



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, August 20, 2020, 4:00 pm

YouTube Link to access recording: <https://youtu.be/3xiVRVGDDeMI>

1. Call to Order at 4:02 pm
2. Roll Call via Qualtrics
3. Approval of Minutes of *July 22, 2020*
 - a) Motion to approve minutes, second, vote taken, motion passes
4. Recognition of Guests
 - a) Michael Johnson, Office of the Provost
 - b) Jana Jasinski, Office of the Provost
 - c) Carly Mc Carthy, Communications and Marketing
 - d) Kent Butler, Office of Equity, Inclusion and Diversity
 - e) Joe Adams, Office of the Provost
 - f) Allison Hurtado, Faculty Excellence
 - g) Lucretia Cooney, Faculty Excellence
5. Announcements
 - a) BOT Meeting: Chair Harrington said that he took the Sense of the Senate to the meeting. They approved not all, but a lot of the requests. Among those are that faculty will be asked to identify themselves if they are at risk and so that departments can make arrangements for them to not teach face-to-face.
 - i) The Education Programs Committee met about the return to campus and about the faculty survey that the Health and Safety Committee did. Results were that the majority of faculty (approximately 60%) were opposed to returning to campus at this time. There was a great deal of discussion, mostly good, some uncomfortable. More information came out about testing.
 - b) The UCF Pledge that came out of the Health and Safety Committee is being marketed very well and is being given high visibility.
 - c) High speed regulations coming through from BOT.
 - i) Textbook affordability – he recommends that all faculty read the regulation
 - ii) Title IX – forced to re-state our Title IX procedures to follow what are being followed by the Department of Education.
 - d) BOT Reports – UCF Global noted that international enrollment is down; however, domestic enrollment is up.
 - e) There have been a record number of requests for staffing university committees, such as the UCF Housing investigation and the search committees for the senior VP for F&A and the Chief Information Officer. Chair Harrington and Vice Chair Scott have been reaching out to faculty to fill these requests.
6. Report of the Provost
 - a) Provost Johnson noted that the Board of Trustees did not accept Sense of the Senate.

- b) He said the deans were concerned about all of the changes that happened over the summer. They believe they had faculty who couldn't teach on campus because of health conditions. There was an attempt by the university to try to make it possible for those at higher risk to have a degree of protection. A form was sent out for them to seek an exception. He feels that face to face classes are essential for student success.
- c) Testing of students moving into university housing has been spread over two weeks rather than a few days – approximately 300-500 are tested per day. There has been a 2.8% positivity rate and most of the students have decided to take their quarantine at home, rather than in housing. There was a change in the CDC which requires a building quarantine for a positive test. If someone's roommate tests positive, they have to also be quarantined.
- d) Faculty and staff should call the COVID number (407-823-2509) to will get a referral to Adventist to get a test and it will be quick. He notes that calling UCF Health would be more delayed, as it isn't dedicated to only COVID cases. 20-30 people have been trained to do tracing. WE hope that we do not have a situation like UNC did where the positivity rate increases once students come back to classes.
- e) One of the things that came out of the survey was a difficulty to find things on the COVID website. The website has since been updated.
- f) Enrollment – we do not know what enrollment is going to be. In the summer, they decided they would be willing to admit more FTIC students than normal. Students have been taking advantage of this opportunity and FTIC enrollment is up. Will know more on September 4th, when tuition is due. Transfer student enrollment is down.
- g) The report from Jeff Jones in UCF Global during the BOT meeting caused some concerns and he would like to put together a committee that would create a global strategy for finding international students. Having international students is part of the higher education experience for domestic students. Study abroad process also needs to be improved.
- h) A senator offers to discuss study abroad with the provost if he would like. Chair Harrington mentioned that the search for chair of study abroad committee was called off last spring and wondered what the plan is going forward.
- i) Another senator mentioned that in their department they received a notification that they had to return to the US in order to be employed by UCF. She wonders how an international research collaborator or sabbatical could be completed with the travel restrictions. The provost noted that the first message sent by HR was in error and was clarified later in the summer.
- j) Tax and Labor Law – an issue that needs to be figured out regarding 120-day policy. They must figure out how to do sabbaticals legally. This is relatively a recent issue that HR and legal department are working on. Chair Harrington stated that he has asked the president and trustees to make it a priority to do business internationally.
- k) A senator mentioned the article about the Orlando airport collaboration. The provost said that the chair of the BOT asked president, provost and Dr. Klonoff to bring in some faculty that would be interested in the collaborative. The BOT chair went to the airport board about this - applying digital twin idea. When you find the right partnerships, it is of mutual benefit, for instance the BRIDGE project where UCF ended up with a financial responsibility. There may be some faculty that may want to participate to further their research. He noted that there have been quite a few big projects over the last few years and he would like to be cautious about what we take on in the future.
- l) Another senator would like to know if there is contact tracing in Seminole County. He also wanted to know if there is a guideline about what to do if one of his students gets COVID. The provost stated that the teacher should do nothing. It is up to the person to

- call the COVID hotline. This triggers a contact tracing activity, which could come back to the class. It is not the responsibility of the faculty member to report a student who tests positive for COVID. Chair Harrington suggested calling the COVID hotline to see what their instructions are if several students test positive.
- m) A senator asked about international student accommodations on campus. Normally they are housed in homes, but he feels that they should be able to live on campus. The provost stated that he will find out. He feels this would be a good time to work on the situation.
 - n) Another senator would like clarification as to whether there is a UCF policy related to a fully online teacher if they are teaching outside of the US. The provost said that this is something that needs to be looked at. He mentioned there is a telecommuting policy.
 - o) A senator pointed out that there are many programs such as Fulbright that promote international working and research. The provost does not know if there is a special arrangement where that country would wave their labor laws.

7. Committee Reports

- a) Ad Hoc Budget and Labor Crisis Response – Reid Oetjen
 - i) Committee met on July 28th and August 19th.
 - ii) Results of the survey – faculty concerned about budget and furlough.
 - iii) Subcommittee to look at what happens when a faculty member gets sick and someone else needs to cover.
 - iv) They also are looking into additional expenses and loss due to COVID 19.
 - v) They would like to research budget priority and access to funding.
 - vi) Will work with Health and Safety Committee to survey faculty a couple weeks into the semester to find out any unmet needs.
 - vii) The provost requested that survey results be forwarded to Dr. Jasinski as available.
- b) Ad Hoc Health and Safety Crisis Response – Stephen King
 - i) Met twice since last Steering meeting and they identified areas where there are questions about what will be going on with campus opening.
 - ii) COVID screening app – where does data go, who gets data, is it open to requests.
 - iii) Dashboard – will it show the number of students quarantined on campus; if there is a death, how will students, faculty and staff receive this information.
 - iv) The mismatch form has been successful.
 - v) Testing throughout the rest of the semester – what happens with the students that live off campus that are not being tested and do not know that they are positive. Will the university screen subsets of people rather than react after the fact? Having a plan about that would help faculty, staff and students know there is a plan. This would help with mindset.
 - vi) Will also continue to study the survey results.
 - vii) A senator asks about campus after Thanksgiving. Will campus be closed or just the dorms? Steve said that some students will be allowed to stay. The provost does not believe the dorms will be closed, but that just the classes will be taught remotely for the rest of the semester. Dr. Butler concurs.
 - viii) Another senator was wondering if the committee has looked at a scenario that would cause campus to close. Steve said that they do not have enough information to study this. There is not a set of criteria at this time. The provost stated that they do not have a specific number of positive cases that would cause campus to close. He said they have to watch the trends.

- ix) Chair Harrington noted at the BOT meeting it was discussed that testing on campus will continue. They also discussed whether there could be spot testing. Several administrators met with Joe and Steve regarding what would cause the university to be shut down.
 - x) A senator asked whether the existing data could be interpreted and explained in a way that people could understand whether to be concerned or not. Steve agrees.
8. Old Business - none
9. New Business
- a) COVID 19 on Campus
 - i) No further questions or discussion
 - b) Appointment of Steering Operational and Curricular Committee Liaisons
 - i) Committee Liaisons provide a report from operational and curricular committees at the Faculty Senate meeting.
 - ii) Keith explained that for the Graduate Committees, one person normally does the report for all the subcommittees.
 - iii) Bill Self volunteered to report for the Undergraduate Council.
 - iv) Jim Moharam volunteered to report for the Graduate Council.
 - v) Nina Orlovskaya volunteered to report for the Budget & Administrative Committee.
 - vi) Jim Gallo agreed to report for the Information Technology Committee.
 - vii) Adam Wells agreed to report for the Parking, Transportation and Safety Committee.
 - viii) Steve King agreed to report for the Personnel Committee
 - ix) Research Council will be Vicki Loerzel
 - c) Appointment of Senate Parliamentarian
 - i) Chair Harrington explained that a Senate Parliamentarian is appointed to make sure that rules of order are being followed. Questions about rules will go to this person as well. Jim Moharam nominated Keith Koons. Keith accepted the nomination.
 - d) Topics Assignments for 2020-2021 Senate Committee Action
 - i) Currently in spreadsheet format. Kristine is looking into an issue tracker that can follow the issues through the process.
 - ii) Topics spreadsheet is pulled up and reviewed.
 - iii) Any topics requests should be sent to the Faculty Senate office (fSenate@ucf.edu)
 - iv) Topic 1- Motion to send this topic to UPCC, second, motion passes
 - v) Topic 2-Motion to send this topic to UCRC, second, motion passes
 - vi) Topic 3-motion to send this topic to Personnel, discussion, motion to send this topic to Research, second, discussion, amendment to strike Research and send to Personnel, second, vote taken, motion passes
 - vii) 4-Motion to send this topic to Personnel, second, motion passes
10. Motion to extend time 15 minutes to finish business, second, motion passes
- a) Motion to go to committee reports and then back to topics and end at 6:15, second, motion passes
11. Committee Reports, Continued
- a) Ad Hoc Campus Equity, Inclusion and Diversity Actions and Programs – Joe Harrington
 - i) This committee is still in the process of being formed. Kent Butler’s committee has been working on their action plan and Chair Harrington does not want this committee to interfere with or duplicate the work of that committee.

- ii) Definition of the roles for the committee members are currently being worked on and requests are currently being sent to the different entities involved.
- iii) A senator asked whether the issue of faculty hiring will be addressed.
- b) Ad Hoc Internal Communications – Joseph Harrington
 - i) This committee has not met since the last Senate meeting
 - ii) The group has broken into some task groups that will meet to take on a couple of tasks: bottom up, top down types of communication and the modes of communication being used by the university.

12. Other Business

- a) A senator requested a report from UFF for the Campus Climate Report at the Senate meeting. Joe has asked the new president of the UFF to attend and give a report.
- b) Another senator noted that we having trouble covering all agenda items in the time allotted. He would like the chair to prioritize the agenda.
- c) Chair Harrington will be charging the Faculty Senate operational and curricular committees over the next couple of weeks, as well as providing senator training.

13. Meeting adjourns at 6:22 pm

Steering Assigned Topics for 2020-2021 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
1		Course Syllabus Database	In a joint initiative with the Executive Branch, the UCF Student Body Senate passed a resolution in support of the university taking the steps necessary for the creation of a syllabus database.	Self 4-1-20	
2		Student Cheating	Address the problem of the ease of students being able to cheat during online courses	Senate Meeting 4-16-20	
3		Married Couples	Issues related to married couples barred from being PI and Co-PI or from being on a student's dissertation or thesis committee. See UCF Policy X.XXX and CGS policy Y.YYY.	Harrington 4-24-20	
4		Anonymizing Supervisor Surveys	Addressing the problem of creating surveys they are truly anonymous	Filler 4-27-20	
5		Prohibited Conduct Policy	Review of Prohibited Conduct Policy # 2-004.1 to include a requirement for follow-up	Terri Fine 5-4-20	
6		Final Exams Policy	Review Final Exam policy for updates and revisions	Jana Jasinski 5-29-20	
2019-2020-4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	
2019-2020-5	Personnel Committee	Faculty facing administrator and vice president reviews.	The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the 90's. Previously approved administrative review resolutions were approved and placed in the Faculty Handbook (1971-1972-3, 1978-1979-5, 1983-1984-5, 1991-1992-13). With the evolution of the BOT and Faculty Excellence, faculty need more involvement in the review process.	Self and Steering 5-29-19	

2019-2020-6	Commencements, Convocations and Recognition	Honorary Degrees	According to BOG regulation 3.004, each BOT shall establish policies and procedures for recommending candidates for honorary degrees. The Faculty Senate last suggested procedures in 1994-1995 http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp#res8 . Previous resolutions include 1991-1992-7 Honorary Degree Criteria and 1972-1973 Guideline Recommendations for Awarding Honorary Degrees. A BOT regulation needs to be developed for the criteria and rescinding on the honor for approval by the BOT.	Self 5-14-19	Subcommittee formed for work in Fall 2020
2019-2020-7	Master Planning	Coordinate with Orange County to extend access to an eastern entrance to UCF to North Tanner Road.	The University experiences huge amounts of flow through traffic, particularly going to and from the Research Park. This flow through traffic contributes to the huge traffic backups on Orion and along Gemini as well as at Libra Dr and Gemini and long waits from 7 to 9:30 AM and 4 to 6 PM or later. The connection to North Tanner is NOT to be confused with any larger plans for another east/west route between route 50 and University. This is simply a limited route extension to North Tanner only. Plans and budgeting must be put in place to reroute traffic arising from the Research Park around the University to the east.	Proctor 4-19-19	
2019-2020-8	Master Planning	Plan and budget an east entrance from Percival Road.	The University has four west entrances, one south entrance, one north entrance, and no east entrance. Traffic arising or returning from the east of the University as well as the Research Park must circle around and come in through either the north or south entrance. The result is huge traffic backups on Orion and along Gemini as well as at Libra Dr and Gemini and long wait times occurring from 7 to 9:30 AM and 4 to 6 PM or later. Plans and budgeting must be put in place to enable traffic to enter the University from the east.	Proctor 4-19-19	
2019-2020-9	Ad Hoc Bylaws	Undergraduate Common Program Oversight Committee	Change bylaws to move committee from a Joint Committee to a subcommittee of the Undergraduate Council and change membership to include more constituents.	Steering 4-4-19	
2019-2020-10	Budget & Administrative	Library Funding	The University Library funding has been flat, as with other units. FY 18-19 resulted in \$200,000 less for acquisitions. Concerned that the Stars Digital Library is in jeopardy.	Steering 4-4-19	In Progress
2019-2020-11	Steering	Faculty Senate Budget	Obtain a budget from Academic Affairs to provide committees funding to conduct research or hire an outside firm.	Steering 4-4-19	
2019-2020-12	Personnel	Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend. Also research/benchmark other universities process.	Steering 4-4-19	

2019-2020-15	SPOI Task Force	Student Perception of Instruction (SPOI)	The surveys are prone to gender and minority bias and too much or too little emphasis is placed on SPOI for faculty evaluation.	Koons 3-27-19	Not addressed
2019-2020-18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	
2019-2020-19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	
2019-2020-20	Chair Talk to Provost	UCF Policy 4-401.2 Make-up Assignments for Authorized University Events or Co-curricular Activities	Review and update the policy to include the undergraduate research showcase.	Steering 3-7-19	
2019-2020-21	Ad Hoc Bylaws	Joint Committee Membership	Review the rationale for membership on Joint Committees in relation to the total number of faculty in units, faculty workload, and relevance.	Steering 8-22-19	
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. Response: Pegasus Award now includes out-of-unit.	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	Continuing Issues regarding TIP, RIA, SoTL, etc.
2018-2019-4	FCTL – reassign to Bookstore Advisory	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER). Response: FCTL including materials in summer conference.	Steering 4-5-18	FCTL given a seat on campus-wide CDL & Library committee.
2018-2019-9	Postpone Indefinitely	GEP Assessment System.	The system to enter GEP Assessment results needs major improvement. GEP courses are being requested to be Gordon Rule eligible that can't. Note: Keisha Hoerrner, Melody Bowdon, OEAS, and other faculty are trying working to improve the assessment.	Steering 4-5-18	

2018-2019-10	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. Response: Transitioning from EHS to Compliance & Ethics. A new UCF policy needs to be created regarding speed limits. Committee recommended 10mph on sidewalks.	Coffey 4-9-18	Committee Monitoring
2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year. Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Not addressed
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
2018-2019-15	UPCC	Transfer Credit Evaluation Issues	No formal process or guidelines to evaluate transfer credit evaluation for out-of-state or courses at other institutions. Response: Draft documents complete. UPCC may vote on them in April. Changes to SACSCOC regulations & UCF's timeline for launching OCR software has made this more complex.	Hoerrner 8-8-18	In Progress – better suited for program coordinators, chairs/directors, or Assoc. Deans.
2017-2018-6	Budget & Administrative	Creative School Accessibility. (www.csc.sdes.ucf.edu/enrollment/)	The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty? Is it possible to develop the Creative School downtown as we build the campus?	Steering 4-6-17	Closed Resolution 2019-2020-14
2017-2018-7a	Information Technology – reassign to Parking, Transportation & Safety	Navigation/directions on campus.	Even though more signs have been installed, visitors need a way to navigate and determine where they are on campus and how to get to a location on their phone. Response: Based on information received (2-11-19 minutes), the issue should be re-assigned to the Parking committee.	Steering 8-7-17	Issue should be assigned to the PTS Committee.
2016-2017-35	Personnel to Steering	Committee chairs, reward and accountability for service (including service during the summer).	Modest number of faculty that do a very high amount of service (30-40%). They get credit for 10 – 15% assignment of service. Anything over that amount doesn't count. Give appropriate benefit or payment.	Harrington 8-11-16	Steering AD Hoc Committee 3-7-19
2017-2018-18	Postpone Indefinitely to monitor	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.	University Master Planning Committee	Monitor

2017-2018-5	FCTL	Lack of Study Abroad policy. (UCF policy 2-902; CBA Article 8.8)	Need a policy that explains the expectations on number of students, salary, etc. Taking 30 students abroad for one faculty member is dangerous and impossible to manage. Faculty are told you must take a minimum of 25 students in order to be paid. The union complains that we are giving away SCH's and the students beg for the opportunity. Discussion: Don't think UCF Global has a policy. Need a resolution to get a policy created.	Steering 4-6-17	FCTL gave to Division of Teaching & Learning and UCF Global to handle task.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues. Response: Current policy didn't resolve specific issues. UCF Research Col committee supposed to address. Issue may need input from Compliance & Ethics.	Personnel Committee	Keep Open – Other input to occur
2017-2018-28	Strategic Planning Council	Strategic Planning Council	The membership and duties of the Strategic Council Committee may be out-of-date with the Collective Impact Strategic Plan. What is the role of this advisory committee to the president?	Self 7-25-17	Pending