.

Question: A resolution was passed a couple of months ago regarding UCF Conference Rooms. We have no idea what the total cost, but there are many conference rooms lacking equipment representing a one-time cost that would fit a category. One fund that got swept from the College of Sciences was a mislabeled ORC Fellows account which is really an overhead account and returned to a different fund. We don't know what will happen with the ORC Fellows. For this year's admission cycle, is there any way of getting some of those funds back?

Answer: Check with the dean.

Comment: A couple of years ago, Facilities indicated they had over \$10 million dollars in critical maintenance that could not be completed due to lack of funding. I hope these maintenance issues have already been taken care of by now, but if not, that would be a good use of money.

Response: The new plan provides for \$29.2 million in carryforward funds for deferred maintenance.

Question: When does the revised carryforward plan go to the BOG for approval?

Answer: March 13.

Comment: We have had an accumulation of E&G in carryforward for the past several years. If we spend it all, the reduction is permanent and UCF won't have any funds left to make up for an allocation shortfall.

Response: The BOT may have to revise the carryforward plan in June after we know if the base funding is reduced.

Comment: The faculty and staff would appreciate sharing the funds in the form of raises that were previously denied.

Comment: If the base allocation is reduced, it is a permanent reduction and will take time to increase over time. Probably better to guard against this now by lobbying for keeping the base allocation and making plans for spending the carryforward. The materials published for the March 13 BOT meeting has more details available.

Comment: Looking at how this played out politically, I expected more outcry and support for UCF from the community. In the long-term, I would like to see more effective lobbying of the voters. UCF purchases a lot of advertising, but we need more information as to why UCF is economically important to the individuals in the area, around the state, and the university system as a whole. We need to claim some of the credit we all know we deserve.

Response: Would like to see us in a position where faculty are not forced to ask questions after the fact. We need insight and feedback from the onset. The provost wants to be a partner with the Faculty Senate.

New Lockheed Martin-Sand Lake Educational Site

As an information item requirement by the Southern Association of Colleges and Schools (SACS), UCF will be offering master's degree classes at Lockheed Martin-Sand Lake facility. In Spring 2018, the College of Optics and Photonics began offering courses toward the M.S. in Optics and Photonics to the Lockheed Martin employees at the Sand Lake location. The college is now partnering with Lockheed Martin to deliver 100% of the company's master's degree courses at the Sand Lake location by 2020.

OLD BUSINESS

2019-2020 Academic Calendar and Religious Holidays

In the 2018-2019 Committee annual report, the committee noted the Student Government representative concerns regarding religious holiday's observance in regards to Jewish holy days that fall in the week of finals, making students pick between academic success or religious observance.

UCF Regulation 5.020 Religious Observances has been in place since 2009. The committee would like the faculty, administrators, and students to be aware of the policy which requires the student to notify all instructors at the beginning of the term to be excused from classes to observe a religious holy day.

Dr. Self asked if Faculty Excellence can remind faculty of the policy and procedures before the Fall semester or regularly before each semester starts. Dr. Jasinski indicated that Faculty Excellence can remind faculty at the same time the next academic calendar reminder goes out.

Question: What is the timing of when the student makes the request?

Answer: Students are supposed to make the request at the beginning of the semester.

Question: How does a faculty member know what all the religious holidays are?

Answer: Posted on the Faculty Center for Teaching and Learning website.

Comment: The faculty and students have very long lists of information that must be known. Faculty are required to add more information in the syllabi than actual content. We need a different mechanism that the students can go for information. The UCF policy website is too hard for students to find what they need. Maybe a student handbook or similar location for this type of information. Placing information in the syllabus hasn't proven effective. It needs to be easier for students and faculty to access information.

Comment: Would think there is some kind of form for the faculty to sign.

Dr. Self noted that faculty and administrators spend an enormous amount of time dealing with non-educational issues. It faculty would let someone else handle the attendance issues, maybe an office could be formed to determine legitimate excuses.

Comments: Some members indicated they would let a separate office handle the excuses where others prefer to work with the students.

Comments: Creating the equivalent of a high school attendance office for a student body of 66,000 would be difficult at best. Wouldn't be difficult for individual units to create this with current staff.

Comment: I get the forms from athletes, clubs, etc. for an excused absence. There are some students presenting at the undergraduate research showcase that can't get excused to present.

Comment: Many years ago when student-athletes were being treated differently, the Senate was involved in UCF Policy 4-401.2 for all students.

Comment: It wouldn't be difficult to add religious holidays or undergraduate research showcase to the existing policy through a resolution.

The Student Absence Policy will be added to the 2019-2020 issues list.

Question: We have heard that the Academic Calendar Committee is adopting the same academic calendar as Valencia College resulting in a week later start and a shorter semester in addition to following Valencia's schedule in the future. Is that true?

Answer: What happens the next academic year is still in negotiation. Valencia has different processes including the approval chain. There are buffer days built into the calendar.

Senate Service and Accountability

In August, the Personnel committee was assigned the issue of "Committee chairs, and reward and accountability for service including service during the summer". A modest number of faculty do a very high amount of service (30-40%), yet only get credit for 10-15% service assignment. The Personnel Committee re-directed the issue back to Steering to identify and pilot strategies within the Senate first before recommending university-wide implementation.

Currently, the Senate recognizes:

- Senator 10-year Service Award - inaugural award 2016 Certificate & service pin recognition at Founder's Day annually.

- Senator Appreciation Certificates - to each Senator completing a term that attended more than 50% of Senate meetings during their terms.
- Joint Committee Members annual appreciation letters - sent to all voting members (400+) in April.
- Excellence in Professional Service Award for in-unit Faculty - funded by the university, Senate committee select up to two \$2,000 recipients.

The Service Award is the only monetary award available to the faculty for service. Applications over the recent years have declined and faculty with excessive service are not applying.

Dr. Self asked for suggestions to improve recognition.

Comment: There are three awards for women faculty for service with a monetary award.
 Comment: Have thought about applying, but the monetary award isn't worth the time it takes to put together a folder.

Comment: We are consistently told not to put more than the 10-15% service in the faculty activity report no matter how much service is provided. Faculty should be able to report what they actually do.

Suggestions included:

- Recognizing all senators' service at Founder's Day in addition to the 10-year service.
- Would like to see 30% for service outside of UCF removed. If faculty are serving UCF, they don't have time for that much outside service.
- The award amount should be doubled or increased to \$5,000 since it's a one-time award.
- Provide teaching assistants or graders for faculty that provide service to free faculty time to serve.
- Of the Excellence Awards, Service is the only award that doesn't have a college-level award with compensation.
- Create an out-of-unit service award.

Dr. Self noted that chairs and vice chairs need to report any voting member that misses more than half of the scheduled meetings in order to be replaced.

Comment: Maybe develop some kind of handbook for committee service.

Comment: Maybe some kind of committee member feedback by the committee chair to department chairs for the annual evaluation of service.

Question: Is the Research Council now an operational committee?

Answer: The Bylaw resolution will be voted on at the March 21 meeting.

Discussion ensued regarding how long committees can meet. Committee members serve until the end of the Spring semester and continue to serve until the new committee is appointed. Committees need direction on the Senate year versus the committee term.

The only difference is a resolution developed after the March Senate meeting would be held until the new Senate and Steering Committee is seated. Committees are able to meet in the summer if a quorum can be achieved.

NEW BUSINESS

Appointment of Nominating Committee

The annual committee is formed to present the slate of officers for the 2019-2020 Senate. The committee is chaired by the Senate past chair and two or three additional Steering members. In addition to Keith Koons, past chair, Linda Walters and Nina Orlovskaya volunteered.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Qian Hu

The February meeting was canceled due to the emergency Senate meeting. The committee gathered information and is still discussing accessibility issues with the Creative School. The next meeting is scheduled for March 20, 2019.

Information Technology Committee – Joseph Harrington

The committee has been meeting every two weeks. Received a presentation from the Office of Research on Project Wahoo, now known as Project Rising. Information discussion included password resets conversations between the State Auditor and UCF IT Security since UCF has multi-factor authentication. Also discussed the service request rate of resolution, telephones, and access to e-mail after someone leaves UCF.

Parking, Transportation and Safety Committee – Richard Harrison

The committee has not met.

Personnel Committee – Linda Walters

The committee had the last meeting yesterday. A resolution regarding non-tenure earning faculty bypassing the University Promotion and Tenure Committee has been submitted to the Steering Committee. Another resolution is forthcoming on clarity and transparency in the travel policy as a result of an internal survey that showed differences between departments and colleges. The committee reviewed the list of issues for the year. A few slated for next year include an updated faculty salary compression and faculty salary equity study, retention of UCF e-mail accounts upon retirement, hiring faculty members on grants, and the value of continuing SoTL award.

A brief discussion regarding e-mail policy ensued. The suggested changes to the Emeritus Policy asks for the faculty to keep their ucf.edu e-mail address subject to all regulations and policies. The Information Technology discussion surrounded the e-mail belonging to the account holder and needing access, especially for research regardless of retirement, firing, or leaving for a different job.

Dr. Jasinski noted that the suggested changes to the Emeritus Policy have been sent to Youndy Cook in the General Counsel's Office for the Policy Committee.

Also discussed a need to communicate with the senators and committee members about how to sign-up for UCF Policy and UCF Regulations updates. Also, need a way to get updates on past Senate resolutions progress to the policy committee.

Graduate Council – Jim Moharam for Mathilda Van Niekerk

The committees are meeting and conducting normal business.

Undergraduate Council – Nina Orlovskaya

Both committees have been very active with course revisions and new courses.

Dr. Self reminded the provost that a previous resolution approved by then provost Whittaker regarding a single website listing all committees and membership still needs to be implemented.

OTHER BUSINESS

Dr. Self discussed the need for a strong faculty voice and involvement that was brought up at the last Senate meeting. Discussed the possibility of sending a faculty survey to gather feedback and suggestions for improving faculty input. Provided samples of questions that could be asked:

1. How do you think the university can increase transparency?
2. How can we increase accountability?
3. How can the university increase and encourage community involvement?
4. How can the university improve faculty governance?
5. Are there other universities that you think UCF should model?
6. What do you need as a faculty member to help students succeed?
7. Open-End suggestions for increased transparency, accountability, and collaborative involvement.

Dr. Self asked the members if they believed we would receive good feedback if such a survey was sent to all faculty?

Comment: The scope should be limited. Would like to see of focus on a specific aspect like faculty access to administrative.

Question: What is the faculty role in hiring administrators? In the last presidential search, there were only two faculty members out of eighteen search committee members.

Comment: Would like to see multiple faculty on the BOT, maybe even academy members.

Response: Dr. Self would like to see the BOT Governance Committee revisit the composition of the presidential search committee and that a substantial number of faculty be added to the next search committee.

A brief discussion regarding other universities having a faculty-run grievance committee instead of administration or different office. Comment made that even though grievances are bargaining, the union and administration still need to hear from faculty and what they want. Dr. Self noted that a bylaw change is being suggested in April to modify the

Senate agenda to include a report of the president and campus climate update to allow the union and other divisions to provide the senators with periodic updates.

Motion and second to form an Ad Hoc Committee to consider ways of increasing faculty governance and review the results of a possible Qualtrics survey. Quorum called; quorum confirmed.

Vote: All in favor; motion passes.

Question: What is the output of the Ad Hoc Committee?

Response: Recommendations submitted to Steering to improve faculty governance.

Joseph Harrington and Bari Hoffman Ruddy volunteered. A member suggested volunteers also solicited at the next Senate meeting.

Dr. Koons invited everyone to the School of Performing Arts to UCF Celebrates the Arts and provided a brochure for the events.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 6:05 p.m.

1 **Resolution 2019-2020-1 Faculty Senate Bylaw Change**
2 **Promotion Procedures for Non-Tenure Earning Faculty**
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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
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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
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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
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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
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25 **Be it Further Resolved** that Section VIII of the University of Central Florida Bylaws be
26 amended to remove paragraph 0.2.b.

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

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

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

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

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12 B. Nomination and Election of Senators

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

19
20 Each academic unit shall, by majority vote of its faculty, decide on a system of internal
21 allocation of Senate representation; e.g., at academic unit level, by department, by
22 proportion to department size, by a combination of department and academic unit
23 representation, etc. Each academic unit shall annually inform the chair of the Faculty Senate
24 of the details of such allocation and any subsequent changes in it.

25
26 No later than the fourth week of the spring semester, the Office of the Faculty Senate will
27 provide each academic unit with a list of faculty eligible for election to the Faculty Senate
28 and the number of seats to be filled. On receiving this information, the academic unit will
29 conduct an election.

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

32
33 Each academic unit will report election results to the Office of the Faculty Senate no later
34 than March 1. In order to provide a current list of alternate members of the Senate, each
35 academic unit will also forward the number of votes cast for each candidate for any **at-large**
36 election. If an alternate is needed, the alternate with the highest number of votes from the
37 most recent election shall serve. If no alternate is provided, or no alternate can serve, a
38 special election should be held.

39
40 The chair of the Faculty Senate will certify all Senate elections.

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

1 **Resolution 2019-2020-5 Travel Policy Guidelines for Faculty**

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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 over see 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.

Updated Assigned Topics for 2018-2019 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
		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	
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.
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.
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.
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.	Coffey 4-9-18	Committee Monitoring

			Response: Transitioning from EHS to Compliance & Ethics. A new UCF policy needs to be created regarding speed limits. Committee recommended 10mph on sidewalks.		
12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year.	Self 8-8-18	Not addressed
14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
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
9	Postpone Indefinitely	GAP 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	
3	Research Council	Different method to assess Excellence Award in Research.	The Excellence award in Research is always unfair to the behavioral sciences, and arts and humanities. Need a different method of evaluating to ensure fairness across disciplines. Response: Proposal for additional awards submitted to Faculty Excellence to be bargained. A new rubric is being created.	Steering 4-5-18	CLOSED
5	Budget & Administrative	Faculty Collaborative Commons.	A Faculty Collaborative Commons where faculty can eat, meet, and collaborate. A Faculty Excellence exceptional budget request was denied.	Steering 4-5-18	CLOSED
6	Senate Chair - ACFS	New Degree Program Approval Process.	BOG-Improve the process to get a new degree program approved. Right now it can take three years. Need to respond to the marketplace and student needs. Response: Can take up to 3-years depending on timing of the pre-proposal, proposal, and university process.	Steering 4-5-18	CLOSED Can't change BOG process 1-17-19
7	Senate Chair - ACFS	Lack of flexibility with Course Catalog in offering approved courses in academic year.	Course Catalog inability to quickly respond to student demand; inability to offer a new course approved with a course number for the spring due to inability to add the course due to the annual catalog year limitations. Results in student transcript showing ST instead of the course. Response: Many rules and policies surrounding a catalog year prevent any university offering approved course within a catalog year.	Steering 4-5-18	CLOSED Can't change BOG rule. 1-17-19

8	Research Council	IRB Speed and Efficiency.	<p>Improve the speed and efficiency of the Internal Review Board process. Need better department/college review prior to submission, training, and system improvement.</p> <p>Response: Two additional staff members hired. In FY19 exempt turnaround time reduced by 36.5 days; expedited turnaround time reduced by 36.6 days; and full board turnaround time not controlled by the IRB.</p>	Steering 4-5-18	CLOSED
11	Budget & Administrative	Departments Financially Responsible for Building Maintenance.	<p>Faculty located in a non-teaching building are being told that building maintenance is the responsibility of the department that is not funded for building maintenance. This includes declining equipment built into the building before faculty where moved.</p>	Harrington 4-9-18	CLOSED
16	Parking, Transportation & Safety	UCF Parking Application Reliability	<p>The mobile application used to determine available parking is unreliable and doesn't account for roped off parking for events, special guests, or maintenance. For example, last year there were times when Garage B was listed as having over 100 free spaces, when in fact the garage was filled with cars pouncing on spaces as they became free. The information is not updated or accurate.</p> <p>Response: Adjustments have been made to how spots are being blocked.</p>	Steering 9-20-18	CLOSED 10-22-18
17	Parking, Transportation & Safety	Volunteer and Short-term Parking	<p>The daily departmental rate increased from \$1.00 to \$3.00. The standard daily rate for a guest is \$5.00 per day. There has been talk about eliminating the departmental \$3.00 tag. This is an issue for volunteers, guest speakers, part-time employees, or students coming to campus for a short time frame. For example, a student coming to a lab for one semester can't afford to pay the daily rate. A part-time employee that works five hours a week for \$10.00 per hour can't afford to pay \$200+ for parking. Adjuncts have the same problem as they may only teach one semester. Something needs to be done for those people that the faculty, department, or colleges bring to the campus for the benefit of the university.</p> <p>Response: \$3.00 permits not being eliminated.</p>	Steering 9-20-18	CLOSED 10-22-18
18	Parking, Transportation & Safety	Faculty Parking Fee	<p>Rosen College faculty were hired with no expectation of paying for parking. Now they are expected to pay for parking. The question is why are faculty, adjuncts, or volunteers paying for parking when there are no options for alternative transportation? Disney, Universal Studios, nor the hotels make their employees pay for parking. Some faculty don't pay depending on location. Needs to be fair.</p> <p>Response: Rosen College is getting a parking garage build and wanted to be included in the parking system for the benefits of stripping, sweeping, and resurfacing of lots.</p>	Steering 10-11-18	CLOSED 10-22-18
19	Steering	Elevate the Research Council to an Operational Committee.	<p>Issue from 4-7-2016 that was delayed due to new VP.</p>	Self 10-18-18	CLOSED Resolution 2018-2019-10

2017-2018-41	Parking, Transportation, & Safety	Classroom Safety.	Active Shooter protocols in UCF classrooms. Lack of materials. Response: It will cost \$7 million for state of the art security for 31 keyed buildings. Low cost-low tech immediate solution disapproved by State Fire Marshall. Deadbolt mechanisms are being put into doors in CB1, CREOL, Millican Hall, Psychology, and Duke Energy. Approximate cost is \$500 per door.	Senate 2-22-18	CLOSED 10-22-18
2017-2018-40	Steering – Ad Hoc Bylaws Committee	Non-tenure Faculty, Faculty Senate representation.	Non-tenure earning faculty need leadership opportunities. Should the bylaws be changed to allow instructors/lecturers to be elected senators?	Steering 2-8-18	CLOSED Resolution 2018-2019-4
2017-2018-3	Steering – Ad Hoc Bylaws Committee	Senate Oversight of Senate elections.	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.	Steering 3-9-17 & 4-6-17	CLOSED Resolution 2019-2020-3
2017-2018-39	Steering – Ad Hoc Bylaws Committee	Senate Operational and Curricular chairs and vice chairs	Increased need for a backup chair due to conflicts. The Bylaws many need to be updated regarding the absence of a chair.	Steering 1-11-18	CLOSED Resolution 2018-2019-3
2017-2018-22	Information Technology	Teleconference Technology.	Need a better university-wide solution to connect faculty to meetings like Google Docs, Adobe Connect or other reliable package.	Steering 4-6-17	CLOSED Resolution 2018-2019-9 UCF Conference Rooms.
2017-2018-27	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.	Pam Cavanaugh, UCF Connect 7-6-17	CLOSED 1-24-19 APVD Resolution 2018-2019-8 SPOI Processing
2017-2018-29	Steering Ad Hoc Committee	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. SGA passed a resolution to address issue. Student guest showed GatorRater at U.F. used tech fees to develop. This is a transparency issue.	Student senator 7-17-17 8-16-18	CLOSED Resolution 2018-2019-12
2017-2018-31	Information Technology	Multi-Factor Authentication	Should not have to use personal phone to authenticate.	Steering 8-7-17	CLOSED Can purchase \$20 dongle

2016-2017-34	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be? <i>(Regulation 3.010, CBA Article 10)</i>	Need to review the process.	Dean Sole CON 7-19-16	CLOSED Suggestions for review provided to Faculty Excellence.
2017-2018-38	Personnel	Telecommuting Policy http://hr.ucf.edu/files/telecommuting_man.pdf https://hr.ucf.edu/files/telecomm_forms.pdf	Work-Life Balance Faculty Excellence Advisory Group requests a transparent and fair policy, especially for the non-teaching/research faculty (CDL, library, etc.) <i>Response: Policy is good; policy not communicated.</i>	Walters – Steering 1-11-18	CLOSED
2017-2018-37	Personnel	Joint Appointments with COM <i>(https://provost.ucf.edu/files/Joint_SecondaryJoint-Instructions-Form-07.29.16.pdf)</i>	Difficulty in arranging joint appointments between CREOL and COM because COM faculty are out-of-unit. This will be an issue with the Academic Health Science Center.	Dean Saleh 2016	CLOSED % determines in or out of unit