

Faculty Senate
Steering Committee Meeting
Minutes of **August 14, 2014**

Reid Oetjen, chair, called the meeting to order at 4:07 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 3, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Ross Hinkle, Vice Provost and Dean College of Graduate Studies
Gordon Chavis, Associate Vice President for Enrollment Services
Lyman Brodie, Associate Vice Provost, Faculty Relations

ANNOUNCEMENTS

Congratulations to Manoj Chopra for promotion to full professor. Faculty Senate Administrative Assistant Lisa Sklar is moving to the Office of Institutional Knowledge Management to take a position as a coordinator of statistical research; let Oetjen know if there are any candidates for her position to fill the post as soon as possible. (Motion to recognize Sklar for her service by Chopra. Seconded and passed unanimously). Friday, August 15 at 3:00 p.m. will be the faculty reception hosted by President Hitt.

REPORT OF THE PROVOST

Dale Whittaker, provost and vice president for Academic Affairs, stated that he was happy to be here and recognizes the Senate as the representative body. He noted that he will ask many questions and asked that it be interpreted as questions, not as questioning.

Provost Whittaker opened the floor for questions. First impressions of UCF? Committed to student success; tenacious, resourceful and innovative; can-do or will-do; stretched thin.

Status of 100 new faculty members? Immediately, we will run into space and startup issues. Growth will satisfy needs and create challenges.

How can Steering Committee best function? Set the agenda for consideration of the senate, which shows intention of faculty. It is the voice and will of the faculty. Help me by providing feedback; be my eyes and ears.

State performance funding—what do you think about what is being measured? Measurements will work for some areas but not others. Rankings and performance funding are similar; UCF has a strong identity; we should do what we believe is right and the rest will follow. We shouldn't change our behavior necessarily; stay true to our identity and values.

Interest in partnerships? This was an attraction of UCF. Internally, they provide a distinct advantage in putting together teams. Externally, our job is changing lives and livelihoods through education. Partnerships amplify impact.

New building—Interdisciplinary research building update? Top priority in PECO budget, but depends on will of the state and ability to raise private dollars.

OLD BUSINESS

There is no old business.

NEW BUSINESS

Resolution: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution
Constitution does not currently include the roles of senior lecturer, associate lecturer, senior instructor, and associate instructor. This resolution corrects this omission. Motion to add to the agenda of full Senate; seconded; motion passes. The full Senate will be introduced to the resolution next week; as it is a bylaws change, it will be considered for vote in October. The resolution to be sent to Senate reads:

Resolution: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution

Whereas, Section I of the Bylaws of the Faculty Constitution defines faculty as follows:

- A. Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:
 1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).
 2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws*, Section I.A.1).
 3. Lecturer.
 4. Instructor or Instructor Librarian; and

Whereas, new ranks were created in order to establish a promotion pathway for Instructors and Lecturers; therefore

Be It Resolved, that the new ranks of Associate Lecturer, Senior Lecturer; Associate Instructor, and Senior Instructor shall be added to the definition of faculty in the Bylaws of the Faculty Constitution.

Recording Academic Engagement

There is a necessity to record the attendance of students in classes to align with federal policy and funding. The method chosen to record academic engagement is through the Canvas webcourse system. Diane Chase, executive vice provost, described the procedure

to engage students in class quickly (e.g. through a syllabus quiz). Support will be available through the Faculty Center for Teaching and Learning. Students are being informed through financial aid. With this new procedure, faculty will no longer be asked to go back to records to affirm student attendance or withdrawal dates; faculty will still have to record incomplete grades. In a face to face class, engagement can be captured by taking roll and then putting it on Canvas.

Committee Assignment Update

Committee assignment sheet is distributed with thanks for Keith Koons and the Committee on Committees. Oetjen sought suggested nominations for chairs of committees. The following committee members were suggested as possibilities:

Undergraduate Policy and Curriculum Committee/Undergraduate Council Chair: William Self

Undergraduate Course Review Committee/Undergraduate Council Vice Chair: Jeffrey Kaplan

Graduate Policy Committee/Graduate Council Chair: Annette Khaled, Patrick LiKamWa, Charles Kelliher

Graduate Curriculum Committee/Graduate Council Vice Chair: Deborah Breiter

Budget and Administrative Committee: Patrick LiKamWa, Robert Dipboye

Parking Advisory Committee: Amit Joshi

Personnel Committee: Mason Cash, Ana Leon

Steering Committee Liaisons

The role of the liaison is to serve as a point of information between committee and Steering committee, not to vote or advocate for policies. Oetjen requested volunteers to serve as Steering liaisons. The following will serve:

Budget and Administrative Committee: Robert Cassanello

Parking Advisory Committee: Norma Conner

Personnel Committee: Richard Harrison

Graduate Council: Jim Moharam

Undergraduate Council: William Self

Call for Topics for Senate Committee Action

The Steering Committee recommended that the following topics be sent forward to the Senate committees:

- Salary compression within the institution and within discipline across institutions (Personnel committee)
- Facilities services—takes too long, costs too much (Budget and Administrative committee)
- Faculty advocacy (Personnel committee)
- Guidelines for promotion to full professor; examine exiting guidelines and determine if recommendations are appropriate (Personnel committee)
- Recommend procedure for engaging departments for creating standards for promotion for lecturers and instructors (Personnel committee)

- Signage to find buildings, including signage in Research Park (Parking Advisory committee)
- Textbook affordability—what are we doing and what else can we do on our own?
- Budget transparency with regard to the Office of Research and Commercialization

OTHER BUSINESS

Oetjen sought approval to add Maria Beckman to the September Senate agenda to talk about Title IX. Moved and seconded. Approved.

Bill Merck is working on a budget transparency presentation for the deans and colleges. He will be invited to share that with the Senate when it is available.

Chase announced that the awards procedures review committee is in the process of being formed.

Question to Gordon Chavis: Head count for student enrollment is up 2% from last year and student credit hours is 1.5%. Incoming student body has higher scores in both SAT and ACT; overall GPA for incoming class is projected at 3.91. Higher freshman class population, who take a higher class load compared to transfer students.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:57 p.m.

Resolution 2014-2015-1 Amend the Definition of Faculty in the Bylaws of the Faculty Constitution

Whereas, Section I of the Bylaws of the Faculty Constitution defines faculty as follows:

- A. Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:
 - 1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).
 - 2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws*, Section I.A.1).
 - 3. Lecturer.
 - 4. Instructor or Instructor Librarian; and

Whereas, new ranks were created in order to establish a promotion pathway for Instructors and Lecturers; therefore

Be It Resolved, that the new ranks of Associate Lecturer, Senior Lecturer; Associate Instructor, and Senior Instructor shall be added to the definition of faculty in the Bylaws of the Faculty Constitution.

Proposed amendment to the Bylaws of the Faculty Constitution:

SECTION I. Definition of Faculty

- A. Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:
 - 1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).
 - 2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws*, Section I.A.1).
 - 3. [Senior Lecturer, Associate Lecturer, or](#) Lecturer.
 - 4. [Senior Instructor, Associate Instructor,](#) Instructor, or Instructor Librarian