



# Faculty Senate

## Steering Committee

Agenda for meeting of Thursday, August 22, 2024, 3:00 pm

Location: In person in the Charge on Chamber, Student Union Room 340

*For those unable to make the in person meeting due to travel, distant locations, or health issues, there is a Zoom option:*

<https://ucf.zoom.us/j/91958704687?pwd=RTNyOEpGRU0veVhCb1lSNzNmAlA2Zz09>

Passcode: 044320

1. Call to Order
2. Roll Call via Qualtrics:
3. Approval of Minutes of March 28, 2024
4. Recognition of Guests
5. Announcements
6. Report of the Senate Chair
7. Report of the Provost
8. Unfinished Business
9. New Business
  - a) Roberts Rules and Senate Parliamentarian
  - b) Senate Operational and Curricular Committee Liaisons
  - c) Resolution 2024-2025-1 Bylaws Amendment: Undergraduate Student Membership on the Undergraduate Policy and Curriculum Committee and the General Undergraduate Requirements Committee
  - d) Resolution 2024-2025-2 Constitution Amendment: Adjusting Faculty Senate Term Durations to Stagger Senate Terms within an Academic Unit
  - e) Senate Agenda for September 5<sup>th</sup>
    - i) Campus Climate Report: Faculty Tutorial on Leganto- Kristine Shrauger
    - ii) Campus Climate Report: Faculty Tutorial on Interactive Dashboards- Dr. Paige Borden, UCF Chief Analytics Officer
  - f) Topics List Committee Assignments
  - g) Ad Hoc Committee Update
10. Committee Reports – No reports as committees are being charged
11. Other Business
12. Adjournment

# Standard Parliamentary Procedures of the UCF Faculty Senate

*The Faculty Senate acts in accordance with the principles of parliamentary governance to ensure the right of every member to voice their opinion on issues coming before it and to subsequently execute the will of the majority.*

- Meeting agenda: Ordered list of the business to be conducted in the meeting  
Sent prior to the meeting along with other meeting materials  
Should be read and examined prior to the meeting by all members  
Non-agenda text and material to be presented should be submitted two days prior to the meeting
- The senate chair: Presides at the meeting and moves the Senate through the agenda  
Does not make motions or debate unless they “relinquish the chair”  
Rules on various points throughout the meeting\*\*  
Can ask for unanimous consent if no opposition is expected on business  
Recognizes members to speak
- Upon recognition: A member can do any combination of the following:  
Can ask a question of a speaker or member  
May make an appropriate motion\*\*  
Can debate a motion currently under consideration
- Rules of debate: Every member has the right and opportunity to debate each topic  
No member can debate twice until all wishing to debate have spoken once  
With a 2 / 3 vote, the rules of debate can be altered\*\*  
By a 2 / 3 vote, debate can be stopped & followed by an immediate vote\*\*
- Main motion: Brings up a new topic of business for debate  
Requires a second, unless coming from a senate committee  
After the chair states the question, the motion belongs to the assembly  
The member that makes a main motion is permitted to speak first  
A Resolution can only be voted upon if it is on the meeting agenda
- Secondary motion: May act upon another motion\*\*  
Many have a rank order of precedence\*\*  
All motions are resolved in the reverse order in which they were made  
All motions are ultimately voted upon, or dealt with by another means\*\*
- Interruptions: Rarely happen after a member has been recognized to speak  
Are typically signaled by standing and then being recognized by the chair  
Can only occur to make certain timely and urgent motions\*\*
- Rules of voting: Prior to a vote there will be a restatement of the question at hand  
Votes shall ordinarily be by voice (*ballot votes are used for elections*)  
Any member can request a hand count vote\*\*  
Any member that questions the outcome can request a hand count vote\*\*

\*\* Details found on the reverse side

## Simplified Robert's Rules for the UCF Faculty Senate

Subsidiary and Privileged Motions (ranked)	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Adjourn	close the meeting	no	yes	no	no	majority
Question of Privilege	meeting room concerns	yes	no	no	no	chair
Call for Orders of the Day	go back to the agenda	yes	no	no	no	2 / 3 to overrule
Lay on the Table	immediate & urgent delay	no	yes	no	no	majority
Previous/Call Question	close debate and vote	no	yes	no	no	2 / 3
Limit or Extend Debate	alter debate rules	no	yes	no	limited	2 / 3
Postpone to a Time	delay to a new time	no	yes	limited	limited	majority
Refer to a Committee	send to a committee	no	yes	limited	limited	majority
Amend	modify a motion	no	yes	yes	yes	majority
Postpone Indefinitely	decline to discuss today	no	yes	yes	no	majority
Main Motion	make a motion to do 'x'	no	yes	yes	yes	majority

Incidental Motions to be Addressed Immediately	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Point of Information	ask chair a timely question	yes	no	no	no	...
Parliamentary Inquiry	ask chair a rules question	yes	no	no	no	...
Point of Order	point out a rules violation	if timely	no	no	no	chair, or majority
Appeal	appeal a chair decision	if timely	yes	limited	no	majority
Ask for a Hand Vote (Division)	ask for a hand count vote	if timely	no	no	no	...

Motions to Bring Something Back for Consideration	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Take from the Table	recall tabled business	no	yes	no	no	majority
Amend Previously Adopted	modify something adopted	no	yes	yes	yes	2 / 3
Reconsider (by winning voter)	ask to have another vote	yes	yes	yes	no	majority

**Faculty Constitution and Bylaws:** pdf can be downloaded at <https://facultysenate.ucf.edu/faculty-constitution/>

**Parliamentary Authority:** Roberts Rules of Order, Newest Edition

# Committee Liasons 2024-2025

Committee	Name	College	Department
B&A Committee	?	College of Undergraduate Studies	Interdisciplinary Studies
IT Committee	Gallo, James	College of Business Administration	Integrated Business
Personnel Committee	Proctor, Michael	College of Engineering and Computer Science	Industrial Engineering & Management Sys.
Research Committee	Walters, Linda	Division of Digital Learning	Center for Distributed Learning
	Lopez Castillo, Humberto	College of Health Professions and Sciences	Health Sciences
Undergraduate Committee	Kauffman, Jeff	College of Engineering and Computer Science	Mechanical and Aerospace Engineering
	Chiarelli, Tina	College of Medicine	Burnett School of Biomedical Sciences
Graduate Committee	Maraj, Crystal	College of Graduate Studies	School of Modeling Simulation & Training
	Oetjen, Reid	College of Community Innovation and Education	Health Management and Informatics
	Seigler, Danny	College of Community Innovation and Education	School of Public Administration

## Current B&A Committee Members

Senate Representatives	Butcher, Lonny	CBA	Management
Faculty Representatives	Major, Amanda	DDL	Center for Distributed Learning
Faculty Representatives	Mann, Dipendra	RCHM	Hospitality Services
Senate Representatives	Wang, Ze	CBA	Marketing
Senate Representatives	Wells, Adam	CHPS	School of Kinesiology and Physical Therapy
Faculty Representatives	Buck, Tina	UL	Acquisitions & Collection Services
Faculty Representatives	Davis, Jean	CON	Nursing Systems
Senate Representatives	Filler, Dennis	CECS	Civil, Environmental and Construction Engineering
Senate Representatives	Harrington, Maria	COS	Nicholson School of Communication and Media
Senate Representatives	Mack-Shelton, Kibibi	CAH	History
Faculty Representatives	Martin, Glenn	CGS	School of Modeling and Simulation
Faculty Representatives	Richardson, Kathleen	CREOL	Optics and Photonics
Senate Representatives	Sinelli, Peter	COS	Anthropology
Faculty Representatives	Singla, Dinender	COM	Medical Education

## **Senate Resolution Process Guidance in the Steering Committee**

The guidance for how the Steering Committee handles resolutions comes directly from our Bylaws and from Roberts Rules.

**The Faculty Bylaws Section VI. A. 2** lists the Duties and Responsibilities of the Steering Committee. Point f is relevant to the consideration of resolutions and states:

*f. To consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.*

**Roberts Rules states the following about Bylaws in 56:68 point 4)**

*If the Bylaws authorize certain things specifically, other things of the same class are thereby prohibited.*

### **Resolutions brought forward by a senate committee:**

For resolutions forwarded from committees, the Bylaws reveal that there are only two possible motions that can be made in Steering. First, Steering can approve the resolution and send it to the full senate, where it will be on the agenda for consideration. Second, Steering can refer the resolution back to the committee it came from. *(Note: Resolutions referred back to committee are typically accompanied by a brief description of one or points that Steering would like to be addressed in the committee.)*

Roberts Rules makes it clear that by listing just those two options in our Bylaws, no other parliamentary actions can be considered in Steering for those resolutions that were forwarded from a senate committee. To state this another way: this means that amending the resolution, postponing the resolution indefinitely, or other parliamentary actions are NOT permissible. Therefore, discussion of the resolution should only be for the purpose of informing that single decision Steering has.

### **Resolutions brought forward by a faculty member:**

There are no parliamentary stipulations on resolutions that are brought to Steering directly by a faculty member(s) and not through committee. Such resolutions can be fully debated and amended prior to any decision as to the next step to be considered for the resolution. Steering can forward such a resolution to the Senate, can refer it to a committee, or take any other appropriate parliamentary action upon it. Such resolutions that are forwarded to the Senate will be placed on the upcoming agenda.

### **Can resolutions from committees ever be amended?**

Resolutions from committees can be amended at our full Senate meetings, but not at Steering. If Steering members believe that a resolution should be amended they can either send that resolution back to the committee or they can propose their amendment at the full senate meeting and can encourage others to do so as well. Please send amendments to be proposed to the senate office ASAP so we can prepare and have those amendments ready to share prior to the Senate meeting.

**Resolution 2024-2025-1: Bylaw Amendment:  
Undergraduate Student Membership on the Undergraduate Policy and Curriculum  
Committee and the General Undergraduate Requirements Committee**

**Whereas**, the Undergraduate Policy and Curriculum Committee duties and responsibilities include providing recommendations on undergraduate academic policies, on university-wide undergraduate degree requirements, on proposals for new undergraduate degree programs and minors, and on revisions or elimination of academic programs; and

**Whereas**, the General Undergraduate Requirements Committee duties and responsibilities include monitoring, and reviewing changes to university-wide undergraduate curriculum requirements such as the General Education Program, civic literacy, and other state-mandated requirements; and

**Whereas**, the topics discussed by the UPCC and GURC committees are of critical importance to undergraduate students, yet the large population of undergraduate students at UCF currently have no voice in the debate of those topics or the decisions made by the Undergraduate Policy and Curriculum Committee and the General Undergraduate Requirements Committee; and

**Whereas**, Faculty Senate committees currently include representation by graduate students on eight different Faculty Senate committees, and by undergraduate students on eleven different Faculty Senate committees, including the Information Technology Committee, the Admissions and Standards Committee, the Commencement, Convocations, and Recognition Committee, the Faculty Senate Campus Safety and Security Committee, the Faculty Senate Student Success Council, the Library Advisory Committee, the Strategic Planning Council, the Textbook Committee, the University Athletics Advisory Committee, the University Honors Committee, the University Parking and Transportation Committee; and

**Whereas**, the inclusion of an undergraduate student would provide critical perspective and viewpoints to the business conducted by the Undergraduate Policy and Curriculum Committee and by the General Undergraduate Requirements Committee; therefore

**Be It Resolved**, that the voting membership of the Undergraduate Policy and Curriculum Committee membership be amended to include an undergraduate student, (nominated by the president of the Student Government Association), and

**Be It Further Resolved**, that the voting membership of the General Undergraduate Requirements Committee be amended to include an undergraduate student, (nominated by the president of the Student Government Association).

**Resolution 2024-2025-02**  
**Constitution Amendment:**

Adjusting Faculty Senate Term Durations to Stagger Senate Terms  
within an Academic Unit

**Whereas**, the UCF Faculty Constitution in Article II.C.3 states:

*“3. Terms. The term of each senate seat shall be two years, beginning the first Senate meeting following the confirmation of elections results by the office of the Faculty Senate. A person may seek re-election for more than one term.”; and*

**Whereas**, many representative bodies comprised of elected members, such as the United States Senate, the Florida Senate, and the Orange County Board of Commissioners, utilize staggered terms of their elected members; and

**Whereas**, academic units that are part of the UCF Faculty Senate would be best served if their unit senators had staggered terms, with some senators elected in even years and others elected in odd years, to allow for continuity of experienced members, smooth transitions of responsibilities after elections, institutional memory for an individual academic unit, and the reduced risk of complete turnover of all members from an academic unit; and

**Whereas**, adjusting the term length of a senate seat to stagger election terms in an academic unit can be considered beneficial to that unit in instances where all senators from that academic unit currently have the same two-year term, or when a single change in the apportionment of senators in an academic unit due to yearly apportionment could result in all senators from that academic unit having the same two-year term; therefore

**Be it resolved**, that the UCF Faculty Constitution be amended in Article II.C.3 to state:

3. Terms.

- a. The term of each senate seat shall be two years, with the provision for adjusting a senate term duration to create staggered terms of the elected members from an academic unit.
- b. Adjusting a senate term duration to stagger senate seats within an academic unit can be considered when all senate members from an academic unit have the same two-year term, or when a single change in the number of senators in an academic unit due to yearly apportionment could result in all senate members from an academic unit having the same two-year term.
  - i. At any point in the year, the senators in an academic unit and/or the Faculty Senate leadership can identify academic units that could

potentially benefit from adjusting an upcoming senate term for staggering senate terms as described above.

- ii. If the number of senators in an academic unit changes due to yearly apportionment, the Faculty Senate leadership shall identify and notify those academic units that could potentially benefit from adjusting an upcoming senate term to maintain staggered senate terms in the unit.
- iii. There is a two-step approval process to adjust a senate term duration for a senate election to either create or maintain staggered senate terms.
  - a. First, the current senators within an academic unit can approve, by majority vote, a proposal for adjusting the term of a specific senate seat. The proposal must identify if the adjusted term is for an at-large seat or a specific department seat and must also identify if the adjusted term will be a one-year or three-year term in the upcoming senate election.
  - b. Second, the senate eligible faculty from the unit can ratify the proposal by a majority vote. Any such adjusted senate term that is ratified shall convert to a standard two-year senate term upon completion.
  - c. Failure to complete the two steps outlined above will result in the senate elections for the unit continuing without introducing an adjusted term for staggering purposes.
- c. Senate terms begin the first Faculty Senate meeting following the confirmation of elections results by the office of the Faculty Senate, typically in April of each year. A person may seek re-election for more than one term.



**Supporting information for Resolution 2024-2025-02**

<b>Current Senators Per Year</b>	<b>Odd Year</b>	<b>Even Year</b>
CAH	5	7
CBA	2	3
CCIE	6	2
CECS	4	6
<b>CGS</b>	<b>0</b>	<b>2</b>
CHPS	2	2
<b>COM</b>	<b>5</b>	<b>1</b>
<b>CON</b>	<b>0</b>	<b>3</b>
COS	6	9
CREOL	1	1
<b>CUGS</b>	<b>0</b>	<b>2</b>
<b>DDL</b>	<b>0</b>	<b>2</b>
RCHM	1	1
UL	1	1

**Yellow highlights** indicate academic units that would be eligible to adjust a senate term by staggering according to the guidelines in the resolution.

## **2024-2025 Topic Assignment Guidance in the Steering Committee**

It is critical for the effective function of senate committees that all committees receive their assigned topics from steering as early as possible in the fall semester.

Steering's role in the assignment of topics is focused on the determination of the senate committee or committees best suited to work on each topic, and not on the descriptions, merits, or weaknesses of the topics.

To make the assignment process more efficient, this year we will open each topic with a motion that includes preliminary assignment of that topic to a committee or committees.

If there is no disagreement with the preliminary assignment, steering can quickly approve the assignment via unanimous consent and move to subsequent topics.

If a steering member would like to propose a different assignment, they may make a motion to amend the preliminary assignment. Steering will then consider the amended motion using standard parliamentary procedures outlined in Robert's Rules.

Steering #	Committee Assignment	Topic	Description	Referred by	Date Referred	Status
1	Research	Council Membership	Current membership in the faculty Bylaws excludes certain faculty titles that are able to conduct research. This prevents participation of some research active faculty in the council's work.	Stephen King	8/22/2024	
2	Research	University Research Excellence Awards	Re-evaluate the rubric used to identify the University-level Research Excellence Awards winners	Linda Walters	8/22/2024	
3	Personnel	Providing multi-year assessment of NTE faculty	Many faculty evaluations are enhanced by consideration of evaluation criteria from multiple years. NTE faculty on single year appointments do not currently have a mechanism to do so. Options could include implementation of multi-year contracts for NTE faculty and/or a CPE-style process for NTE faculty.	Stephen King	8/22/2024	
4	Personnel, Commencement, Convocation and Recognition	Retiree interactions	Retired faculty and staff have a wealth of knowledge and experience at UCF that can enhance the campus through volunteering and other potential interactions. What can we do to engage with retiring faculty and staff?	Stephen King	8/22/2024	
5	B&A	Faculty Training requirements	Each year, faculty spend significant amounts of time completing repetitive and overlapping training programs to meet a variety of statutory and regulatory requirements. The Compliance and Ethics Advisory Committee identified well over 100 different possible training requirements across campus. What can be done to combine/consolidate/plan/organize the various training programs to minimize the administrative burden on faculty.	Stephen King	8/22/2024	
6	Safety and Security	Two-way sidewalks on campus	Consider the benefits of having two dedicated opposing lanes on major sidewalks across campus. This would potentially lessen the amount of collisions with scooters, bikes, golf carts, etc.	Stephen King	8/22/2024	
7	Safety and Security	Plans for loss of internet capability on campus	What plans does UCF have for the potential loss of operations due to cyberattack, ransomware or similar issues that affect campus internet operations. Some recent interruptions showcase the impact this could have on the campus	Bill Self, Stephen King	8/22/2024	
8	Safety and Security, FCTL	Safety Information for individual class syllabi	In the event of an emergency, classroom instructors and students need to have location-specific safety information available. How can we incorporate that information into all course syllabi for in person classes? Examples of safety information that could be included are an active shooter plan for the individual classroom and the location of the nearest AED.	Bryce Lister, Stephen King	8/22/2024	
9	FCTL, UPCC	Learning Space Manager	Complete and implement usage of the Learning Space Manager software that allows faculty to obtain virtual images and details of all teaching and learning spaces on campus	Stephen King	8/22/2024	
10	Graduate Curriculum, UPCC	Micro-credentials	The Graduate Policy Committee returned this topic with the request to send it to the Graduate Curriculum Committee. UPCC and Graduate Curriculum should coordinate efforts on this topic.	Grad Policy Committee		
11	UPCC, Digital Learning	Online student mental health resources	Recent legal changes to in-state and out-of-state student conditions may allow for mental health resources to be utilized for online graduate and undergraduate students.	Stephen King	8/22/2024	
12	UPCC, Grad Policy	Online Teaching Policies	Fully online programs are listed in the Undergraduate and Graduate Catalogs. Consider whether the policies for fully online programs are adequately covered in the catalogs as well, and whether additional policies may be appropriate.	Jeff Kauffman	8/22/2024	
13	UPCC, Grad Policy	Tests given outside of class periods	Consider whether UCF should have a policy codifying the practice of holding timed exams (other than finals) occurring outside of scheduled class times.	Jeff Kauffman	8/22/2024	

## **Open Ad Hoc Committees**

Civil Discourse - Open

Diversity, Equity, and Inclusion - Open

Faculty Senate Bylaw Revisions - Open

Faculty Study Abroad - Open

Government Relations Committee – Open

Teaching Evaluations Committee- Open