

**Faculty Senate  
Steering Committee Meeting  
Millican Hall, room 395E  
Minutes of August 16, 2018**

William Self, chair, called the meeting to order at 4:01 p.m. Committee members and guests introduced themselves. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of April 5, 2018 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Jana Jasinski, Vice Provost for Faculty Excellence  
Joe Adams, Communications, Office of the Provost  
Lucretia Cooney, Associate Director, Faculty Excellence  
Silvana Sidhom, UCF Graduate Student

**ANNOUNCEMENTS**

The Advisory Council of Faculty Senates (ACFS) meets three times a year. This advisory body to the Florida Board of Governors represents Senate leaders from each university in the State University System. Shawn Felton with Florida International University was elected chair and Bill Self was elected vice chair for 2018-2020. As the vice chair, Bill will be attending the Florida Board of Governor meetings. The ACFS recently passed a resolution regarding performance based funding including the entire Education and General (E&G) funding in the universities budget. The resolution has been presented to Chancellor Criser.

Since the passing of Resolution 2017-2018-14 Faculty Participation on University Committees last April, Keith Koons and Rebecca Bennett have been appointed to the UCF Policy Committee and faculty nominees were just submitted for members to the University Budget and Facilities Budget Committees. In addition, the Compliance and Ethics Committee is requesting to add two faculty members to the committee.

The new Trevor Colbourn Hall has a lactation room on the 3<sup>rd</sup> floor. The administration was acknowledged and thanked for planning the room in a newly constructed building in support of Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women passed last year.

Dean Michael Johnson is the chair of the Provost search committee. The members and progress of the search can be found at <https://provost.ucf.edu/provost-search/>.

The Senate leadership team met with the deans over the summer. Issues raised have been added to the topics list.

The COACHE survey data should be received by the end of August. Faculty Excellence would like faculty nominees to look at the results and help identify priorities moving forward. Nominations are due by August 22.

President Whittaker will host the annual faculty reception on Friday, August 24, 2018 in the Pegasus Ballroom from 3:00 – 4:30 p.m. The president will also host the traditional reception on August 30 immediately following the Senate meeting.

## **OLD BUSINESS**

None.

## **REPORT OF THE PROVOST**

### Construction

The new Trevor Colbourn Hall has over 340 new offices. A celebration will be held November 14. The downtown campus planning is underway. A groundbreaker's breakfast was held Tuesday. The dean search is underway for the College of Health Professions and Sciences.

### Incoming Students

This year, UCF has 316 National Merit Scholars. Incoming freshman have an average GPA of 4.08, up from 4.06 last year. The average SAT score is 1322, up from 1316 last year with an average ACT score of 28.2, up from 28.1 over last year. We should have about 7,000 transfer students this year and about 6,000 first time in college (FTIC) students. We expect about 67,000 students for the Fall semester. A member questioned if we are losing ground on the student/faculty ratio. The provost indicated that we are still committed to hiring 400 faculty. In conversation with deans, we need to make sure we are meeting the instructional need and need to add more instructors and lecturers. A member commented that more faculty are needed however, there is no space in the buildings to house the faculty and students are unable to enroll in required courses due to the class limit. The provost indicated that the deans are now receiving a report indicating classroom utilization to determine if the classroom is in use to capacity or not.

Provost Dooley announced that Dr. Jana Jasinski has been officially appointed as the vice provost for Faculty Excellence.

### Performance Funding and Preeminence

If UCF doesn't achieve performance at a certain level, we risk leaving \$15 million on the table. It's not about the metrics, it's about the funds and how we can fund faculty members, programs, and that our students have access to the best student support services. We are pushing to become preeminent and be ranked in the top three for performance within the next three years. The deans are committed and the faculty are the core to student and faculty success.

## **NEW BUSINESS**

### Resolution 2018-2019-2 Guidelines for Centers and Institutes at the University of Central Florida

Resolution 2017-2018-11 approved by the Senate last year was not approved by administration with objection to the added BE IT FURTHER RESOLVED to retain any faculty that can't find a tenure home. The clause infringes on managements right to reorganize that can't be waived, creates implications for management and bargaining, and could result in a one-person unit.

Since all of the faculty in centers and institutes have been moved within academic units, the objectionable clause is no longer necessary and the resolution is being brought forward without the added clause.

Motion and second to place the resolution on the August 30 Senate agenda. The resolution is open for discussion.

Motion and second to amend line 133 by replacing the title "~~Exclusions~~" with "Other Named Centers and Institutes." Vote: All in favor; motion passes. No further discussion.

Motion and second to place the resolution on the August 30 Senate agenda. Vote: All in favor; motion passes.

### Resolution 2018-2019-3 Faculty Senate Bylaw Change, Committee Membership

This resolution is the result of a topic issue from last year. A Bylaw Revisions Ad Hoc Committee was formed in April 18 to address the issue. The resolution modifies the bylaws for every committee to elect a chair and vice chair at the first meeting. This provides a back-up for the chair in the event he/she is unable to attend a meeting.

Motion and second to place the resolution on the August 30 Senate agenda for a 30-day review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting. A member questioned how this would work for the curriculum councils. Dr. Self indicated that a vice chair would be added to the individual curriculum committees. No discussion.

Vote: All in favor to add the resolution to the August 30 Senate agenda; motion passes.

### Resolution 2018-2019-4 Faculty Senate Bylaw Change, Senate Membership

This resolution is the result of a topic issue from last year. The Bylaw Revisions an Ad Hoc committee recommends removing the exclusive language to allow instructors or lecturers to be elected as faculty senators. The committee reviewed data from other Florida Universities, inspirational, and peer institutions that will be sent to the senators for review.

Motion and second to place the resolution on the August 30 Senate agenda for a 30-day review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting. A member questioned if any other

faculty positions are eliminated. This relates to the faculty as defined in the Faculty Constitution Bylaws and would allow instructors, lecturers, and instructor librarians to be elected as a senator. A senator commented that it would be good information to know how many of these positions serve on committees that have not been allowed to be senators. The ACFS discussed inclusion to the Faculty Senate and determined that UCF and Florida State University are the only Florida institutions that were exclusionary. No other discussion.

Vote: All in favor to add the resolution to the August 30 Senate agenda; motion passes.

#### Senate Committee Liaisons

Steering liaisons are established for each Senate committee to keep the Steering Committee informed and help with the flow of resolutions. Dr. Self called for volunteers for each committee:

Budget and Administrative: TBD

Information Technology: Joseph Harrington - tentative

Parking, Transportation, and Safety: TBD

Personnel: TBD

Graduate Council: TBD

Undergraduate Council: Jim Moharam

#### Senate Parliamentarian

Dr. Self announced that Eric Merriam has agreed to serve as Parliamentarian for 2018-2019. Dr. Self thanked Dr. Merriam for his service.

#### Topics for 2018-2019 Senate Committee Action

Each summer, the Senate leadership meets with all deans to identify issues arising that may impact all colleges. Other topics were gathered from Steering and Senate members. Brief discussion ensued regarding issues and resolutions to administration that are bargained. Although the Senate can voice an opinion on any topic, administration can't approve a resolution involving a bargaining item. A member pointed out that there has been instances of a resolution passed regarding a bargaining item to make a point that was addressed a couple of years later.

The members discussed the terminology to use for the action for each topic. Each of the following topics were assigned to a committee, postponed indefinitely or terminated. Each topic was motioned and seconded and voted all in favor unless otherwise noted.

Steering #	Committee Assignment	Topic	Description
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.
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.
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.
4	FCTL	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER).
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.
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.
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.
8	Research Council <i>1 opposed vote; motion passed</i>	IRB Speed and Efficiency.	Improve the speed and efficiency of the Internal Review Board process. Need better department/college review prior to submission, training, and system improvement.
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. <b>Note:</b> Keisha Hoerrner, Melody Bowdon, OEAS, and other faculty are trying working to improve the assessment.
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.
11	Budget & Administrative	Departments Financially Responsible for Building Maintenance.	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.

12	Personnel	Faculty Salary Compression Study	Update to study for all faculty.
13	Terminate with communication to Alumni Office	Pilot Information gathering from Alumni	Solicit information from Alumni regarding what courses/faculty made a strong impact in early career (2-5 years post-graduation)? Might be useful for curriculum/faculty evaluation.
14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.
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.
16	Postpone Indefinitely	Committee Ownership	Parking and transportation is under the authority of the BOT that was delegated to the president and is questionable if the Senate has the authority or ownership to make any changes to the committee structure. Remove from bylaws, leave as is, or let administration create new committee.
2017-2018-41	Parking, Transportation, & Safety	Classroom Safety.	Active Shooter protocols in UCF classrooms. Lack of materials.
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?
2017-2018-3	Steering – Ad Hoc Bylaws Committee	Senate Oversight of Senate elections.	Gather and review the Senate nomination and election process. <b>Discussion: Although all colleges will differ, determine nomination and voting procedures and process, length of election, bylaws or not, etc.</b>
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.
2017-2018-6	Budget & Administrative	Creative School Accessibility. ( <a href="http://www.csc.sdes.ucf.edu/enrollment/">www.csc.sdes.ucf.edu/enrollment/</a> )	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?
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.

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.
2017-2018-27	Information Technology	Student Perception of Instruction (SPol) – 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 SPol'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.
2017-2018-29	Steering Ad Hoc Committee <u>Vote by hand: 11 in favor; motion passed</u>	Student Perception of Instruction (SPol) available to students. ( <a href="http://www.cst.ucf.edu/resources/testscoring/spi/">http://www.cst.ucf.edu/resources/testscoring/spi/</a> )	Would like SPol made more available to students by putting them in my.ucf.edu in an easier format for students to review a particular faculty member. <b>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 SPol'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.</b>
2017-2018-31	Information Technology	Multi-Factor Authentication	Should not have to use personal phone to authenticate.
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.
2016-2017-35	Personnel	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.
2017-2018-38	Personnel	Telecommuting Policy ( <a href="http://hr.ucf.edu/files/telecommuting_man.pdf">http://hr.ucf.edu/files/telecommuting_man.pdf</a> ) ( <a href="https://hr.ucf.edu/files/telecomm_forms.pdf">https://hr.ucf.edu/files/telecomm_forms.pdf</a> )	Work-Life Balance Faculty Excellence Advisory Group requests a transparent and fair policy, especially for the non-teaching/research faculty (CDL, library, etc.)
2017-2018-18	Postpone Indefinitely to monitor	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.
2017-2018-5	FCTL	Lack of Study Abroad policy. ( <i>UCF policy 2-902; CBA Article 8.8</i> )	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. <b>Discussion: Don't think UCF Global has a policy. Need a resolution to get a policy created.</b>

2017-2018-13	Terminate	Hispanic Serving Institution	What changes need to be in place prior to becoming a Hispanic serving institution? <i>Discussion: We are already there in number, but how do we serve the population? Difference services or more services?</i>
2016-2017-13	Terminate	Post-tenure review (Regulation 3.010, CBA Article 10)	Not useful or beneficial. Is there a better way?
2017-2018-14	Terminate	TIP, RIA, SoTL (CBA Article 23.5)	a) What is the relevant history of what happened at the time UCF kept these, while other universities canceled? b) How did UCF vs other universities deal with the related salary issues? c.) What is the impact of continuing the awards upon current salary structure at UCF?
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.
2017-2018-17	Terminate	Annual Evaluation Standards and Procedures (AESP) (Regulation 3.010, CBA Article 10)	Examine the updating process to ensure that faculty input is being used in setting up and implementing changes to the program.
2017-2018-19	Terminate	Partners in Teaching and Learning	Vital role of Housing and Residence Life as our partners in teaching and learning.
2017-2018-21	Terminate	Administrative Discretionary Increases (ADI's) (Regulation 3.044, CBA Article 23.8)	Address ADI's awarded to retain faculty in the context of counter offers from other Universities. What is the policy? Is there a requirement to show written proof of offer or job interview?
2017-2018-23	Terminate	Teaching Incentive Program (TIP) & Annual Evaluation Standards and Procedures (AESP) Process. (CBA Article 23.5)	We must set the bar higher than ourselves for both. A culture change needs to happen.
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?
2017-2018-37	Personnel	Joint Appointments with COM ( <a href="https://provost.ucf.edu/files/Join_t_SecondaryJoint-Instructions-Form-07.29.16.pdf">https://provost.ucf.edu/files/Join_t_SecondaryJoint-Instructions-Form-07.29.16.pdf</a> )	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.



**OTHER BUSINESS**

We need a volunteer to serve on the university level Alcohol and Other Drug (AOD) Advisory Consortium. There are two meetings scheduled in the Fall semester. We will send an email to all the senators for volunteers.

The Institute for Simulation and Training is now a school in the College of Graduate Studies with tenured, tenure-earning and non-tenure earning faculty. In the past, the College of Graduate Studies has not had non-administrative faculty. Based on the bylaws, the new school will be apportioned in January.

In the updated UCF Parking Regulation, the regulation did not indicate that the University Parking and Transportation Committee is a Joint Committee of the Faculty Senate. After several discussions, it appears that parking and transportation is under the authority of the Board of Trustees that was delegated to the president and is questionable if the Senate has the authority or ownership to make any changes to the committee structure. We can remove the committee from the bylaws, or allow the committee to exist as is, or let the president form a new committee. Members placed the issue on the topic list.

**ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 6:15 p.m.

## Assigned Topics for 2018-2019 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
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.	Steering 4-5-18	
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	
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.	Steering 4-5-18	
4	FCTL	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER).	Steering 4-5-18	
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	
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.	Steering 4-5-18	
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.	Steering 4-5-18	
8	Research Council	IRB Speed and Efficiency.	Improve the speed and efficiency of the Internal Review Board process. Need better department/college review prior to submission, training, and system improvement.	Steering 4-5-18	

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.  <b>Note:</b> Keisha Hoerrner, Melody Bowdon, OEAS, and other faculty are trying working to improve the assessment.	Steering 4-5-18	
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	
11	Budget & Administrative	Departments Financially Responsible for Building Maintenance.	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.	Harrington 4-9-18	
12	Personnel	Faculty Salary Compression Study	Update to study for all faculty.	Self 8-8-18	
13	<b>Terminate</b> with communication to Alumni Office	Pilot Information gathering from Alumni	Solicit information from Alumni regarding what courses/faculty made a strong impact in early career (2-5 years post-graduation)? Might be useful for curriculum/faculty evaluation.	Self 8-8-18	
14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	
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.	Hoerrner 8-8-18	
2017-2018-41	Parking, Transportation, & Safety	Classroom Safety.	Active Shooter protocols in UCF classrooms. Lack of materials.	Senate 2-22-18	
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	Assigned 4-5-18 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. <b>Discussion: Although all colleges will differ, determine nomination and voting procedures and process, length of election, bylaws or not, etc.</b>	Steering 3-9-17 & 4-6-17	Assigned 4-5-18
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	Assigned 4-5-18 Resolution 2018-2019-3
2017-2018-6	Budget & Administrative	Creative School Accessibility. ( <a href="http://www.csc.sdes.ucf.edu/enrollment/">www.csc.sdes.ucf.edu/enrollment/</a> )	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	
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.	Steering 8-7-17	
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	
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	
2017-2018-29	Steering Ad Hoc Committee	Student Perception of Instruction (SPoI) available to students. ( <a href="http://www.cst.ucf.edu/resources/testscoring/spi/">http://www.cst.ucf.edu/resources/testscoring/spi/</a> )	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. <b>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.</b>	Student senator 7-17-17 8-16-18	
2017-2018-31	Information Technology	Multi-Factor Authentication	Should not have to use personal phone to authenticate.	Steering 8-7-17	

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	Still awaiting information from Faculty Excellence.
2016-2017-35	Personnel	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	
2017-2018-38	Personnel	Telecommuting Policy ( <a href="http://hr.ucf.edu/files/telecommuting_man.pdf">http://hr.ucf.edu/files/telecommuting_man.pdf</a> ) ( <a href="https://hr.ucf.edu/files/telecomm_forms.pdf">https://hr.ucf.edu/files/telecomm_forms.pdf</a> )	Work-Life Balance Faculty Excellence Advisory Group requests a transparent and fair policy, especially for the non-teaching/research faculty (CDL, library, etc.)	Walters – Steering 1-11-18	
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. ( <i>UCF policy 2-902; CBA Article 8.8</i> )	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. <b>Discussion: Don't think UCF Global has a policy. Need a resolution to get a policy created.</b>	Steering 4-6-17	
2017-2018-13	<b>Terminate</b>	Hispanic Serving Institution	What changes need to be in place prior to becoming a Hispanic serving institution? <b>Discussion: We are already there in number, but how do we serve the population? Difference services or more services?</b>	Senate 4-20-17	
2016-2017-13	<b>Terminate</b>	Post-tenure review ( <i>Regulation 3.010, CBA Article 10</i> )	Not useful or beneficial. Is there a better way?	Dean Frumkin and Dean Pizam 2016	
2017-2018-14	<b>Terminate</b>	TIP, RIA, SoTL ( <i>CBA Article 23.5</i> )	a) What is the relevant history of what happened at the time UCF kept these, while other universities canceled? b) How did UCF vs other universities deal with the related salary issues?; c.) What is the impact of continuing the awards upon current salary structure at UCF?	Personnel Committee	
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.	Personnel Committee	

2017-2018-17	Terminate	Annual Evaluation Standards and Procedures (AESP) (Regulation 3.010, CBA Article 10)	Examine the updating process to ensure that faculty input is being used in setting up and implementing changes to the program.	Personnel Committee	
2017-2018-19	Terminate	Partners in Teaching and Learning	Vital role of Housing and Residence Life as our partners in teaching and learning.	Rosa Cintron 4-21-17	
2017-2018-21	Terminate	Administrative Discretionary Increases (ADI's) (Regulation 3.044, CBA Article 23.8)	Address ADI's awarded to retain faculty in the context of counter offers from other Universities. What is the policy? Is there a requirement to show written proof of offer or job interview?	Karol Lucken 4-24-17	
2017-2018-23	Terminate	Teaching Incentive Program (TIP) & Annual Evaluation Standards and Procedures (AESP) Process. (CBA Article 23.5)	We must set the bar higher than ourselves for both. A culture change needs to happen.	Steering 4-6-17	
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	
2017-2018-37	Personnel	Joint Appointments with COM ( <a href="https://provost.ucf.edu/files/Joint_SecondaryJoint-Instructions-Form-07.29.16.pdf">https://provost.ucf.edu/files/Joint_SecondaryJoint-Instructions-Form-07.29.16.pdf</a> )	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	<b>Tabled</b>

1                   **Resolution 2018-2019-2 Guidelines for Centers and Institutes at the**  
2   **University of Central Florida**

3  
4   **Whereas**, in 2016-2017 the Faculty Senate passed resolution 2016-2017-14  
5   Guidelines for Academic Structure at the University of Central Florida; and  
6

7   **Whereas**, these guidelines emphasized the need for tenure to be granted in  
8   Departments and Schools within the academic unit structure at UCF (Colleges); and  
9

10   **Whereas**, faculty traditionally have tenure homes in academic departments or  
11   similar units; therefore  
12

13   **BE IT RESOLVED** that the Faculty Senate supports tenure being granted only within  
14   established Departments or Schools that fall within an academic college (including  
15   Graduate Studies and Undergraduate Studies) at UCF, in line with the previous  
16   resolutions of the Faculty Senate. The Faculty Senate urges the administration to  
17   work with faculty who are tenured or tenure-earning in a research center or  
18   institute to find a tenure home within an academic unit (Department or School  
19   within a College); and  
20

21   **BE IT FURTHER RESOLVED** that the Faculty Senate supports the following  
22   guidelines for centers and institutes at UCF, and that these guidelines be appended  
23   to the original guidelines for academic structure at the University of Central Florida.  
24   In addition these guidelines are supplementary to the definitions of centers and  
25   institute in [BOG Reg 10.015](#) and [UCF Reg 2.035](#).  
26

27   **Definitions of Centers and Institutes**

28  
29   **Existing Definitions from [BOG Reg 10.015](#) (repeated in [UCF Reg 2.035](#))**

- 30       a) State of Florida Institute or Center: An entity with statewide mission, that  
31       may include two or more State universities, established to coordinate inter-  
32       institutional research, service, and teaching across the State University  
33       System. State of Florida institutes and centers must be approved by the  
34       Board of Governors. State of Florida institutes and centers' operational  
35       budgets reside within the bases of their host institutions; additional budget  
36       requests must be reviewed by the Council of Academic Vice Presidents  
37       (CAVP), and only those with a positive recommendation are carried forward  
38       to the Board of Governors for consideration.  
39       b) University Institute or Center: An entity that is generally established by a  
40       single university to coordinate institutional research, service, and/or  
41       educational/training activities that enhance existing instruction, research,  
42       and service at the university. The budget of a university institute or center  
43       and any requests for additional funding are wholly within the purview of the  
44       host university.  
45       c) Exclusions: There are entities that use the term "Institute" or "Center" in  
46       their titles, as well as some other service units, that are excluded from this  
47       policy. Examples of these units include the Institute of Food and Agricultural

Sciences (IFAS); the University of Florida Health Sciences Center; the University of South Florida Health Sciences Center; the Florida State University Health Sciences Center; the Florida Mental Health Institute; incorporated institutes and centers with university affiliations, such as the Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer Center and Research Institute; and university advising, student health, computing, and certain other centers. However, excluded entities such as IFAS and the health sciences centers may have institutes or centers under their purview that are covered by the policies referenced in this document.

*Note that exclusions listed include major university medical divisions and student service units. The definitions also exclude faculty support units and auxiliary units.*

### **Proposed Criteria and Definitional Language for Centers and Institutes**

UCF's centers and institutes are formally recognized university entities established to enhance research and possibly educational and/or public service efforts to fulfill the university's mission and goals. They generally meet the following criteria:

- ✓ The unit coordinates and supports research and/or creative activities (and, accordingly, fits the definition of an organized research unit), and can also conduct instruction/training, public service, and/or other activities.
- ✓ The unit has a distinct mission and activities that are closely tied to the university's mission and goals.
- ✓ The unit conducts continuing work in a well-defined area, and work that would be more difficult to undertake if the unit did not exist.
- ✓ The university has existing strengths aligned with the unit.
- ✓ The unit's budget and operations are overseen by the university, and the unit is typically supported, at least in part, by recurring external funding (e.g., from grants/contracts or legislative appropriations).
- ✓ Faculty are not tenured in the unit unless it is also an academic unit such as a college or school.

UCF uses the following definitions to generally distinguish between centers and institutes:

- **Centers** are single or multidisciplinary units organized to support research and, in some cases, other interdisciplinary activities around a specific topic or issue. They are typically characterized by a narrower scope and less autonomy than institutes, they are typically located within colleges/schools or institutes, and they typically have recurring external funding. Some also have dedicated administrative staff, commitments from faculty (FTE), and evidence of long-term sustainability.
- **Institutes** are generally multidisciplinary units organized to support research and, in some cases, other interdisciplinary activities around a cluster of related topics or issues. Institutes are generally characterized by more organizational stability, research program autonomy, and a broader scope of focus than centers. They often have recurring external funding from multiple sources, dedicated administrative staff, commitments from faculty (FTE), and evidence of long-term sustainability.



95

96 **Types of UCF Centers and Institutes**

97 UCF acknowledges the following four types of centers and institutes, distinguished  
98 in part by their levels of registration and oversight.

99

100 ***Type 1: State of Florida Centers and Institutes***

101 These centers and institutes meet the definition and requirements listed in “a” from  
102 BOG Regulation 10.015 (see above). In some instances they are established as a  
103 result of legislative intent. If hosted by UCF, they must be approved by the Office of  
104 Research and Commercialization (ORC), the UCF provost, the UCF president, the  
105 UCF BOT, and the BOG. They must be registered with the BOG, and are overseen at  
106 UCF by ORC. They must submit annual reports to the BOG and to ORC and the UCF  
107 provost (or designee), and they must undergo cyclical review at least every five  
108 years.

109

110 ***Type 2: State University System (SUS) Centers and Institutes***

111 These centers and institutes meet the definition and requirements listed in “b” from  
112 BOG Regulation 10.015 (see above). They must be approved by ORC, the UCF  
113 provost, and the UCF president. They must be registered with the BOG, and are  
114 overseen at UCF by ORC. They must submit annual reports to the BOG and to ORC  
115 and the UCF provost (or designee), and they must undergo cyclical review at least  
116 every seven years. These units generally have a primary research, development or  
117 capacity building, and/or commercialization mission; some may additionally have a  
118 service delivery mission. They are generally supported by legislative line-item  
119 appropriations and/or other recurring external funding.

120

121 ***Type 3: UCF Recognized Centers and Institutes***

122 These units are recognized by UCF as centers and institutes and meet UCF’s criteria  
123 (see above), but they do not meet the BOG definition and therefore are not  
124 registered with or report to the BOG; accordingly they do not submit annual BOG  
125 reports or undergo BOG-required cyclical review.

126

127 They must be approved by ORC. They must submit annual reports to UCF  
128 accounting for their mission and location; ORC determines with their home colleges  
129 (and other units, if applicable) the appropriate lines of reporting and oversight.  
130 Their range of primary missions includes research and/or creative activity, public  
131 service/outreach, and dual research and public service.

132

133 ***Type 4: Other Named Centers and Institutes***

134 Because they do not meet BOG and UCF definitions and criteria, UCF views these  
135 units as centers or institutes in name only. Accordingly, they do not require state or  
136 university-level registration or oversight. However, any unit not already using and  
137 wishing to use the term “center” or “institute” in their names must seek and receive  
138 approval from Academic Affairs to do so. They are overseen by and report to their  
139 UCF home unit (e.g., college, school, and/or department).

140

Examples of excluded centers and institutes include service units that primarily provide services to the UCF community, research support units for UCF faculty, units that provide student awards and exchanges, public service units without a significant research element, auxiliary units, and buildings or facilities. Existing excluded centers and institutes, and units wishing to use the term “center” or “institute” in their names are strongly encouraged to consider whether the unit meet’s UCF’s definitions and criteria (see above) and whether one of the following designations would be more suitable:

- **Research groups, collaboratives or alliances** are generally groups of investigators aligned around a shared topic or set of topics, but are less formally and tightly connected than clusters.
- **Initiatives** are generally units organized to complete limited-term projects or efforts with specific foci and objectives. They typically do not have separate administrative structures but can involve members of multiple units and distinct resources, budgets, and lines of funding. (*e.g., UCF Literacy Initiative*)
- **Offices** are generally permanent units organized to oversee and administer a specific set of ongoing duties and/or services. They can range from university-level administrative or support units to units that support colleges or departments.
- **Consortia** are generally partnerships among institutions (higher ed, public, private) that cooperate and/or combine resources around a shared problem or issue. (*e.g., Florida Consortium of Metropolitan Research Universities*)
- **Programs**
- **Laboratories**

The following table summarizes UCF’s types of centers and institutes and their corresponding registration, approval, oversight, and reporting requirements:

<i>Level</i>	<i>Registered with BOG?</i>	<i>Approval/Disbandment</i>	<i>Oversight</i>	<i>Reporting</i>
State of Florida	Yes	ORC/Provost/President/CAVP/BOT/BOG	ORC/Provost (Designee)	BOG, Annual & 5
SUS	Yes	ORC/Provost/President (Notify BOG)	ORC/Provost (Designee)	BOG, Annual & 7
UCF Recognized	No	ORC	ORC/College	Annual (Internal)
Exempt	No	AA	Internal Unit	Internal Unit

*Approved by the Faculty Senate Steering Committee on August 16, 2018.*

1   **Resolution 2018-2019-3 Faculty Senate Bylaw Change, Committee Membership**  
2

3   **Whereas**, the Bylaws for each Senate operational, curricular, and joint committee and council  
4   requires a chair be elected at the first meeting for each committee in the Fall semester; and  
5

6   **Whereas**, many committees have experienced an instance of the chair not being able to make a  
7   scheduled meeting due to illness, travel, or other conflict; therefore  
8

9   **Be it resolved** that the Bylaws for each Senate operational, curricular, and joint committee and  
10   councils be modified to add an elected vice chair.

*Approved by the Faculty Senate Steering Committee on August 16, 2018.*

## **Resolution 2018-2019-4 Faculty Senate Bylaw Change, Senate Membership**

**Whereas**, in 2008 the Faculty Constitution was amended to include instructors and librarians in apportionment; and

**Whereas**, on November 19, 2009, the Senate passed Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers recommending that administration develop policy and procedures giving all full-time instructors and lecturers an opportunity for advancement; and

**Whereas**, on October 16, 2014, the Senate passed Resolution 2014-2015-1 Amend the Definition of Faculty and Eligibility for Election to the Faculty Senate in the Bylaws of the Faculty Constitution to include Senior Lecturer, Associate Lecturer, Lecturer, Senior Instructor, Associate Instructor, Instructor, and Instructor Librarian in apportionment; and

**Whereas**, on June 16, 2016, UCF Regulation 3.0176 Instructor and Lecturer Faculty Promotion was created to provide a formal promotion path; and

**Whereas**, the majority of aspirational peers, comparison peers, and other State Universities already include instructor and lecturers in eligibility for the Senate; and

**Whereas**, instructors and lecturers are an integral part of many UCF departments and colleges and participate to some degree, in teaching, research, and service; therefore

**Be it resolved** that the Bylaws contained in Section II. Senate Membership be modified to allow instructors and lecturers to be elected as faculty senators as followed:

### **A. General Eligibility**

Those defined as members of the general faculty in Bylaws, Section I.A shall be eligible to be elected to the Faculty Senate, ~~with the exception of Senior Lecturer, Associate Lecturer, Lecturer, Senior Instructor, Associate Instructor, Instructor, and Instructor Librarian~~. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

*Approved by the Faculty Senate Steering Committee on August 16, 2018.*