

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of August 22, 2019**

William Self, chair, called the meeting to order at 4:00 p.m. Members introduced themselves. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 4, 2019, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Vice Provost for Faculty Excellence
Allison Hurtado, Communications Director, Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence

ANNOUNCEMENTS

Resolution Update

Resolution 2017-2018-14 Faculty Participation on University Committees requested the administration create a single website that lists all committees. The initial version of the web page can be found at www.provost.ucf.edu under Initiatives. Contact the Senate office if you have any questions. Dr. Self thanked the Provost and the staff for making this happen.

The Faculty Senate website has been updated to provide a separate page for each of the 26 committees to streamline the information provided. Please review the website when you have a chance and provide feedback.

Dr. Self noted that we are working with the Provost regarding the approval or denial of Resolutions 2018-2019-9 UCF Conference Rooms, 2018-2019-12 SPoI Accessibility, and 2019-2020-5 Travel Policy Guidelines for Faculty.

UCF Policy Committee Call for Nominations

Last year, the president's office appointed Keith Koons and Rebecca Bennett to the UCF Policy Committee. The Policy Committee meets monthly to approve any new or modifications to UCF Policies. We are currently seeking faculty recommendations to submit to the president's office for the replacement of Rebecca Bennett. Dr. Self requested recommendations be forwarded to f senate@ucf.edu.

Board of Trustees/Board of Governors Update

Beverly Seay was elected the chair of the UCF Board of Trustees (BOT). The BOT committee structure is being changed with membership changes. The trustees will be reviewing a proposal to eliminate the BOT Strategic Planning Committee, and a BOT Executive Committee has been formed. The Executive Committee represents the chairs from each BOT committee to conduct necessary business between regular BOT meetings.

Typically, the board meets six times a year. During 2018-2019, the board met fourteen times. An Enrollment Management Task Force previously formed provides updates to the board. During the last board meeting, the Presidential Search was briefly discussed. The Nominating and Governance Committee chair has been tasked with working with the board chair to evaluate whether UCF is ready to proceed in a Presidential search.

A member expressed concern that an Executive Committee was formed without a faculty representative. Dr. Self noted that to date, the Executive Committee has only made decisions that will be brought to the full board. The initial discussion on the formation of the committee included the committee's function and authority. Dr. Self suggested reviewing the Executive Committee minutes once posted.

Dr. Self was asked to expand on the BOT deciding when UCF is ready for a presidential search and asked if Interim President Seymour has expressed a deadline on his willingness to serve as an interim. Dr. Self indicated that during the last board meeting, Interim President Seymour stated that he is willing to serve until the position is filled, but will not be a candidate. He reminded the members that the Board of Governors (BOG) must approve the recommended president by the BOT. It is a primary responsibility of the BOT to recommend a president for the university.

The BOG meeting is scheduled for next week. Dr. Self reminded members that the performance funding model has changed, resulting in the elimination of the lowest three ranked universities losing substantial funding. A university has to be in the lowest rank for multiple years, followed by a process. UCF will be participating in a BOG initiative regarding mental health training for faculty in the Fall to recognize when a student or staff member has an issue needing assistance.

OLD BUSINESS

None.

REPORT OF THE PROVOST

New Faculty Orientation

The provost attended New Faculty Orientation with 55 tenure-earning, 55 non-tenure earning, 14 hired with tenure, and five multi-year appointments. Of the new faculty, 64 are women and 65 men. The orientation contained more substantive information.

Question: Did UCF's diversity increase with the new hires?

Answer: Of the 129 new hires, about 18 faculty who are underrepresented. Dr. Jasinski will validate the number.

Question: Do we have a net gain or loss in faculty?

Answer: We are still getting the figures. Last spring, we had a net gain of around 270 since the initial push to hire new faculty in 2015.

Question: Has the student/faculty ratio change?

Answer: We are pulling that data now for a BOT update. When we look at the ratio of 31:1 that includes all part-time and full-time students. We need to look at the ratio programmatically.

UCF Downtown

The Provost had an opportunity to meet with the downtown campus faculty. The faculty continue to ask what their relationship is to the main campus. Appointed Ross Wolf as Interim Assistant Provost as an academic officer downtown. Dr. Wolf is meeting with downtown campus faculty senators as a mechanism for feedback.

A downtown donor event was held Saturday. The Provost remains mindful of the work and contributions of the faculty and staff. Also witnessed the move-in process yesterday for students. The process was seamless. We have to remember that the downtown campus and internship opportunities are for all UCF students.

A member asked how UCF is monitoring the health of the neighborhood. UCF has a community committee looking at health, education, and housing. The Provost also meets with the City of Orlando, Valencia, and the Parramore Commissioner, Regina Hill. The mixed housing building is underway. A member noted that metrics are needed to look back and measure success.

UCF Budget

UCF experienced a \$6.1 million budget cut. The budget cut translates to 1% across the board cut for all units. House Bill 190 increased each universities carryforward reserve from 5% to 7%. The reserve must now be centrally escrowed instead of being reserved in the units. Encouraged faculty members to have conversations with department chairs, and the chairs need to have conversations with the dean regarding priorities and need. The plans from the colleges are given to Academic Affairs for compilation and presentation to the BOT and BOG.

UCF is more intentional with a legislative budget request. This year UCF is requesting \$18 million which includes 90 new faculty lines, 40 advisors, and restores for community impact.

Leadership Positions

Over the summer, trustee Beverly Seay was elected the chair of the BOT. Dennis Crudele was appointed as the long-term Interim Chief Financial Officer. Finance and Accounting are dealing with the investigation in regards to the Burby report. The final report should be presented at the BOG meeting next week. When an update on the investigation was originally presented to the BOG, the update included funds that UCF already corrected and did not present a clear picture. The information has been corrected, and chair Seay and Mr. Burby will have an opportunity to explain at the upcoming meeting. Interim President Seymour hired Rhonda Bishop as the Vice President for Compliance and Risk. The BOT Audit and Compliance Committee has put together a list of 72 corrections that need to be made as a result of the investigation.

Many items have already been completed. Go to <https://bot.ucf.edu/files/2019/05/Materials-for-the-Audit-and-Compliance-Meeting-on-August-8-2019-1.pdf> for the list of actions. S. Kent Butler has been appointed Interim Chief Equity, Inclusion and Diversity Officer.

A member asked is UCF has a total cost of the investigation and if it is known where the funds come from to pay for it. The Provost indicated that they will gather the information. UCF paid for the UCF investigation and the BOG investigation.

Areas of Interest

Elevate Academics -To lift the academic enterprise, we will focus on Faculty Excellence and identify what is important to faculty. The Provost requested Dr. Self and Dr. Jasinski identify faculty to participate in an open-ended conversation to identify how to continue to elevate faculty excellence during the Fall semester with an external facilitator.

Student Success – Through all the work on performance metrics, there is still some fragmentation. You will hear about some new alignments that will take place.

Research – The Provost requested Dr. Klonoff begin brainstorming with a team on research priorities in terms of investments since resources are scarce. An external facilitator will be sought with the result being solid recommendations.

Outreach and Community Engagement – It has been pointed out that when we refer to Student Success, this includes graduate students. When we talk about faculty excellence, it may be the faculty to student ratio.

Resolutions – Individuals have been hired to support the core mission of the university. When a resolution relates to a specific area, we need to bring in experts from the area for a conversation.

Question: Collective Impact makes the statement of Scale x Excellence = Impact. During a college retreat, we were told that UCF is scaling back on admissions.

Answer: We are looking at the mix of students (FTIC vs. Transfer, graduate vs. undergraduate, etc.). Right now, we want to be strategic in how we pause growth with five faculty members on the Enrollment Task Force. The group is completing some modeling to identify the impact of different decisions. No action has been taken at this point outside of holding students accountable to deadlines. UCF will probably have 68,500 students enrolled in the Fall. In the past, enrollment grew by 2% annually. We have achieved scale, now UCF is focused on faculty and students.

Response: Our college does not attract first time in college students. We have a high number of transfer students from Valencia. There was a concern that the standards would change and distract them from the programs. Is the Task Force looking at the composition of the students by college to ensure some colleges don't see a decline in enrollment?

Answer: That is part of the discussion. The deans and the colleges will have a voice regarding any recommendations from the Task Force.

NEW BUSINESS

Resolution 2019-2020-6 Faculty Senate Bylaw Change – University Promotion and Tenure Committee Duties

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to remove old language requiring an annual report that has been exempted in the past.

Motion and second to place the resolution on the September 5, 2019, Senate agenda. A member asked what the report contained. It was noted that this committee had been exempted from submitting an annual report. The language was never removed from the duties.

Vote: All in favor; motion passes.

Resolution 2019-2020-7 Faculty Senate Bylaw Change – Commencements, Convocations, and Recognitions Committee Duties

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to include reviewing proposals to award posthumous degrees. The committee already reviews the proposals. The posthumous degrees were omitted from the duties.

Motion and second to place the resolution on the September 5, 2019, Senate agenda.

Vote: All in favor; motion passes.

Resolution 2019-2020-8 Faculty Senate Study Abroad Committee

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to create a new Faculty Study Abroad Committee within the Constitution and Bylaws. We have pre-approval by the President to form the committee.

Motion and second to place the resolution on the September 5, 2019, Senate agenda.

Question: Does the topic have the longevity to warrant a new committee?

Answer: Dr. Self noted that this would be a Joint Committee which is different than an operational committee or council.

Question: Has there been discussions to broaden the scope to be more in line with strategic goals?

Answer: No, study abroad and faculty are the main scope of the committee, not the internationalism or globalization side.

A brief discussion regarding the rationale for membership on Joint committees in relation to the total number of faculty in units, faculty workload, and relevance ensued. Dr. Self added the issue of review to the 2019-2020 Topic list.

Question: Is there a mechanism to test a proposed committee to see if it is needed long-term?

Answer: Yes, it can be an Ad Hoc Committee or Task Force. If the duties change over time, a bylaw change will occur.

Comment: It is harder to sunset a committee once formed.

Response: Constitutional revisions can be made.

Comment: Study abroad has been an issue for at least ten years. Right now, we have about 300 students involved, and the goal should be 10% of the student population.
Comment: We are looking at forming a permanent committee for what might be a short-term problem requiring every college to appoint a member.

Question: Would the membership have the expertise to review and provide input on course proposals by other colleges on line 17?

Answer: The committee won't be approving proposals, just supporting the proposals.

Question: Can the membership provide suggestions and feedback to make a high-quality course proposal?

Answer: Another unit may have excellent ideas to improve quality. An interdisciplinary approach provides useful input.

Response: I was on a committee that did this about fifteen years ago. I know the group improved the experience. We do it for research-intensive, service learning, why not study abroad?

Response: The University Honors Committee reviews proposals for seminars every year to provide input on high-quality seminars.

A brief discussion on ending line 17 after students and expanding on duties ensued.

Motion and second to table the resolution and form an Ad Hoc Committee for Faculty Study Abroad based on the resolution and potentially refining duties. A member spoke against the motion, UCF Global needs the attention now. Study Abroad is an academic issue, and UCF Global doesn't have the expertise. Use the "whereas" clause to build the business case.

Vote: too close to call, vote by hand called. Vote: 9 in favor, 7 opposed; motion passes.

Margaret Zaho and Linda Walters volunteered for the committee. The resolution will be the charge. To solicit membership, we need the division of Teaching and Learning to provide a list of all faculty that run a study abroad.

Resolution 2019-2020-9 Faculty Senate Bylaw Change – Faculty Center for Teaching and Learning Committee Membership

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to include an instructional designer in the membership.

Motion and second to place Resolution 2019-2020-9 Faculty Senate Bylaw Change – Faculty Center for Teaching and Learning Committee Membership on the September 5, 2019, Senate agenda. A brief discussion on the role of instructional designers and the many other groups that would also want membership ensued. Dr. Self noted that the Ad Hoc Committee felt the membership was appropriate considering instructional designers expertise.

Vote: All in favor; motion passes.

Resolution 2019-2020-10 Faculty Senate Bylaw Change – Library Advisory Committee Membership

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to include an instructional designer in the membership.

Motion and second to place Resolution 2019-2020-10 Faculty Senate Bylaw Change – Library Advisory Committee Membership on the September 5, 2019, Senate agenda. Noted that the instructional designers do a lot of collaboration with the teaching and learning librarians.

Vote: All in favor; motion passes.

Resolution 2019-2020-11 Faculty Senate Bylaw Change – Strategic Planning Council Membership

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to include an instructional designer in the membership.

Motion and second to place Resolution 2019-2020-11 Faculty Senate Bylaw Change – Strategic Planning Council Membership on the September 5, 2019, Senate agenda. A member asked why instructional designers are given a seat and not every other unit? Many areas are included. The Center for Distributed Learning (CDL) has a substantial budget, and the students pay online fees. They are a substantial part of the Strategic Plan moving forward. The CDL reaches across the university versus a single department that only impacts a small group. Dr. Self noted that the CDL is not an academic unit and to become voting senators would require a constitutional amendment. A brief discussion on language to include an instructional designer ensued.

Motion to change the instructional designer seat an ex officio member. No second; motion fails. Question called.

Vote: 3 opposed, remaining in favor; motion passes.

Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information Technology Committee Membership

This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to include an instructional designer in the membership as an ex officio member.

Motion and second to place Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information Technology Committee Membership on the September 5, 2019, Senate agenda. Comment made that there are at least thirty other units of the same size that would want membership on the committee for representation. Anyone can bring an issue to the committee or be invited for information. Comment made that CDL impacts all faculty in a variety of ways where other units do not.

A sense for making a change was polled. The majority is not in favor of changing the representation from instructional designer to either CDL or the division.

Motion and second to change the representation from an instructional designer to a representative from the Division of Digital Learning.

Vote: 4 in favor, remaining opposed; motion failed.

Vote: 3 opposed; remaining in favor; motion passes.

Steering Operational and Curricular 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 - *David Mitchell*
- Information Technology - *Joe Harrington*
- Parking, Transportation, and Safety – *Nicole Dawson*
- Personnel - *Linda Walters and Kristine Shrauger*
- Research Council - *Nina Orlovskaya*
- Undergraduate Council – *Kelly Semrad*
- Graduate Council - *Jim Moharam*

Senate Parliamentarian

Joe Harrington has agreed to serve as the Steering and Senate Parliamentarian for 2019-2020.

Note: Discussed Other Business before the Topic List.

Topics for 2019-2020 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. Determine committee assignment, table temporarily, or remove the issue permanently.

1. Student Perception of Instruction minimum students.

UCF IT indicates that the Faculty Senate determined that any courses with fewer than five students enrolled are excluded from the results being released. After research, no Senate resolution or minutes can be found that indicates the Senate set the minimum number. Faculty Excellence receives numerous calls regarding the rule. The Senate needs to document the reason for the minimum in a resolution.

Motion and second to remove the issue from the list.

Vote: all in favor; motion passes.

2. Summer courses and funding.

Need recommendations on how to affordably offer summer courses. Costs are exceeding the colleges funding resulting in courses being reduced.

Motion and second to remove the issue from the list.

Vote: all in favor; motion passes.

3. **Academic Calendar.**

The calendar shift to meet Valencia's schedule resulted in a lost week of clinical work. Adopt UCF's calendar most appropriate for the university.

Motion and second to assign the issue to the Academic Calendar Committee.

Vote: all in favor; motion passes.

4. **Faculty administrative action.**

Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.

Motion and second to assign the issue to the Personnel Committee.

Vote: all in favor; motion passes.

5. **Faculty facing administrator and vice president reviews.**

The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the '90s. 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.

Motion and second to assign the issue to the Personnel Committee.

Vote: all in favor; motion passes.

Members requested the issues be numbered. Due to time constraints, the remaining issues will be brought forward to the next Steering Committee meeting under old business.

OTHER BUSINESS

In March an Ad Hoc committee was formed to identify ways to increase faculty governance. Current members include Bill Self, Joe Harrington, Bari Hoffman Ruddy, Nicole Dawson, and Ida Cook. We need more members to carry out the mission of the committee. Contact the Senate Office to recommend other senators or faculty to participate on the committee.

Keri Watson, a College of Arts and Humanities senator, would like to make a 10-minute presentation to the Senate on the Florida Prison Education Project. The presentation would include what the Project accomplished, how it aligns with the Strategic Plan, and know how faculty can help support the program.

Steering recommended scheduling the presentation for October.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 6:03 p.m.

1 **Resolution 2019-2020-6 Faculty Senate Bylaw Change –**
2 **University Promotion and Tenure Committee Duties**

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4
5 **Whereas**, the University Promotion and Tenure Committee base been exempt from submitting
6 an annual report to the Senate Chair since 2005; and

7
8 **Whereas**, the duties of the committee were never changed to eliminate the requirement;
9 therefore

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11 **BE IT RESOLVED** that the bylaws for the University Promotion and Tenure Committee be
12 modified as follows:

13 **University Promotion and Tenure Committee**

- 14 1. Duties and Responsibilities.
- 15 a. To review and evaluate all assigned applications for promotion and tenure and make
 - 16 recommendations to the provost and vice president for Academic Affairs.
 - 17 b. To maintain the confidentiality of all personnel records and matters under its
 - 18 jurisdiction.
 - 19 c. To function as an advisory committee to the provost and vice president for
 - 20 Academic Affairs.
 - 21 d. To submit all policy concerns to the Faculty Senate Steering Committee and the
 - 22 provost and vice president for Academic Affairs.
 - 23 ~~e. To submit an annual report of the committee's activities to the chair of the Faculty~~
 - 24 ~~Senate by the end of the spring semester, while complying with the rules set out by~~
 - 25 ~~the Collective Bargaining Agreement relating to confidentiality.~~

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-7 Faculty Senate Bylaw Change – Commencements,**
2 **Convocations, and Recognitions Committee**

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5 **Whereas**, UCF Policy 4-404 defines the requirements for awarding degrees posthumously; and

6
7 **Whereas**, the procedures request the Commencements, Convocations, and Recognitions
8 Committee to determine if the student has met the university criteria for a posthumous degree;
9 and

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11 **Whereas**, the duties of the committee do not indicate the committees review for awarding a
12 posthumous degree; therefore

13
14 **BE IT RESOLVED** that the duties for the Commencements, Convocations, and Recognitions
15 Committee in the Bylaws be amended as follows:

16
17 Duties and Responsibilities.

- 18 a. To examine and review commencement and convocation procedures and to make
19 recommendations for future commencements and convocations, taking into account
20 budgetary implications.
- 21 b. To make recommendations to the president regarding speakers for commencements
22 and convocations.
- 23 c. To make recommendations regarding the number and kinds of commencements and
24 convocations.
- 25 d. To review proposals for awards, emeritus status, honorary degrees, **awarding**
26 **posthumous degrees**, and any other recognition or honors bestowed by the university
27 and to make recommendations to the president.
- 28 e. To recommend the standards and criteria by which to judge the qualifications for
29 awarding honorary degrees.
- 30 f. To recommend criteria for the selection of those to be honored by the university with
31 the designation distinguished alumnus.
- 32 g. To serve as a selection committee for those to be named distinguished alumni.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-9 Faculty Senate Bylaw Change – Faculty Center for**
2 **Teaching and Learning (FCTL) Committee Membership**

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5 **Whereas**, the membership for Senate Joint Committees and Councils includes stakeholders
6 around the university; and

7
8 **Whereas**, instructional design faculty of the university are not included in the membership; and

9
10 **Whereas**, instructional design faculty have a stake in research and creative endeavors,
11 professional development, and excellence in teaching and learning activities and would like to
12 contribute to the committee; therefore

13
14 **BE IT RESOLVED** that the membership for the Faculty Center for Teaching and Learning in the
15 Bylaws be amended as follows:

16
17 Membership

18 The committee consists of a minimum of at least one faculty member from each academic unit,
19 ~~and~~ a faculty member representing UCF Connect, and an associate or senior instructional
20 designer who shall be the voting members of the committee. The chair and vice chair of the
21 committee shall be a faculty member elected annually by the membership. The ex officio
22 members of the committee shall be the vice president for Information Technologies and
23 Resources (or designee) and the directors (or their designees) of offices that impact teaching
24 and learning, who shall be designated by the director of the Faculty Center for Teaching and
25 Learning. Terms of service shall be three years, staggered. Faculty members of the committee
26 are selected by the Committee on Committees in consultation with the director of the Faculty
27 Center for Teaching and Learning and the college deans.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-10 Faculty Senate Bylaw Change – Library Advisory**
2 **Committee Membership**

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5 **Whereas**, the membership for Senate Joint Committees and Councils includes stakeholders
6 around the university; and

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8 **Whereas**, the instructional design faculty of the university are not included in the membership;
9 and

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11 **Whereas**, instructional design faculty have a stake in learning and teaching, materials and
12 resources, and the enrichment of the academic experience, and would like to contribute to the
13 committee; therefore

14
15 **BE IT RESOLVED** that the membership for the Library Advisory Committee in the Bylaws be
16 amended as follows:

17
18 Membership

19 The committee shall consist of one faculty member from each academic unit, one college dean,
20 and one department chair, all selected by the Committee on Committees (in consultation with
21 the director of Libraries). Other members include an associate or senior instructional designer,
22 one undergraduate student (appointed by the president of the Student Government
23 Association) and one graduate student (appointed by the dean of the College of Graduate
24 Studies based on the recommendation of the president of the Graduate Student Association).
25 The director of the University Libraries shall serve as an ex officio member. The chair and vice
26 chair of the committee shall be a faculty member of the committee elected at the first meeting
27 at the beginning of each academic year. Terms of service shall be three years, staggered, with
28 the exception of the student members, who shall serve for one year.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-11 Faculty Senate Bylaw Change – Strategic Planning**
2 **Council Membership**

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5 **Whereas**, the membership for Senate Joint Committees and Councils includes stakeholders
6 around the university; and

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8 **Whereas**, the instructional design faculty of the university are not included in the membership;
9 and

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11 **Whereas**, instructional design faculty have a stake in the university's strategic plan, policies to
12 support the university's strategic planning process, academic plan and any budget or academic
13 support actions and would like to contribute to the committee; therefore

14
15 **BE IT RESOLVED** that the membership for the Strategic Planning Council Committee in the
16 Bylaws be amended as follows:

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18 Membership

19 The committee shall consist of one faculty member from each academic unit (selected by the
20 Committee on Committees in consultation with the provost and vice president for Academic
21 Affairs); one student (appointed by the president of the Student Government Association); the
22 chair of the Faculty Senate; one staff member (selected by the USPS Staff Council); one
23 department chair (appointed by the provost and vice president for Academic Affairs); one
24 faculty representing UCF Connect (appointed by the vice provost for UCF Connect); one
25 alumnus or alumna (selected by the senior associate vice president of Alumni Engagement and
26 Annual Giving); **an associate or senior instructional designer**; and the provost and vice president
27 for Academic Affairs. The provost and vice president for Academic Affairs (ex officio), in concert
28 with the vice presidents of the administrative and academic divisions, will identify remaining
29 members in an effort to ensure widespread representation across the university. The council
30 chair shall be appointed by the president from the membership of the council. The vice chair
31 shall be elected annually by its membership at the first meeting of the committee after the new
32 Faculty Senate is elected, normally in the early fall term. Terms of service are three years,
33 staggered, with the exception of the student members, who shall serve for one year.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information**
2 **Technology Committee Membership**

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5 **Whereas**, instructional design faculty are impacted by decisions regarding educational media
6 and communications, and can provide expertise regarding information technology resources,
7 and would like to contribute to the committee; therefore

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9 **BE IT RESOLVED** that the membership for the Information Technology Committee in the Bylaws
10 be amended as follows:

11 Membership

12 The committee shall consist of at least one faculty member from each academic unit, selected
13 by the Committee on Committees and the vice president for Information Technologies and
14 Resources or his/her designee (ex officio). An associate or senior instructional designer shall
15 serve as an ex officio member. The committee chair and vice chair shall be elected annually by
16 its membership at the first meeting of the committee after the new Faculty Senate is elected,
17 normally in the early fall term. Terms of service are two years, staggered.
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Approved by the Faculty Senate Steering Committee on August 22, 2019.

Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
21		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	
1	Remove	Student Perception of Instruction minimum students	UCF IT indicates that the Faculty Senate determined that any courses with fewer than five students enrolled excludes results from being released. After research, no Senate resolution or minutes can be found that indicates the Senate set the minimum number. Faculty Excellence receives numerous calls regarding the rule. The Senate needs to document to reason for the minimum in a resolution.	Jasinski 5-31-19	Remove Steering 8-22-19
2	Remove	Summer courses and funding	Need recommendations on how to affordably offer summer courses. Costs are exceeding the colleges funding resulting in courses being reduced.	Deans Meeting 5-31-19	Remove Steering 8-22-19
3	Academic Calendar Committee	Academic Calendar	The calendar shift to meet Valencia's schedule resulted in a lost week of clinical work. Adopt UCF's calendar most appropriate for the university.	Deans Meeting 5-31-19	
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	
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	
6		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	
7		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	Proctor 4-19-19	

			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.		
8		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	
9		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	
10		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	
11		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	
12		Faculty Grievances	Grievances should be heard by a faculty panel instead of one administrator making the decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend.	Steering 4-4-19	
13		Senate Resolution Appeals Process	Modify the Bylaws Section IV.I. Resolutions to include the final appeal to the BOT as stated prior to the 2010 Constitution rewrite.	Steering 4-4-19	
14		Senate Resolution Appeals	Consider bringing back to the Senate any past resolutions that were not approved for an appeal vote.	Walters/Self 4-4-19	
15		Student Perception of Instruction (SPoI)	The surveys are prone to gender and minority bias and too much emphasis is placed on SPoI for faculty evaluation.	Koons 3-27-19	

16		Digital Time sheets	All faculty and undergraduate assistants are required to complete a paper timesheet resulting in additional workload and paper waste to complete. The time sheet should be digitalized to reduce waste and time.	Senate 3-21-19	
17	Personnel	Summer Work Assignments	Current discrepancies in the compensation for faculty that are required to have graduate students take thesis hours during the summer, independent of other responsibilities.	Personnel 3-6-19	
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	
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	
20		UCF Policy 4-401.2 Make-up Assignments for Authorized University Events or Co-curricular Activities	Review and update the policy to include religious holidays and the undergraduate research showcase.	Steering 3-7-19	
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	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	Still Discussing
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. 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