

MEMORANDUM

Date: March 31, 2016
TO: Members of the Steering Committee
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on April 7, 2016**

Meeting Date: Thursday, April 7, 2016
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *March 17, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Nomination of slate of officers
 - Call for topics for Senate committee action for 2016-2017
 - Senate Operational and Curricular Standard Meeting days/times
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Robert Cassanello*
 - Parking Advisory Committee – *Bari Hoffman-Ruddy*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Hyoung Jin Cho*
9. **Other Business**
10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Minutes of March 17, 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 11, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Stephen Kuebler, Budget and Administrative Committee member

Anna Jones, Quality Enhancement Plan Director

Kristy McAllister, Academic Affairs Information and Publication Services

Paul Whalen, Graduate Student Association President

ANNOUNCEMENTS

Due to the anticipated need for the conference room 192 for the new Dean of the College of Arts and Humanities, the Steering committee will meet in the Pensacola boardroom in the Student Union in the Fall. The August Steering meeting will be held at the Rosen College of Hospitality Management.

A textbook affordability bill has passed the House and Senate and is awaiting the Governor's approval. Richard Harrison distributed copies of the bill and provided an overview. Question: Does it change the deadline for faculty to report textbooks? Yes, not sure what it is; we'll need to look into that and communicate change.

At the last Senate meeting, there was a question regarding the search committee members for the Vice President for Research and Dean of the College of Graduate Studies. The list of committee members was passed around the room. The search committee includes:

Committee Members:

Committee Chair, Bahaa Saleh, Dean,
College of Optics and Photonics
Lisa Barkley, Associate Dean for Diversity
and Inclusion, College of Medicine
Deborah Beidel, Director of UCF
RESTORES, Psychology
Jana Jasinski, Associate Dean, College of
Graduate Studies
Chester Kennedy, Chief Executive Officer,
ICAMR
Rudy McDaniel, Assistant Dean, College of
Arts and Humanities
Donna Neff, Associate Dean, Research
Programs and Services, College of Nursing

Griff Parks, Director, Burnett School of
Biomedical Sciences
Edward Ross, Chair, Internal Medicine,
College of Medicine
Winston Schoenfeld, Director, Solar
Technology Research Division, Florida
Solar Energy Center (FSEC)
Sudipta Seal, Director, Nanoscience
Technology Center and Advanced Materials
Processing and Analysis Center
Beverly J. Seay, Chair of the CECS Dean's
Advisory Board
Sandra M. Sovinski, Associate General
Counsel, Office of Research and
Commercialization

Eleazar "Trey" Vasquez, Associate Professor, Department of Child, Family, and Community Sciences
Richard Zraick, Professor, Communication Sciences and Disorders

Provost Staff:
Ronnie Korosec, Associate Provost and Director of Operations
Parker Executive Search Firm
Representatives:
Laurie Wilder, President,
Porsha Williams, Vice President

OLD BUSINESS

None.

REPORT OF THE PROVOST

Ronnie Korosec reporting on behalf of the Provost. The Provost is traveling back from the Board of Governor's meeting.

Research and Graduate Education

The external consultants on research and graduate education will be meeting on the UCF campus March 28 and 29. They will be meeting with 143 different stakeholders over two days, not including the open forums. There will be an open forum for faculty on March 29 from 10:30 – 11:30 a.m. in the Graduate Student Center in Colbourn Hall, room 146. There will be a livestream of the forum for those that can't make the meeting. There is also an opportunity to listening to the debriefing sessions on March 29 from 2:30 – 3:30 p.m. via <http://www.gotomeeting.com>.

In April, there will be a campus forum for faculty discussing the search for the Vice President of Research and Dean of the College of Graduate Studies. Parker Executive Search firm is working on a position description and announcement. The search committee is formed. We hope to have maximum faculty input before the advertisement is posted and during candidate visits. The search firm is reaching out to 38 people to invite to apply for the position. They expect 80-100 strong candidates to apply. The search will occur now. If the campus interviews happen after the Spring semester, we plan to offer livestream opportunities. The position start date is July 1.

College of Arts and Humanities Dean Search

The search is underway. Three candidates will be visiting campus in the next couple of weeks. The three candidates are Giovana Summerfield, Auburn University; Tom Foster, DePaul University; and internally, Jeff Moore from the School of Performing Arts. There will be opportunities for faculty open forums. This search will be concluded before summer with a start date of July 1 or August 1.

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads

The provost appreciates the work of the senate. The Provost has approved the resolution with an addendum to provide clarification; no change in intent. First, the paragraph that references the President and Provost are the final approvers; the clarification is that the decision to hire was the Dean contingent upon the approval of the President and Provost. Secondly, when chairs/unit heads are appointed for a period of time (e.g., 5 years) they are not reappointed every year; the amendment clarifies this language indicating there is

always an opportunity to reevaluate if necessary, but reappointment happens at the end of the term.

March 31 Senate Meeting

The Provost will sponsor a sundae bar at the final senate meeting of the year to recognize the work of the Faculty Senate and Steering committees.

Questions

What is the status of 2015-2016-4 Paid Family Emergency Leave? This resolution must be collectively bargained. This year only chapters 23, Salaries and 3, UFF rights and privileges are open for negotiation. The resolution can't be considered until next year. The Provost will send the resolution back not approved contingent upon collective bargaining.

Dr. Koons thanked the Provost on behalf of the Senate for approving Resolution 2015-2015-3 Appointment and Evaluation of Department Chairs/Unit Heads. The process started last May with the disapproval of Resolution 2008-2009-1. The Personnel committee worked hard on the resolution. We are encouraged that we can get this process standardized and moving forward, and not readdress the same issue every four or five years.

NEW BUSINESS

Motion to amend the agenda to consider a resolution from the Budget and Administrative committee that didn't make it on the agenda; Resolution 2015-2016-6 Faculty Involvement in Evaluating and Improving the Services, Training, and Resources Offered by the Office of Research and Commercialization. Motion and second made to consider the resolution. All in favor; motion passes.

Resolution 2015-2016-5 Recognition of the 2016 Quality Enhancement Plan

Dr. Anna Jones indicated the team is finalizing the proposal to send to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) onsite committee that will be at UCF in April. The website is up and running; postcards and banners are complete. Postcards were distributed. The Quality Enhancement Plan (QEP) focuses on Integrative Learning and the resolution is presented for the Faculty Senate to recognize and support the effort.

This resolution is from the Steering committee. Recommended a slight grammatical change on line 4: "Quality Enhancement Plan (QEP) **is** to improve undergraduate education."

Motion and second to put the resolution 2015-2016-5 on the March 31 Senate agenda. All in favor; motion passes. The resolution as approved reads:

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);

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

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;

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;

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;

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;

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.

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

Motion and second made to discuss the resolution. Stephen Kuebler from the Budget and Administrative committee presented the resolution on behalf of the chair, Joseph Harrington.

Dr. Kuebler indicated that as UCF moves toward greater recognition in research, the use and expectations of the Office of Research and Commercialization (ORC) are going to increase. The committee felt faculty should have an opportunity to substantively and knowledgeably have input in the reevaluation and have input into some of the potential

changes. The resolution acknowledges the changes occurring and recommends a committee comprised of faculty and other stakeholders be formed to help in the evaluation process and potentially propose improvements or changes.

Discussed the current Research Council. There are three ex officio members from the ORC on the committee. The committee does not meet often; typically addresses awards. Reviewed the duties of the Research Council. The concerns in the resolution are already duties of the Research Council. Dr. Kuebler noted that regardless of a specific committee, the resolution is a statement that more needs to be done and goes to the Provost for action.

The committee wants faculty involvement in the near-term ORC changes. More faculty input is needed in regards to any change in service to ensure a change doesn't hamstring the institution's ability to achieve the primary goals. If approved, the resolution can be directed to an existing committee or a new committee.

Question: Will the external consultants charge include any of the issues in the resolution? At a higher level. The consultants will identify strengths, weaknesses, opportunities, and challenges that the ORC and the College of Graduate Studies are facing and make suggestions on how UCF can elevate both areas to a higher level of prominence. This may or may not include involving faculty more.

Comment made that the search committee list circulated does not have any faculty. Everyone on the list is a director or above, and is disappointing.

Discussion continued around what committee should be charged with this task or if a new committee should be formed. The resolution does not specify what committee. The Steering committee only checks the resolution for clarity and in proper form. Debate on whether the resolution is needed occurs on the Senate floor.

Recommended a slight grammatical change by adding a comma on line 13: "...selected through their Senate representatives, be involved..."

Motion and second made to put Resolution 2015-2016-6 on March 31 Senate agenda. All in favor; motion passes. The resolution as approved reads:

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 Federal 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 Update

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 met twice and now brings submits the recommendations to Steering for acceptance. Dr. Self provided a summary of the recommendations being presented.

These recommendations are part of implementation of 2013-2014-5. This is the end product of the committee charged to review awards.

Motion and second made to accept and approve the recommendations submitted by the Ad Hoc committee. All in favor; motion passes.

As the Ad Hoc committee's task is complete; the committee is formally discharged. The Senate chair will be send the recommendations to the Provost for consideration.

Appointment of Nominating Committee

This is an annual committee formed to present the slate of officers for the 2016-2017 Senate. The committee is chaired by the Senate past chair and two additional Steering committee members. Deborah Breiter Terry and Bari Hoffman-Ruddy volunteered to serve.

Constitutional Amendment Process

At the last Senate meeting we got off track with the incorrect assumption at the start of the meeting. Dr. Koons apologized for his part in the confusion. Flow charts for the By-law and Constitutional changes have been created and distributed prior to the meeting. We need to make a distinction between the resolution, by-laws, and constitutional process. For a resolution, any part of the resolution can be amended. When we have a By-law only change, there is a special process to amend the By-laws, including the requirement of appearing on two successive Senate agendas; no Faculty Assembly is required. A constitutional change requires a more lengthy process, requiring the faculty assembly approval as part of the process. We were attempting to follow the Constitutional process since changes were recommended to both the By-laws and

Constitution. At the last Senate meeting, we should have only been considering changes to the list of changes and not allowing any changes that were outside of the list of revisions. Dr. Koons apologized to the Parliamentarian for being put on the spot during the process. Since we still have items that need to be changed, it was proposed to create another Ad Hoc Constitutional Revisions Committee. The committee can start with the changes already proposed and consider additional changes for next year. Since an Ad Hoc committee is not constrained by a Senate year, the committee can be appointed now even though the work will continue into next year. No immediate volunteers for the committee; Dr. Koons will identify volunteers.

Motion and second to establish an Ad Hoc Constitutional Revision committee. All in favor; motion passes.

Question: Why are Department Chairs considered general faculty since they are out of unit and not subject to the collective bargaining agreement, yet the Center for Distributed Learning faculty are not eligible? The term “faculty” has different meanings. Some are in-unit, some are out-of-unit. Historically, the chairs have been included as faculty and teach. It doesn’t matter if the chair is in-unit or out-of-unit. The Ad Hoc committee looked at the CDL request and determined they should not be included because they don’t teach students. Chairs are specified in the Constitution. How the Senate, Human Resources, and UFF define faculty are different.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Robert Cassanello

The committee met twice this month. Resolution 2015-2016-6 was an output of the meetings.

Parking Advisory Committee – Bari Hoffman-Ruddy

They have not met since previous meeting. The next meeting will be in mid-April. Steering members asked what the net gain/loss was for faculty and students when the D lots were shifted for the new building. Also questioned if parking at the softball lot is free or if parking decals/hangtags are being enforced. Also asked if the faculty lot near Colbourn Hall will be limited once the new Trevor Colbourn Hall construction is started. An additional question is the impact on parking for the new faculty starting in the Fall.

Personnel Committee –Linda Walters

The committee has met twice. We discussed COACHE implementation and fact finding going on this semester. The search for actionable recommendations has a long way to go. There will be some open forums over the summer. We received a report on salary compression issues. Approximately 30% of faculty are lower than they should be. Instructors and lecturers were doing better than every other group. Associate and full professors have the highest number of salary compression. We asked for full report with more detail. The Senate has already addressed the Emeritus criteria in a previous resolution. If Steering feels it’s still an issue, we may be a need for additional clarification on this policy. The committee would like an update on UCF Policy to determine if the resolution is being considered in official policy.

Motion and second made to request Dr. Paige Borden be invited to the March 31 Senate meeting to make a presentation on salary compression study. All in favor; motion passes.

Graduate Council – Jim Moharam

Sub-committees continue their meeting schedule. Policy made two changes. The first change is to allow those students that completed all coursework and thesis/dissertation hours to enroll for one credit hour per semester until they graduate with the understanding that they are not full-time students and financial aid may be impacted. We also currently have a 3-year and 7-year certificate. We eliminated the 3-year certificate.

Undergraduate Council – Hyoung Jin Cho

The Undergraduate Course Review Committee discussed and approved a course revision item. The final outcome on materials and supply fee requests was communicated to committee members. There were questions and answers regarding the outcome of the M and S fee requests since no increase was approved by the Provost's office. The Undergraduate Policy and Curriculum Committee meeting for March 15 was cancelled since there were no agenda items.

OTHER BUSINESS

Dr. Thad Seymour is requesting to make a 30 minute Strategic Planning update at the March 31 Senate meeting.

Motion and second for Dr. Thad Seymour to make a 10 minute Strategic Planning presentation at the March 31 Senate meeting. All in favor; motion passes.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:30 p.m.

FACULTY SENATE 2016-2017 COMMITTEE PREFERENCE FORM

Please return this form to the Office of the Faculty Senate at fSenate@ucf.edu by **May 2**.

Senator information:

Senator Name:	
College or Unit:	College of Arts and Humanities
Tenure Status	Tenured
Returning or New Senator:	New

For returning senators:

<p>I would like to continue serving on this committee: Not returning/continuing</p>
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For new senators or those wishing to change committees:

Please indicate your first and second choice for the committee on which you would like to serve. Please note the standard day and time each committee will meet. If your teaching schedule conflicts, please choose a different committee or discuss options with your department chair.

<u>COMMITTEE PREFERENCE</u>	<u>1st Choice</u>	<u>2nd Choice</u>
Budget and Administrative <i>(meets Wed/2:30-3:30 p.m.)</i>	<input type="radio"/>	<input type="radio"/>
Parking Advisory <i>(meets Mon/11:30-12:30 p.m.)</i>	<input type="radio"/>	<input type="radio"/>
Personnel <i>(associate or full professors and librarians only)</i> <i>(meets Wed/11:30-12:30 p.m.)</i>	<input type="radio"/>	<input type="radio"/>
Graduate Council* <u>Rank Committee Preferences (if applicable):</u> Graduate Appeals <i>(meets Thu/1:30-3:00 p.m.)</i> Rank Graduate Curriculum <i>(meets Wed/2:30-3:30 p.m.)</i> Rank Graduate Policy <i>(meets Wed/10:30-11:30 a.m.)</i> Rank Graduate Program Review and Awards <i>(meets Fri/9:30-10:30 a.m.)</i> Rank	<input type="radio"/>	<input type="radio"/>
Undergraduate Council <u>Rank Committee Preferences (if applicable):</u> Undergraduate Course Review <i>(meets Tue/12:00-1:00 p.m.)</i> Rank Undergraduate Policy and Curriculum <i>(meets Tue/12:00-1:00 p.m.)</i> Rank	<input type="radio"/>	<input type="radio"/>

*Members of the graduate committees must be graduate faculty and meet the qualifications for participating in graduate education as specified by the Council and published in the Graduate Catalog. The list of current graduate faculty is available online at <http://www.gradcatalog.ucf.edu/GradFaculty/>.

**2016-2017 Faculty Senate Operational and Curricular
Standard Meeting Days and Times**

Operational	2014-2015 (Typically)	2015-2016 (Typically)	2016-2017
Budget and Administrative	unknown	Wed 2:00-3:00 p.m.	Wed 2:30-3:30 p.m.
Parking Advisory	Tues/Thurs	Mon 11:00-12:00 p.m.	Mon 11:30-12:30 p.m.
Personnel	Tues	Wed 11:00-12:00 p.m.	Wed 11:30-12:30 p.m.
Curricular	2014-2015 (Typically)	2015-2016 (Typically)	2016-2017
Graduate Appeals	Thur 2:00-4:00 p.m.	Thurs 2:00-4:00 p.m.	Thurs 1:30-3:00 p.m.
Graduate Curriculum	Mon 12:00-1:30 p.m.	Wed 3:00-4:00 p.m.	Wed 2:30-3:30 p.m.
Graduate Policy	Wed 10:30-11:30 p.m.	Wed 10:30-11:30 p.m.	Wed 10:30-11:30 p.m.
Graduate Program Review & Awards	Tues 9:00-10:00 p.m.	Fri 9:00-10:00 a.m.	Fri 9:30-10:30 a.m.
Undergraduate Course Review	Tues 12:00-1:30 p.m.	Tues 12:00-1:30 p.m.	Tues 12:00-1:30 p.m.
Undergraduate Policy & Curriculum	Tues 12:00-1:00 p.m.	Tues 12:00-1:00 p.m.	Tues 12:00-1:00 p.m.

**rationale - most of the
committee probably teaches
at the same time and might
have the same chair**