

# MEMORANDUM

**Date:** August 10, 2017  
**TO:** Members of the Steering Committee  
**FROM:** William Self  
Chair, Faculty Senate  
**SUBJECT:** **STEERING COMMITTEE MEETING on August 17, 2017**

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Meeting Date: Thursday, August 17, 2017  
Meeting Time: 4:00 – 6:00 p.m.  
Meeting Location: **College of Medicine, Room 300**

## A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *July 19, 2017***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
  - None
7. **New Business**
  - Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women
  - Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy and Curriculum and Undergraduate Course Review Committees
  - Resolution 2017-2018-3 Faculty Senate Bylaw Change, Undergraduate Common Program Oversight Committee
  - Resolution 2017-2018-4 Faculty Senate Bylaw Change, Admissions and Standards Committee
  - Senate Committee Liaisons
  - Senate Parliamentarian
  - Topics for 2017-2018 Senate committee action
8. **Other Business**
9. **Adjournment**

**Faculty Senate**  
**Steering Committee Meeting**  
Minutes of **July 19, 2017**

William Self, chair, called the meeting to order at 12:05 p.m. Dr. Self explained that the Steering Committee serves as the Faculty Senate as needed over the summer. The meeting was called to address proposals brought forward by the University Promotion and Tenure (P&T) Committee.

The roll was circulated for signatures. Recognized Steering Committee members Margaret Ann Zaho and Damla Turgut, participating via conference call. Quorum was established.

**MINUTES**

Motion to approve the minutes of April 6, 2017 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Stephen King, College of Medicine, Senate Personnel Committee  
Konstantin Vodopynov, College of Optics and Photonics, Senate Personnel Committee  
Paul Giordano, College of Arts and Humanities, Senate Personnel Committee  
Kristy McAllister, Academic Affairs, Coordinator of Information/Publication Services  
Charlie Piper, Associate Director of Contract Compliance and Administrator Support  
Ashley Connors, Academic Affairs Contract Compliance and Administrator Support  
Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies  
Ronnie Korosec, Associate Provost and Chief of Staff for Academic Affairs  
Blake Scott, College of Arts and Humanities, University Promotion and Tenure Committee  
Lucretia Cooney, Associate Director of Faculty Excellence  
Peter Jacques, College of Sciences, Senate Personnel Committee  
Mason Cash, College of Arts and Humanities, Senate Personnel Committee  
Obi Nwakanma, College of Arts and Humanities, Faculty Senator  
Michele Upvall, College of Nursing, Senate Personnel Committee (phone)

**ANNOUNCEMENTS**

None.

**OLD BUSINESS**

None.

**REPORT OF THE PROVOST**

None.

## **NEW BUSINESS**

William Self communicated the purpose of the emergency meeting was to discuss recommendations from the 2016-2017 University Promotion and Tenure Committee. The proposals were distributed to all invitees via email prior to the meeting. A three page handout to support the proposals was distributed to the attendees reflecting Projected Applications for Promotion for 2017-2018 through 2021-2022, Promotion and Tenure Application Recommendations data, and Non-tenure Earning Applications data reviewed by the committee.

Chair Self opened the floor to Blake Scott to summarize the need for the proposals based on the 2016-2017 work load. Dr. Scott discussed the anticipated increase in applications for the committee in the upcoming years and what a reasonable work load would be for the committee. The committee consensus was that the committee work load was above their capacity in 2016-2017. The number of applications had almost doubled in 2016-2017 as compared to 2015-2016. An additional issue raised was the committee configuration, in that the committee did not feel qualified to review institutes and center applications, as there was not a committee member to provide representation of the institutes and centers. This was discussed as an issue that can be addressed in the *Bylaws*. Dr. Scott further indicated that the issue in the UCF Regulation 3.0175 Promotion of Full-time Non-tenure-earning, Research and Clinical Faculty has been addressed, but not for the tenure-earning faculty regulation. The University P&T committee also had difficulty assessing non-tenure earning applications with only one representative from the College of Medicine representing all of the colleges' non-tenure earning applications. There was also confusion regarding the *Bylaw* for the University Promotion and Tenure Committee membership, in that any college sending a non-tenure earning application to the Promotion and Tenure Committee needs to have a non-tenure earning representative on the committee, which has not been the practice in the past.

Chair Self thanked the leadership of the University Promotion and Tenure Committee for their hard work and for bringing the issue to the Senate's attention. He mentioned that in a couple of years we will peak (estimated) applications at around 120. There are several proposals that have been put forward. The Faculty Senate leadership has met with college leadership in the past days and weeks and discussed the University P&T workload issue with them. Other institutions operate differently to efficiently review applications. The University Promotion and Tenure Committee plays an important role in oversight of the college department and college process.

Dr. Scott indicated the committee discussed their role in the promotion and tenure process and the consensus was that the committees' most important role was to serve as an advisory committee to the provost to sort out cases where there were conflicting votes. Chair Self noted the floor is open for discussion.

Clarification: You are suggesting that anything with 80% or more positive vote from the department and college should bypass the University Promotion and Tenure Committee and go directly to the provost for approval?

Remarks: The consensus among other stakeholders in the university was that they were the most comfortable with 100% positive votes instead of the other thresholds.

Question: In the working of the committee, how much time is spent on each unanimous application and discussion?

Answer: Every person on the committee reviews the file whether 100% unanimous or not, but it takes less time than those applications with conflicting votes. The time is incremental in how the time adds up. It's the review of the initial and secondary reviewer in developing the draft review comments that takes time. Regardless of the conflicting or 100% agreed votes, it still takes the same amount of time to review.

Clarification: There are two reviewers that write up the draft of the University Promotion and Tenure comments to a single application. Then, the comments are brought to the committee for discussion and finalization. If there is a formal bypass, then there is no write-up on the review.

Answer: Only if there was a caveat that the provost can ask for clarification.

Question: This is only for unanimous positive votes?

Answer: Yes.

Clarification: In terms of non-tenure earning promotion, you are suggesting that all applications bypass the University Promotion and Tenure Committee. Will there still be a provision for conflict review? In other words, can the college committee request review by the University Promotion and Tenure Committee?

Answer: I can see the benefit of that and a parallel committee to handle. Based on updated data, it appears this last year was an anomaly for non-tenure earning applications. Non-tenure applications don't result in increased workload.

Response: In the future, the College of Medicine might be significantly increasing clinical hires due to the new hospital. It is likely to increase numbers in the future.

Comment: Likewise, the provost wants to increase post-doc's that may transition permanent non-tenure hires in the future.

Chair called for other discussion.

Comment: When you look at a process and try and reduce the application load, when you completely remove a category of applications, you remove a certain level of the perspective of the other applications. That is true for the positive and the non-tenure earning applications. The applications are supposed to be held to the same standards. It might make more sense to make a sub-group and split-up the workload and not have everyone on the committee review every application and not necessarily have everyone vote on every application. If there is a separate committee, there is a little bit of danger that the two would get out of synch.

Remarks: We went back and forth between a parallel committee rather than bypassing the committee. There were substantial concerns about the equitable nature of the process and the susceptible process of having different types of reviews. The university committee is foremost focused on comparing the application against the written standards and not against individuals.

Question: What is the normal process? Are applications reviewed at random, most unanimous, by college?

Answer: Last year, we had a designated time to handle non-tenure earning so that the additional non-tenure earning reviewer didn't have to sit through all applications. Otherwise, it was mostly alphabetical. But there may be ways to streamline the process if we reviewed by college.

Comment: There have been a lot of suggestions, but the bottom line is the write-up. Let's say there is a 110 applications with 45 applications that are unanimous. There isn't a formal bypass, but the first meeting might be more like a NIH review in that the 45 unanimous applications are being presented to the committee as all positive. After reviewing the applications, the committee is asked if any need to be discussed. If no, then a standard write-up is presented to the provost, but they are still reviewed by the committee members. As a faculty member, I would be concerned if there was a bypass and a different level of review.

Comment: As soon as you do something different, the department and college will vote differently.

Response: It opens the process up for one member of the committee to create an inequitable scrutiny on an application.

Comment: This is the one major instance where faculty sue the university.

Comment: I came from a union university that only resolved conflicts and it wasn't an issue. It's really about the culture. Everyone was glad that the university committee never looked at their application.

Response: It would be good if the University Promotion and Tenure Committee had examples of how other universities handle the process and bring examples. Some universities review the total number of applicants no matter what the number.

Response: We looked at major research universities and we were surprised at the number that either bypass unanimous applications, treat the college level as the final review, or had duplicate committees at the university level.

Comment: Most of the important context is going to occur at the department or college level; comparing apples to apples to those that know the criteria. It may be a concern, but I think it will be taken care of at the department and college level.

Response: Also, if the collective impact Strategic Plan is integrated in the criteria, it will be reviewed at the department and college level.

Response: But it would be potentially the unanimous applications. If it was a discussion over interdisciplinary research not being to the same level as disciplinary research you would expect a mixed vote or negative vote for the committee to review.

Question: What are the restrictions on the University Promotion and Tenure Committee changing its' own internal process?

Response: We are bound by the University Regulation.

Question: Does that mean that everyone on the committee must review every application?

Response: I believe so. The language is parallel to the department, college, and university level. Especially whether a member can vote or not. The member has to review the file and be present for discussion in order to vote.

Comment: But the language refers to all applications must be reviewed, not that each individual committee member must review each application.

Question: So for the unanimous applications you could have partial committee vote?

Response: Technically, probably.

Comment: That would need to be addressed in the *Bylaws* of the committee.

Response: The committee is ready to address regulation changes, but felt the first step was to bring the issue to the Senate.

Comment: Don't think you can just leave the decision to the college, as different departments may result in different standards based on the size of the unit. The University Promotion and Tenure Committee is the quality check.

Response: One college informed the Senate that they are now multiple departments specifically for this process.

Response: It's the "who," not the structure. Larger colleges don't know everyone in every department, where a smaller college probably knows everyone.

Question: With Dr. Young leaving the university what impact will this have on the proposals?

Response: Asked to clarify.

Question: It appeared that provost Young was the driving force behind the shortened Cumulative Progress Evaluation (CPE) for Associate Professors and was in favor of a more streamlined process for promotion and tenure. With Dr. Young leaving, do we know who her replacement will be and are they in line with the same thinking?

Answer: The idea was presented by the provost because of the large work load in the future and his interest in ensuring that all applications were carefully reviewed and vetted. The provost tasked Dr. Young with the role of creating the language and idea behind the issue. There are multiple areas that provided input and reviewed the proposals. Dr. Young has already identified Dr. Jana Jasinski to serve in an interim role until the national search is concluded and is adequately prepared to step in for Dr. Young.

Comments: Ensuring equity and a high standard is important, but looking at the data, it looks like what is driving this is the applications that receive very high reviews at the department and college level are always being approved by the university committee. Most of the work is already being done at the department and college level only to have the university committee spend a lot of time reviewing the same applications. Also, the standards submitted by the colleges and departments have to be approved by Faculty Excellence.

Chair noted that the Steering Committee doesn't have a resolution and asked for any motions by the Steering Committee?

Motion and second to make the issue a top priority for the Senate Personnel Committee in August.

Comment: This would be acceptable for this year since the projections don't show a major increase for the next year and this will allow for any change to go into effect the following year.

Vote: All in favor; no opposed; no abstained; motion passes.

Request: The minutes from this Steering Committee meeting be sent to the Personnel Committee.

Question: The smaller recommendation that is less controversial is having the Office of Research elect an Institutes and Centers faculty member as a voting member of the University Promotion and Tenure Committee. That would be a big improvement for next year.

Response: It's in the purview of the Personnel Committee and can be added to the agenda item, but would require a resolution for a *Bylaw* change.

Question: Why add a faculty member from the ORC?

Answer: The Institutes and Centers do have tenure line applications housed at nanoscience.

#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 12:40 p.m.

## 2017-2018 BUDGET AND ADMINISTRATIVE COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
An, Linan	Engineering & Computer Science	Materials Science and Engineering	2016-2018	Yes	Voting	Linan.An@ucf.edu
Buck, Tina	Libraries	Acquisitions & Collections Services	2016-2018	Yes	Voting	Tina.Buck@ucf.edu
Cox, Thomas	Education & Human Performance	Child, Family, and Community Sciences	2017-2019	Yes	Voting	Thomas.Cox@ucf.edu
Dodd, Melissa	Sciences	Communication	2016-2018	Yes	Voting	Melissa.Dodd@ucf.edu
Gunter, Glenda	Education & Human Performance	Educational and Human Sciences	2016-2018	Yes	Voting	Glenda.Gunter@ucf.edu
Kizildag, Murat	Hospitality	Hospitality Services	2017-2019	Yes	Voting	Murat.Kizildag@ucf.edu
LaManna, Jackie	Nursing	Nursing	2017-2019	Yes	Voting	Jacqueline.LaManna@ucf.edu
Marosi, Laszlo	Arts & Humanities	School of Performing Arts	2016-2018	Yes	Voting	Laszlo.Marosi@ucf.edu
Nwakanma, Obi	Arts & Humanities	English	2017-2019	Yes	Voting	Obi.Nwakanma@ucf.edu
Orlovskaya, Nina	Engineering & Computer Science	Mechanical and Aerospace Engineering	2017-2019	Yes	Voting	Nina.Orlovskaya@ucf.edu
Ravich, Timothy	Health & Public Affairs	Legal Studies	2017-2019	Yes	Voting	Timothy.Ravich@ucf.edu
Sugaya, Kimi	Medicine	Biomedical Sciences	2016-2018	Yes	Voting	Ksugaya@ucf.edu
Watson, Keri	Arts & Humanities	School of Visual Arts and Design	2016-2018	Yes	Voting	Keri.Watson@ucf.edu
Yan, Xin	Sciences	Statistics	2016-2018	Yes	Voting	Xin.Yan@ucf.edu



## 2017-2018 BUDGET AND ADMINISTRATIVE COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Faculty Representatives</b>						
Bottorff, Timothy	Libraries	Rosen College Library	2017-2019	No	Voting	Timothy.Bottorff@ucf.edu
Dennis, Lynda	Business	Accounting	2017-2019	No	Voting	Lynda.Dennis@ucf.edu
Gaume, Romain	Optics	Optics and Photonics	2016-2018	No	Voting	Gaume@ucf.edu
Kong, Anthony	Health & Public Affairs	Communication Sciences and Disorders	2016-2018	No	Voting	Antkong@ucf.edu
<b>Administrators</b>						
Clark, Tracy	Academic Affairs	Provost designee	Continuing	No	Ex officio	Tracy.Clark@ucf.edu
Merck, William	Division of Administration and		Continuing	No	Ex officio	William.Merck@ucf.edu

## 2017-2018 GRADUATE APPEALS COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Cintrón-Delgado, Rosa	Education & Human Performance	Child, Family, and Community Sciences	2017-2020	Yes	Voting	Rosa.CintronDelgado@ucf.edu
Kourova, Alla	Arts & Humanities	Modern Languages and Literatures	2016-2019	Yes	Voting	Alla.Kourova@ucf.edu
Lambert, Stephen	Medicine	Medical Education	2017-2020	Yes	Voting	Stephen.Lambert@ucf.edu
Walker, John	Sciences	Anthropology	2016-2018	Yes	Voting	John.Walker@ucf.edu
<b>Faculty Representatives</b>						
Byrd, Anthony	Business	Finance	2017-2020	No	Voting	Byrd@ucf.edu
Fang, Jiyu	Engineering & Computer Science	Materials Science and Engineering	2015-2018	No	Voting	Jiyu.Fang@ucf.edu
Gurupur, Varadraj "Raj"	Health & Public Affairs	Health Management and Informatics	2017-2020	No	Voting	Varadraj.Gurupur@ucf.edu
Kwun, David	Hospitality	Hospitality Services	2016-2019	No	Voting	David.Kwun@ucf.edu
Scharf, Meg	Libraries	Administrative Office	2017-2020		Voting	Meg@ucf.edu
Schoenfeld, Winston	Optics	Optics and Photonics	2016-2019	No	Voting	Winston@creol.ucf.edu
Weiss, Josie	Nursing	Nursing	2017-2020	No	Voting	Josie.weiss@ucf.edu
<b>Student Representatives</b>						
Lipinski, Bowen	Graduate Student Association	Graduate Student Association	2017-2020	No	Voting	BowenLipinski@knights.ucf.edu
<b>Administrators</b>						
Jones, Tracy	Graduate Studies	Graduate Admissions	Continuing	No	Ex officio	Tracy.Jones@ucf.edu

## 2017-2018 GRADUATE CURRICULUM COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Kelliher, Charles	Business	Accounting	2017-2020	Yes	Voting	Charles.Kelliher@ucf.edu
Olan, Elsie	Education & Human Performance	School of Teaching, Learning and Leadership	2015-2018	Yes	Voting	Elsie.Olan@ucf.edu
Purmensky, Kerry	Arts & Humanities	Modern Languages and Literatures	2016-2019	Yes	Voting	Kerry.Purmensky@ucf.edu
Sandoval, Jennifer	Sciences	Communication	2017-2020	Yes	Voting	Jennifer.Sandoval@ucf.edu
Weeks, Art	Engineering & Computer Science	Electrical and Computer Engineering	2017-2020	Yes	Voting	Arthur.Weeks@ucf.edu
<b>Faculty Representatives</b>						
Andrews, Diane	Nursing	Nursing	2017-2020	No	Voting	Diane.Andrews@ucf.edu
Ebert, Steven	Medicine	Biomedical Sciences	2015-2018	No	Voting	Steven.Ebert@ucf.edu
Khajavikhan, Mercedeh	Optics	Optics and Photonics	2017-2020	No	Voting	mercedeh@creol.ucf.edu
Ro, Cheyenne	Hospitality	Hospitality Services	2017-2018	No	Voting	HeeJung.Ro@ucf.edu
Sypolt, Terrie	Libraries	Research and Information Services	2015-2018	No	Voting	Terrie.Sypolt@ucf.edu
Troche, Joshua	Health & Public Affairs	Communication Sciences and Disorders	2016-2018	No	Voting	Jtroche@ucf.edu
<b>Student Representatives</b>						
Pulido, Andrea	Graduate Student Association	Graduate Student Association	2015-2018	No	Voting	Andrea_pulido@knights.ucf.edu
<b>Administrators</b>						
Bassiouni, Mostafa	Engineering & Computer Science	Computer Science	Continuing	No	Ex officio	Bassi@ucf.edu

## 2017-2018 GRADUATE CURRICULUM COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
Edwards, Joellen	Nursing	Nursing	Continuing	No	Ex officio	Joellen.Edwards@ucf.edu
Ellis, Taylor	Business	Undergraduate Student Services	Continuing	No	Ex officio	tellis@bus.ucf.edu
Hagan, David	Optics	Academic Programs	Continuing	No	Ex officio	Hagan@creol.ucf.edu
Hepner, Lynn	Arts & Humanities	Academic Programs	Continuing	No	Ex officio	Lynn.Hepner@ucf.edu
Jasinski, Jana	Sciences	Administration	Continuing	No	Ex officio	Jana.Jasinski@ucf.edu
Jensen, Devon	Graduate Studies		Continuing	No	Ex officio	Devon.Jensen@ucf.edu
Mendez, Jesse	Education & Human Performance	Academic Affairs	Continuing	No	Ex officio	jpmendez@ucf.edu
Naser, Saleh	Medicine	Biomedical Sciences	Continuing	No	Ex officio	Saleh.Naser@ucf.edu
Wang, Youcheng	Hospitality	Academic Affairs	Continuing	No	Ex officio	Youcheng.Wang@ucf.edu
Wolf, Ross	Health & Public Affairs	Academic Affairs and Technology	Continuing	No	Ex officio	Ross.Wolf@ucf.edu

## 2017-2018 GRADUATE POLICY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Gatchev, Vladimir	Business	Finance	2017-2018	Yes	Voting	Vgatchev@bus.ucf.edu
Hu, Qian	Health & Public Affairs	Public Administration	2017-2020	Yes	Voting	Qian.Hu@ucf.edu
Moharam, Jim	Optics	Optics and Photonics	2015-2018	Yes	Voting	Moharam@creol.ucf.edu
Van Niekerk, Mathilda	Hospitality	Tourism, Events, and Attractions	2017-2020	Yes	Voting	Mathilda.Vanniekerk@ucf.edu
<b>Faculty Representatives</b>						
Altomare, Deborah	Medicine	Biomedical Sciences	2017-2020	No	Voting	Deborah.Altomare@ucf.edu
Aroian, Karen	Nursing	Nursing	2017-2020	No	Voting	Karen.Aroian@ucf.edu
Basco, Ven	Libraries	Research and Information Services	2017-2020	No	Voting	Buenaventura.Basco@ucf.edu
Dombrowski, Paul	Arts & Humanities	English	2015-2018	No	Voting	Paul.Dombrowski@ucf.edu
Jeanpierre, Bobby	Education & Human Performance	School of Teaching, Learning and Leadership	2017-2020	No	Voting	Bobby.Jeanpierre@ucf.edu
Liu, Zhe	Sciences	Mathematics	2017-2020	No	Voting	Zhe.Liu@ucf.edu
Randall, Andrew	Engineering & Computer Science	Civil, Environmental, and Construction	2015-2018	No	Voting	Andrew.Randall@ucf.edu
<b>Student Representatives</b>						
Atkinson, Christopher	Graduate Student Association	Graduate Student Association	2015-2018	No	Voting	Chrisatkinson@knights.ucf.edu
<b>Administrators</b>						
Bassiouni, Mostafa	Engineering & Computer Science	Computer Science	Continuing	No	Ex officio	Bassi@ucf.edu

## 2017-2018 GRADUATE POLICY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
Edwards, Joellen	Nursing	Nursing	Continuing	No	Ex officio	Joellen.Edwards@ucf.edu
Ellis, Taylor	Business	Undergraduate Student Services	Continuing	No	Ex officio	tellis@bus.ucf.edu
Hagan, David	Optics	Academic Programs	Continuing	No	Ex officio	Hagan@creol.ucf.edu
Hepner, Lynn	Arts & Humanities	Academic Programs	Continuing	No	Ex officio	Lynn.Hepner@ucf.edu
Jasinski, Jana	Sciences	Administration	Continuing	No	Ex officio	Jana.Jasinski@ucf.edu
Jones, Tracy	Graduate Studies	Graduate Admissions	Continuing	No	Ex officio	Tracy.Jones@ucf.edu
Mendez, Jesse	Education & Human Performance	Academic Affairs	Continuing	No	Ex officio	jpmendez@ucf.edu
Naser, Saleh	Medicine	Biomedical Sciences	Continuing	No	Ex officio	Saleh.Naser@ucf.edu
Wang, Youcheng	Hospitality	Academic Affairs	Continuing	No	Ex officio	Youcheng.Wang@ucf.edu
Wolf, Ross	Health & Public Affairs	Academic Affairs and Technology	Continuing	No	Ex officio	Ross.Wolf@ucf.edu

## 2017-2018 GRADUATE PROGRAM REVIEW AND AWARDS COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
LiKamWa , Patrick	Optics	Optics and Photonics	2016-2019	Yes	Voting	patrick@creol.ucf.edu
Sellnow, Timothy	Sciences	Communication	2016-2019	Yes	Voting	Timothy.Sellnow@ucf.edu
Smith, Gerald	Health & Public Affairs	Health Professions	2017-2020	Yes	Voting	Gerald.Smith@ucf.edu
<b>Faculty Representatives</b>						
Blackwell, Christopher	Nursing	Nursing	2015-2018	No	Voting	Christopher.Blackwell@ucf.edu
Bölöni, Lotzi	Engineering & Computer Science	Computer Science	2015-2018	No	Voting	lboloni@eecs.ucf.edu
Chakrabarti, Debopam	Medicine	Biomedical Sciences	2015-2018	No	Voting	Debopam.Chakrabarti@ucf.edu
Gause, Rich	Libraries	Government Documents	2015-2018	No	Voting	Rich.Gause@ucf.edu
Kelchner, Viki	Education & Human Performance	Child, Family, and Community Sciences	2017-2020	No	Voting	Viki.Kelchner@ucf.edu
Lee, Ji-Eun	Hospitality	Hospitality Services	2015-2018	No	Voting	Ji-Eun.Lee@ucf.edu
Weremchuk, George	Arts & Humanities	School of Performing Arts	2016-2019	No	Voting	George.Weremchuk@ucf.edu
Zemack-Rugar, Yael	Business	Marketing	2017-2020	No	Voting	Yael@ucf.edu
<b>Administrators</b>						
Weishampel, John	Graduate Studies		Continuing	No	Ex officio	John.Weishampel@ucf.edu

## 2017-2018 INFORMATION TECHNOLOGY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Bagci, Ulas	Engineering & Computer Science	Computer Science	2017-2019	Yes	Voting	Bagci@ucf.edu
Oetjen, Reid	Health & Public Affairs	Health Management and Informatics	2017-2019	Yes	Voting	Reid.Oetjen@ucf.edu
Pattanaik, Sumanta	Engineering & Computer Science	Computer Science	2017-2018	Yes	Voting	Sumanta.Pattanaik@ucf.edu
<b>Faculty Representatives</b>						
Anderson, Thad	Arts & Humanities	School of Performing Arts	2017-2019	No	Voting	Tra@ucf.edu
Dotson, Lee	Libraries	Information Technology & Digital Initiatives	2017-2018	No	Voting	Lee.Dotson@ucf.edu
Hahm, Jeannie	Hospitality	Tourism, Events, and Attractions	2017-2019	No	Voting	JeeYeon.Hahm@ucf.edu
Hoepfner, Athena	Libraries	Acquisitions & Collections Services	2017-2019	No	Voting	Athena@ucf.edu
Kik, Pieter	Optics	Optics and Photonics	2017-2018	No	Voting	kik@creol.ucf.edu
Malala, John	Sciences	Communication	2017-2019	No	Voting	John.Malala@ucf.edu
Marino, Matthew	Education & Human Performance	Child, Family, and Community Sciences	2017-2019	No	Voting	Matthew.Marino@ucf.edu
Posey, Clay	Business	Management	2017-2019	No	Voting	Clay.Posey@ucf.edu
Schultz, John	Sciences	Anthropology	2017-2019	No	Voting	John.Schultz@ucf.edu
Scott, Bert	Arts & Humanities	School of Performing Arts	2017-2018	No	Voting	Bert.Scott@ucf.edu
Vie, Stephanie	Arts & Humanities	Writing and Rhetoric	2017-2019	No	Voting	Stephanie.Vie@ucf.edu



## 2017-2018 INFORMATION TECHNOLOGY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
Walton, Deedra	Medicine	Health Sciences Library	2017-2019	No	Voting	Deedra.Walton@ucf.edu
Welch, Gregory	Nursing	Nursing	2017-2018	No	Voting	Welch@ucf.edu
<b>Administrators</b>						
Sink, Michael	Administration and Finance	UCF IT	Continuing	No	Ex officio	Michael.Sink@ucf.edu

## 2017-2018 PARKING, TRANSPORTATION AND SAFETY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Anderson, Kim	Health & Public Affairs	Social Work	2017-2018	Yes	Voting	Kim.Anderson@ucf.edu
Elshennawy, Ahmad	Engineering & Computer Science	Industrial Engineering & Management Sys.	2016-2018	Yes	Voting	Ahmad.Elshennawy@ucf.edu
He, Xin	Business	Marketing	2017-2019	Yes	Voting	Xin.He@ucf.edu
Mundale, Jennifer	Arts & Humanities	Philosophy	2017-2019	Yes	Voting	Jennifer.Mundale@ucf.edu
Quelly, Susan	Nursing	Nursing	2017-2019	Yes	Voting	Susan.Quelly@ucf.edu
<b>Faculty Representatives</b>						
Deng, Sai	Libraries	Cataloging	2017-2018	No	Voting	Sai.Deng@ucf.edu
Dil, Nyla	Medicine	Medical Education	2017-2019	No	Voting	Nyla.Dil@ucf.edu
Farina, Marcella	Arts & Humanities	Modern Languages and Literatures	2016-2018	No	Voting	Marcella.Farina@ucf.edu
Jones, Natasha	Arts & Humanities	Writing and Rhetoric	2017-2019	Yes	Voting	Natasha.Jones@ucf.edu
Nalley, Michael	Hospitality	Foodservice and Lodging Management	2017-2019	No	Voting	Mike.Nalley@ucf.edu
Pang, Shuo "Sean"	Optics	Optics and Photonics	2017-2018	No	Voting	Pang@creol.ucf.edu
Tong, Min	Libraries	Research and Information Services	2017-2019	No	Voting	Min.Tong@ucf.edu
Van Horn, Stacy	Education & Human Performance	Child, Family, and Community Sciences	2017-2019	No	Voting	Stacy.VanHorn@ucf.edu
Velissaris, Chris	Sciences	Physics	2016-2018	No	Voting	Chris.Velissaris@ucf.edu

## 2017-2018 PARKING, TRANSPORTATION AND SAFETY COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Administrators</b>						
Beary, Richard	Administration and Finance	UCF Police Department	Continuing	No	Ex officio	Richard.Beary@ucf.edu; copy Mildred.Rios@ucf.edu
Sawyer, Curtis	Division of Administration and	University Services	Continuing	No	Ex officio	Curt.Sawyer@ucf.edu

## 2017-2018 PERSONNEL COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Carter, J. Scott	Sciences	Sociology	2017-2019	Yes	Voting	Carter@ucf.edu
Cash, Mason	Arts & Humanities	Philosophy	2017-2019	Yes	Voting	Mason.Cash@ucf.edu
Harrison, Richard	Libraries	Research and Information Services	2017-2019	Yes	Voting	Richard.Harrison@ucf.edu
Harrison, David	Business	Finance	2016-2018	Yes	Voting	David.Harrison2@ucf.edu
Karwowski, Waldemar	Engineering & Computer Science	Industrial Engineering & Management Sys.	2016-2018	Yes	Voting	wkar@ucf.edu
Kim, Myunghee	Sciences	Political Science	2017-2019	Yes	Voting	Myunghee.Kim@ucf.edu
King, Stephen	Medicine	Biomedical Sciences	2017-2019	Yes	Voting	Stephen.King@ucf.edu
Knuckey, Jonathan	Sciences	Political Science	2017-2019	Yes	Voting	Jonathan.Knuckey@ucf.edu
Lucken, Karol	Health & Public Affairs	Criminal Justice	2016-2018	Yes	Voting	Karol.Lucken@ucf.edu
Qi, Yuanwei	Sciences	Mathematics	2017-2019	Yes	Voting	Yuanwei.Qi@ucf.edu
Scott, Blake	Arts & Humanities	Writing and Rhetoric	2017-2019	Yes	Voting	bscott@ucf.edu
Solonari, Vladimir	Arts & Humanities	History	2016-2018	Yes	Voting	Vladimir.Solonari@ucf.edu
Vanryckeghem, Martine	Health & Public Affairs	Communication Sciences and Disorders	2016-2018	Yes	Voting	Martinev@ucf.edu
Walters, Linda	Sciences	Biology	2017-2019	Yes	Voting	Linda.Walters@ucf.edu

## 2017-2018 PERSONNEL COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Faculty Representatives</b>						
Chen, Po-Ju	Hospitality	Hospitality Services	2017-2019	No	Voting	Po-Ju.Chen@ucf.edu
Storey, Valerie	Education & Human Performance	School of Teaching, Learning and Leadership	2017-2019	No	Voting	Valerie.Storey@ucf.edu
Valenti, Michael	Nursing	Nursing	2017-2018	No	Voting	Michael.Valenti@ucf.edu
Venecek, John	Libraries	Research and Information Services	2017-2019	No	Voting	John.Venecek@ucf.edu
Vodopyanov, Konstantine	Optics	Optics and Photonics	2016-2018	No	Voting	Vodopyanov@creol.ucf.edu
<b>Administrators</b>						
Cooney, Lucretia	Academic Affairs	Faculty Excellence	Continuing	No	Ex officio	Lucretia@ucf.edu
Jasinski, Jana	Sciences	Admin. & Interim Vice Provost for Faculty	Continuing	No	Ex officio	Jana.Jasinski@ucf.edu

## 2017-2018 UNDERGRADUATE COURSE REVIEW COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Lynxwiler, John	Sciences	Sociology	2016-2018	Yes	Voting	John.Lynxwiler@ucf.edu
Murphy, Kevin	Hospitality	Foodservice and Lodging Management	2017-2019	Yes	Voting	Kevin.Murphy@ucf.edu
Pinkert, Laurie	Arts & Humanities	Writing and Rhetoric	2017-2018	Yes	Voting	Laurie.Pinkert@ucf.edu
Zemliansky, Pavel	Arts & Humanities	Writing and Rhetoric	2017-2018	Yes	Voting	pzemliansky@ucf.edu
<b>Faculty Representatives</b>						
Filler, Dennis	Engineering & Computer Science	Civil, Environmental, and Construction	2016-2018	No	Voting	Dennis.Filler@ucf.edu
Gelfuso, Andrea	Education & Human Performance	School of Teaching, Learning and Leadership	2017-2019	No	Voting	Andrea.Gelfuso@ucf.edu
Kar, Aravinda	Optics	Optics and Photonics	2017-2019	No	Voting	Akar@creol.ucf.edu
Kinchen, Elizabeth	Nursing	Nursing	2016-2018	No	Voting	Elizabeth.Kinchen@ucf.edu
Legron-Rodriguez, Tamra	Sciences	Chemistry	2017-2019	No	Voting	Tamra.Legron-Rodriguez@ucf.edu
Moran, Carrie	Libraries	Information Literacy and Outreach	2017-2019	No	Voting	Carrie.Moran@ucf.edu
Samsam, Mohtashem	Medicine	Biomedical Sciences	2016-2018	No	Voting	Mohtashem.Samsam@ucf.edu
Schellhase, Kristen	Health & Public Affairs	Health Professions	2016-2018	No	Voting	Kristen.Schellhase@ucf.edu
Tamberelli, Frank	Business	Integrated Business	2016-2018	No	Voting	Frank.Tamberelli@ucf.edu
TBD	Health & Public Affairs		2017-2019	No	Voting	

## 2017-2018 UNDERGRADUATE COURSE REVIEW COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
TBD	Engineering & Computer Science		2017-2019	No	Voting	
<b>Administrators</b>						
Covelli, Maureen	Nursing	Undergraduate Affairs	Continuing	No	Ex officio	Maureen.Covelli@ucf.edu
Dorman, Teresa	Sciences	Academic and Student Affairs	Continuing	No	Ex officio	Teresa.Dorman@ucf.edu
Dupuis, Martin	Honors	Honors College	Continuing	No	Ex officio	Martin.Dupuis@ucf.edu
Hagan, David	Optics	Academic Programs	Continuing	No	Ex officio	Hagan@creol.ucf.edu
Hepner, Lynn	Arts & Humanities	Academic Programs	Continuing	No	Ex officio	Lynn.Hepner@ucf.edu
Hitchcock, Dorilyn	Medicine	Undergraduate Coordinator	Continuing	No	Ex officio	Dorilyn.Hitchcock@ucf.edu
Hoerrner, Keisha	Teaching and Learning	Undergraduate Studies	Continuing	No	Ex officio	Keisha.Hoerrner@ucf.edu
Jones, Foard	Business	Dean's Office	Continuing	No	Ex officio	Foard@ucf.edu
Mendez, Jesse	Education & Human Performance	Academic Affairs	Continuing	No	Ex officio	jpmendez@ucf.edu
Reilly, Charles	Engineering & Computer Science	Academic Affairs	Continuing	No	Ex officio	Reilly@ucf.edu
Wang, Youcheng	Hospitality	Academic Affairs	Continuing	No	Ex officio	Youcheng.Wang@ucf.edu
Wolf, Ross	Health & Public Affairs	Academic Affairs and Technology	Continuing	No	Ex officio	Ross.Wolf@ucf.edu

## 2017-2018 UNDERGRADUATE POLICY AND CURRICULUM COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
<b>Senate Representatives</b>						
Cintrón-Delgado, Rosa	Education & Human Performance	Child, Family, and Community Sciences	2016-2018	Yes	Voting	Rosa.CintronDelgado@ucf.edu
Dunn, Michael	Sciences	Psychology	2016-2018	Yes	Voting	Michael.Dunn@ucf.edu
Guldi, Melanie	Business	Economics	2017-2018	Yes	Voting	Melanie.Guldi@ucf.edu
Orlovskaya, Nina	Engineering & Computer Science	Mechanical and Aerospace Engineering	2017-2019	Yes	Voting	Nina.Orlovskaya@ucf.edu
Sullivan, Anne	Arts & Humanities	School of Visual Arts and Design	2017-2019	Yes	Voting	Anne.Sullivan@ucf.edu
<b>Faculty Representatives</b>						
Allred, Kelly	Nursing	Nursing	2017-2019	No	Voting	Kelly.Allred@ucf.edu
Bishop, Corinne	Libraries	Research and Information Services	2017-2019	No	Voting	Corinne.Bishop@ucf.edu
Fathpour, Sasan	Optics	Optics and Photonics	2016-2018	No	Voting	Fathpour@creol.ucf.edu
Fridrich, Jason	Hospitality	Foodservice and Lodging Management	2017-2019	No	Voting	Jason.Fridrich@ucf.edu
Gammonley, Denise	Health & Public Affairs	Social Work	2017-2019	No	Voting	Denise.Gammonley@ucf.edu
Jewett, Travis	Medicine	Biomedical Sciences	2017-2019	No	Voting	Travis.Jewett@ucf.edu
Jones, Robert	Arts & Humanities	School of Visual Arts and Design	2016-2018	No	Voting	Robert.Jones@ucf.edu
Kauffman, Jeffrey	Engineering & Computer Science	Mechanical and Aerospace Engineering	2016-2018	No	Voting	JLKauffman@ucf.edu
Kuebler, Stephen	Sciences	Chemistry	2016-2018	No	Voting	Stephen.Kuebler@ucf.edu



## 2017-2018 UNDERGRADUATE POLICY AND CURRICULUM COMMITTEE

Name	College	Department	Term	Senator	Voting	Email
TBD	Health & Public Affairs		2017-2018	No	Voting	
<b>Administrators</b>						
Covelli, Maureen	Nursing	Undergraduate Affairs	Continuing	No	Ex officio	Maureen.Covelli@ucf.edu
Dooley, Elizabeth	Teaching and Learning	College of Undergraduate Studies	Continuing	No	Ex officio	Elizabeth.Dooley@ucf.edu
Dorman, Teresa	Sciences	Academic and Student Affairs	Continuing	No	Ex officio	Teresa.Dorman@ucf.edu
Dupuis, Martin	Honors	Honors College	Continuing	No	Ex officio	Martin.Dupuis@ucf.edu
Hagan, David	Optics	Academic Programs	Continuing	No	Ex officio	Hagan@creol.ucf.edu
Hepner, Lynn	Arts & Humanities	Academic Programs	Continuing	No	Ex officio	Lynn.Hepner@ucf.edu
Hoerrner, Keisha	Teaching and Learning	Undergraduate Studies	Continuing	No	Ex officio	Keisha.Hoerrner@ucf.edu
Jones, Foard	Business	Dean's Office	Continuing	No	Ex officio	Foard@ucf.edu
Mendez, Jesse	Education & Human Performance	Academic Affairs	Continuing	No	Ex officio	jpmendez@ucf.edu
Reilly, Charles	Engineering & Computer Science	Academic Affairs	Continuing	No	Ex officio	Reilly@ucf.edu
Self, William	Medicine	Biomedical Sciences	Continuing	Yes	Ex officio	William.Self@ucf.edu
Wang, Youcheng	Hospitality	Academic Affairs	Continuing	No	Ex officio	Youcheng.Wang@ucf.edu
Wolf, Ross	Health & Public Affairs	Academic Affairs and Technology	Continuing	No	Ex officio	Ross.Wolf@ucf.edu

1           **Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women**

2  
3   **Whereas**, UCF currently has 7 publicly available lactation rooms: one is on the College of  
4   Medicine campus at Lake Nona, one is in Research Park at the College of Nursing University  
5   Tower building, and five on the main campus. The main campus rooms are located in the  
6   Global UCF Building, Physical Science Building, Engineering 1 Building, COHPA, and the  
7   Recreation and Wellness Center. On the main campus, these rooms are clustered on the north  
8   and east sides of the campus; and

9  
10   **Whereas**, UCF Human Resources procedures document entitled, “Break Times and Locations  
11   for Nursing Mothers, Effective December 2010”, states that the University of Central Florida will  
12   provide a supportive environment to enable breastfeeding employees to express their milk  
13   during working hours; and

14  
15   **Whereas**, UCF currently does not provide sufficient and equitable access to lactation rooms for  
16   large population of UCF women who may need to express their milk post-delivery, including  
17   UCF women faculty (782), UCF women staff (2363), and UCF women students (35,508); and

18  
19   **Whereas**, this lack of lactation rooms has economic implications for UCF, as reported by the  
20   2010 University of Rhode Island report of “College and University Lactation Programs”,  
21   including a \$3 cost savings for every \$1 invested in breastfeeding support, parental  
22   absenteeism is 3X higher for formula-fed infants compared to breastfed babies, companies with  
23   an employee lactation support program experience less turnover and lower losses of  
24   employees after childbirth, and companies with lactation rooms are also rewarded with higher  
25   satisfaction, loyalty and morale; therefore

26  
27   **Be It Resolved** that the Faculty Senate encourages the administration to follow the guidelines  
28   put forth by the U.S. Department of Health and Human Services, US Office of Personnel  
29   Management, and National Institute of Health as well as the US Department of Labor for  
30   working women which recommends 6 lactation rooms for every 1000 women employees  
31   (Attachment 1), and there be lactation room access within a 5-minute walk for the employee.  
32   At a minimum, UCF should attempt to triple the number of lactation rooms available to women  
33   employees on the main campus through designating space in planned constructions and retro-  
34   fitting rooms in existing buildings, especially on the west and south sides of campus; and

35  
36   **Be It Further Resolved** that the Faculty Senate additionally recommends that the lactation  
37   rooms at the College of Medicine and the College of Nursing (Research Park) be maintained,  
38   and will work to identify space both at Rosen College and at regional campuses where UCF has  
39   a presence (if not currently available), and rooms be added to the new downtown campus  
40   construction designs based on expected campus enrollment and employment projections.

41 **Attachment 1:**

42

43 **Recommendations from the U.S. Department of Health and Human Services and**  
44 **National Institute of Health for working women (womenshealth.gov)**

45

46 **The number of spaces needed depends on many factors.** For example, companies will  
47 want to consider how many women are employed, the number and size of buildings,  
48 and the work schedule and job settings of employees. A general rule is to provide at  
49 least one permanent milk expression space for every 50–100 women employed by the  
50 company, and adjust as employee needs increase. The National Institutes of Health  
51 (NIH) compiled a formula for identifying the number of spaces needed, and estimate  
52 that at least six milk expression stations for every 1000 female employees should be the  
53 general rule. This number is based on a pregnancy rate of 5–7 percent among the  
54 female population, a breastfeeding initiation rate of 75 percent, and an assumption that  
55 most nursing women cluster milk expression periods around a similar period from 10  
56 a.m. to 3 p.m. during a standard work day. The chart below is based on their general  
57 guide:

58

<b>Milk Expression Spaces</b>	
<b>Number of Female Employees</b>	<b>Number of Stations Needed</b>
Under 100	1
Approximately 250	2
Approximately 500	3
Approximately 750	4
Approximately 1000	6
For every additional 1000 employees	6 additional stations

59

60 **Seek locations that employees can reach within a 5-minute walk.** This means that  
61 spaces should be evenly distributed within large buildings, as well as evenly distributed  
62 across a large campus in easily accessed locations. Limiting an employee's travel time  
63 minimizes the overall amount of break period women need to express milk. Centralized  
64 locations also make it possible for the greatest number of employees to access the  
65 space. Within a building, spaces can be located near a central bank of elevators, the

66 entrance to a facility, or the employee lounge or eating areas. **Look for space near**  
67 **running water for washing hands and breast pump parts.**

68

69 **Women will feel comfortable and safe when the door into the milk expression room**  
70 **can be locked.** A keypad lock or electronic key provides privacy, and nursing moms can  
71 use a key, key card, or code to enter the room. If a lockable door is not possible, provide  
72 a sign outside the door with a well-communicated policy to help prevent others from  
73 entering the space. Curtains or partitions by the door might be needed to provide an  
74 additional layer of privacy when the door is opened from the outside.

1                   **Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy**  
2                   **and Curriculum and Undergraduate Course Review Committees**

3                   **Whereas**, the duties and responsibilities of the Undergraduate Policy and Curriculum and  
4                   Undergraduate Course Review committees have not been updated to reflect university  
5                   organizational or process changes since 2010; and

6                   **Whereas**, the College of Undergraduate Studies would like to modify the duties and responsibilities  
7                   to clearly reflect the committees duties and responsibilities; therefore

8                   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows:

9                   **1. Undergraduate Policy and Curriculum Committee**

10                   a. Duties and Responsibilities.

- 11                                   i. To study, review, and provide recommendations on undergraduate academic  
12                                   policies, ~~instruction, and standards.~~
- 13                                   ii. To study, review, and provide recommendations on university-wide  
14                                   undergraduate degree requirements, including the General Education Program  
15                                   (GEP), foreign language requirements or proficiency, admission standards,  
16                                   ~~instruction,~~ and baccalaureate academic honors.
- 17                                   iii. To study and review recommendations from the University Common Program  
18                                   Oversight Committee on changes to the General Education Program and to  
19                                   transmit recommendations to the ~~Faculty Senate vice provost for Teaching and~~  
20                                   Learning and dean of the College of Undergraduate Studies for approval.
- 21                                   iv. To review and make recommendations on all proposals for planning and  
22                                   implementation of new undergraduate degree programs, minors, and  
23                                   elimination of existing programs that will be submitted by the committee to the  
24                                   Office of Academic Affairs prior to submission to the Board of Trustees for final  
25                                   approval.
- 26                                   ~~v. To review the university program review reports and make recommendations~~  
27                                   ~~on any policy or curriculum changes that might appear warranted based on the~~  
28                                   ~~program review.~~
- 29                                   v. To review and make recommendations on all proposals for revisions to existing  
30                                   degree programs, and certificates.
- 31                                   vi. To review and make recommendations on the allocation of the Equipment Fee  
32                                   to the vice provost for Teaching and Learning and dean of the College of  
33                                   Undergraduate Studies, who submits his/her recommendations to the provost  
34                                   and executive vice president.
- 35                                   vii. To transmit its recommendations to the vice provost for Teaching and Learning  
36                                   and dean of the College of Undergraduate Studies, who submits his/her  
37                                   recommendations to the provost and executive vice president. The committee  
38                                   may also make recommendations to the Steering Committee of the Faculty  
39                                   Senate.

- 40           **2. Undergraduate Course Review Committee**
- 41           a. Duties and Responsibilities.
- 42                   i. To review all undergraduate course additions, revisions or deletions, and special
- 43                   topics course requests and transmit its recommendations to the vice provost for
- 44                   Teaching and Learning and dean of the College of Undergraduate Studies (or
- 45                   designee) for approval. The vice provost for Teaching and Learning and dean of
- 46                   the College of Undergraduate Studies will inform the Undergraduate Policy and
- 47                   Curriculum Committee of any related mandated curricular changes.
- 48                   ii. To review recommendations from the Undergraduate Common Program
- 49                   Oversight Committee regarding course proposals related to the General
- 50                   Education Program.
- 51                   iii. To make recommendations on the allocation of the Materials and Supplies Fee
- 52                   to the vice provost for Teaching and Learning and dean of the College of
- 53                   Undergraduate Studies, who submits his/her recommendations to the provost
- 54                   and executive vice president.



1                   **Resolution 2017-2018-4 Faculty Senate Bylaw Change, Admissions and**  
2                   **Standards Committee**

3           **Whereas**, during the 2014 Legislative Session, the passage of House Bill 433 amended Florida  
4           Statutes 1012.56, eliminating the obsolete option of achieving a passing score on the CLAST to  
5           satisfy the general knowledge requirement; and

6           **Whereas**, the requirement for CLAST expired June 2009; therefore

7           **BE IT RESOLVED** that the *Bylaws* for the Admissions and Standards committee be amended as  
8           follows:

9           **Admissions and Standards Committee**

10                   1. Duties and Responsibilities.

- 11                           a. To consider all undergraduate student admissions that do not meet the  
12                           minimum university admissions standards and that are referred to it by the  
13                           Office of Undergraduate Admissions.
- 14                           b. To consider all undergraduate student appeals of readmission decisions or  
15                           academic standing.
- 16                           c. To consider undergraduate student appeals of decisions that have been made  
17                           by the College of Undergraduate Studies concerning late withdrawals, late  
18                           drops, late adds, and medical withdrawals.
- 19                           ~~d. To consider continuation of undergraduate students who fail to meet CLAST~~  
20                           ~~requirements in accordance with appropriate rules and regulations.~~
- 21                           e. To consider graduate student appeals of decisions that have been made by the  
22                           College of Graduate Studies concerning late withdrawals, late drops, late adds,  
23                           and medical withdrawals.



## Steering Topics for 2017-2018 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
1		Governance in Academic Units.	Revision and re-submission of 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units.	Kevin Coffey Steering 3-9-17	
2	Personnel	Promotion and Tenure Guidelines and Process. <i>(Regulation 3.015 &amp; 3.0175, CBA Articles 14 &amp; 15)</i>	Improve the Promotion and Tenure Guidelines and Process to manage workload.	Fevzi Okumus, & Blake Scott P&T Committee	Steering voted to elevate to #1 priority of Personnel Committee 7-19-17
3		Senate Oversight of Senate elections.	Discuss need for oversight of the Senate nomination and election process.	Steering 3-9-17 & 4-6-17	
4		Insufficient notice of teaching assignment, including: summer and evening courses, and changes in course mode. <i>(Regulation 3.032, CBA Article 9, CBA Article 8.6)</i>	Some faculty are uncomfortable teaching at night others are caught off guard and need to make child care arrangements. Changing mode requires extensive preparation (i.e., face-to-face to mixed mode). Faculty need to know what income to count on for the summer. This is becoming a faculty satisfaction issue.	Steering 4-6-17	
5		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.	Steering 4-6-17	
6		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.	Steering 4-6-17	
7		Poor Signage.	Although new signs have been installed, for the unfamiliar visitor, it's impossible to navigate the campus. Still need better signage.	Steering 4-6-17	
8		Traffic Pattern.	The exit from Scorpius Street is dangerous and frustrating. There are too many cars trying to exit and obstructing the shuttles. Need the light extended or different pattern to allow more vehicles to exit at a time.	Steering 4-6-17	

9		Need for Teaching Assistants and Support Staff growth.	The operating and instructional budget is not keeping pace with growth of labs, majors offered, and new faculty.	Steering 4-6-17	
10		Tuition Waiver Program. (Regulation 3.0031, <a href="https://hr.ucf.edu/current-employees/tuition-waiver-program/">https://hr.ucf.edu/current-employees/tuition-waiver-program/</a> )	Right now, we can't use the Tuition credits for market-based programs, if space is available. This issue was raised during the COACHE survey last year. Don't know if this is in the Collective Bargaining Agreement or not, but we would like to use for market-based program.	Steering 4-6-17	
11	None	Undergraduate Policy & Curriculum duties and responsibilities	1. Duties...(II) and (V); we are currently not doing this – should this be done or eliminated from FS bylaws?	Keisha Hoerrner	Resolution 2017-2018-2
12	None	Undergraduate Course Review Membership	Should there be 15 total faculty (including chair) or 15 + 1 (under bylaw 2. Membership in FS UPCC description	Keisha Hoerrner	Resolution 2017-2018-2
13		Hispanic Serving Institution	What changes need to be in place prior to becoming a Hispanic serving institution?	Senate 4-20-17	
14		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?	Personnel Committee	
15		Emeritus Policy (Policy 4-502.2)	<b>Changes in Nov 2016 require applying for Emeritus within 5 years after retiring. Faculty retiring not yet granted Emeritus can't continue on graduate student committees. There are also application timing issues. Dr. Young formed a sub-group now headed by Eloy Hernandez to draft changes to the policy. Sub-group wants to work with Personnel committee on changes. High priority before November.</b>  New policy. Would it be better to have an automatic program instead of an application-based program?	Personnel Committee	
16		Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue.	Personnel Committee	
17		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	

18		University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.	University Master Planning Committee	
19		Partners in Teaching and Learning	Vital role of Housing and Residence Life as our partners in teaching and learning.	Rosa Cintron 4-21-17	
20		On-line courses ( <i>Regulation 2-0330, CBA Article 18</i> )	Establish clear policies on the use of an on-line course by faculty members other than the one designated as the expert in the area and who fully developed all content and work for the course.	Karol Lucken 4-24-17	
21		Administrative Discretionary Increases (ADI's) ( <i>Regulation 3.044, CBA Article 23.8</i> )	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	
22		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	
23		Teaching Incentive Program (TIP) & Annual Evaluation Standards and Procedures (AESP) Process. ( <i>CBA Article 23.5</i> )	We must set the bar higher than ourselves for both. A culture change needs to happen.	Steering 4-6-17	
24		Out-of-Unit Parental Leave Policy.	Out of unit, 9-month faculty would like the same benefit as in-unit faculty.	Steering 4-6-17	
25		Utility Vehicles. ( <i>Regulation 6.007; UCF Policy 3-122; ehs.ucf.edu/workplacesafety/utilitycarsafety.html</i> )	Utility vehicles are driving too fast on sidewalks and it's dangerous.	Steering 4-6-17	
26		Graduation Traffic/No Access To Scorpius to HPAI, HPAII, and UCF Global	During graduation, Scorpius Street was closed preventing access to parking in the D lots. Anyone that needed to leave campus was unable to get back to the parking lot or the building. In addition, all exiting traffic from Scorpius Street was required to turn right (whether graduation was over or not) only, resulting in U-turns. Guests that park in Garage H exiting West Plaza drive make U-turns onto North Orion slowing traffic. Need a better solution for managing graduation traffic and parking without interfering in university business.	Many 5-26-17	

27		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	
28		Strategic Council	The membership and duties of the Strategic Council Committee may be out-of-date with the Collective Impact Strategic Plan.	Self 7-25-17	
29		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.	Student senator 7-17-17	
30		Faculty Involvement	Need for faculty senate to be involved in assuring that committees developed and maintained by the administration are staffed with faculty and have faculty contributing to their mission.	Liz Klonoff 7-19-17	
2016-2017-17	Budget & Administrative	Insufficient funding for faculty travel program.		Chair Koons 7-25-16	University Travel Committee looking at some issues; B&A will be updated when committee has an outcome.
2016-2017-5	Personnel	Follow-up on Salary study; implementation and gender gap study.	Further understanding of the initial gender equity report is needed. How is the deeper study being designed? What will it address?	Oetjen, Steering 4-7-16	Requires UFF/UCF admin to agree during bargaining. Gender study expected in 2-3 weeks.
2016-2017-11	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> )		Dean Sole CON 7-19-16	Still awaiting information from Faculty Excellence.
2016-2017-19	Personnel	Committee chairs, reward and accountability for service (including service during the summer).		Harrington 8-11-16	No progress; other issues more time sensitive.
2016-2017-18	Steering	Facilitating shared governance with the Provost to solicit stakeholder feedback.		Harrington 8-11-16	
2016-2017-13	Tabled	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	Tabled

2016-2017-14	Tabled	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.	Dean Saleh 2016	Tabled
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