Steering Committee

Minutes from meeting of Thursday, August 22, 2024, 3:00 pm
Location: In person in the Charge on Chamber, Student Union Room 340
Zoom Recorded Link:
https://ucf.zoom.us/rec/share/rhDwd9vLQdisMAoYR_h3BcUFFNF5LnCxquqKOQ0Ex79
-4vzkzU7XYl8tp-mU64u9.t1jlvMWAFMbmFWeS
Passcode: NS@bJfp9

1. [00:14:11] Call to Order: 3:00 pm

2. [00:14:46] Roll Call via Qualtrics

    Faculty Senate Chair, Steve King, Faculty Senate Vice Chair, Jeffrey Kauffman,
    Secretary Daniel Seigler, Acting Past Chair William Self.

3. [00:15:06] Approval of Minutes of March 28, 2024- Approved

4. [00:14:53] Recognition of in-person Guests

    Michael Johnson, Provost, University of Central Florida
    Joe Harrington, Interim Associate Vice President for Research and Scholarship
    Joel Cramer, Vice Provost, Faculty Excellence
    Joe Adams, Senior Communications Director

5. [00:15:58] Announcements

Chair King announced that

   o   Bill Self has agreed to serve as Acting Past Chair for the Senate this year.
       Harrington, the immediate Past Senate Chair, has taken an administrative
       position in the Office of Research and is unable to serve in this role because
       of that administrative appointment.

   o   The next Board of Trustees meeting will take place on September 27th at
       UCF. The next Board of Governors meeting is scheduled for September 18th
       at the University of South Florida (USF) campus in Tampa.

   o   The first Senate meeting is scheduled for Thursday, September 5th, from
       3:00 to 5:00 p.m. President Cartwright and members of his leadership team
       will be arriving at 2:30 p.m. for a meet-and-greet at the Charge On Chamber,
       prior to the start of the meeting.

6. [00:17:43] Report of the Senate Chair

    Chair King spoke on

   o   ACFS Representation: Jeff Kauffman will serve as UCF's second voting
       member on the ACFS due to Joe Harrington's administrative role.

- o Post-Tenure Review Data: UCF had ~11% of faculty fall into the bottom two evaluation categories in the first round of post-tenure review, with other SUS universities ranging from 0% to 20%.
- o BOG Keyword Search Concerns: There are concerns about a recent BOG request to conduct keyword searches on course syllabi related to topics like Israel, Palestine, and Judaism, with potential broader implications for academic freedom.
- o Senate Leadership Monitoring: Senate leadership is actively following these issues and providing input as necessary.

  (For report, please see materials.)

7. [00:24:42] Report of the Provost

   Provost Johnson spoke on

   - o Enrollment: UCF's early enrollment is near 70,000, a slight increase from last fall, with a record number of FTIC applications.
   - o Raise Program: Faculty raises are a priority and currently in collective bargaining.
   - o Leadership Changes: Dr. Winston Schoenfeld is now the permanent VP for Research and Innovation.
   - o State Requirements: UCF is using Simple Syllabus to comply with new state mandates for searchable syllabi.

     (For report, please see materials.)

8. Unfinished Business

9. [00:49:50] New Business

   a) Roberts Rules and Senate Parliamentarian

      Chair King discussed the rules of order that will be used at Steering and Senate meetings. He shared that Linda Walters agree to be the senate parliamentarian for the current senate term.

   b) Senate Operational and Curricular Committee Liaisons

      i)   Senator Gallo appointed as liaison with IT Committee
      ii) Senator Proctor appointed as liaison with Personnel Committee
      iii) Senator Lopez Castillo as liaison with Research Council
      iv) Senator Chiarelli as liaison with Undergraduate Council
      v)   Senator Oetjen as liaison with Graduate Council
      vi) A liaison for the B&A committee will need to be identified at the next steering meeting.

   c) Resolution 2024-2025-1 Bylaws Amendment: Undergraduate Student Membership on the Undergraduate Policy and Curriculum Committee and the General Undergraduate Requirements Committee
      Motion to send to the Faculty Senate. Motion Approved

d) Resolution 2024-2025-2 Constitution Amendment: Adjusting Faculty Senate Term Durations to Stagger Senate Terms within an Academic Unit
Motion to send to the Faculty Senate. Motion Approved

e) Senate Agenda for September 5th

   i) Campus Climate Report: Faculty Tutorial on Leganto- Kristine Shrauger

   Motion to have a campus climate report as a faculty tutorial on Leganto from Kristine Shrauger added to the Sept 5th agenda. Motion was approved.

   ii) Campus Climate Report: Faculty Tutorial on Interactive Dashboards- Dr. Paige Borden, UCF Chief Analytics Officer

   Motion to have a campus climate report as a faculty tutorial on interactive dashboards by Dr. Paige Borden for the senate agenda on Sept 5th. Motion approved.

f) Topics List Committee Assignments

   The following topics were presented to the steering committee:

   • Motion to send Topic #1 – Council membership to the Research Council. Motion Approved

   • Motion to send Topic #2 – University research excellence awards to the Research Council. Motion Approved.

   • Motion to send Topic #3 – Providing multi-year assessment of NTE faculty to the Personnel Committee. Motion Approved

   • Motion to send Topic #4 – Retiree interaction to the Personnel Committee and the Commencements, Convocations, and Recognition Committee. Motion Approved.

   • Motion to send Topic #5 – Faculty training requirements to the B&A Committee. Motion Approved.

   • Motion to send Topic #6 – Two-way sidewalks on campus to the Safety and Security committee. Motion Approved.

   • Motion to send Topic #7 – Plans for loss of internet capability on campus to the Safety and Security Committee. Discussion. Motion approved.

   • Motion to send Topic #8 – Safety information for individual class syllabi to both the Safety and Security Committee and the FCTL Advisory Committee. Motion approved.

   • Motion to send Topic #9 – Learning Space Manager to both FCTL Advisory Committee and Undergraduate Policy and Curriculum Committee. Motion Approved.

• Motion to send Topic #10 – Micro-credentials to both the Graduate Curriculum Committee and the Undergraduate Policy and Curriculum Committee. Motion Approved.

• Motion to send Topic #11 – Online student mental health resources to both the Undergraduate Policy and Curriculum Committee and to Digital Learning. Motion approved.

• Motion to send Topic #12 – Online teaching policies to both the Undergraduate Policy and Curriculum Committee and the Graduate Policy Committee. Motion approved.

• Motion to send Topic #13 – Tests given outside of class periods to both the Undergraduate Policy and Curriculum Committee and the Graduate Policy Committee. Motion approved.

• Motion to send a Topic – Tracking, monitoring, and feedback of Simple Syllabus to the FCTL Advisory Committee. Motion approved.

• Motion that that tracking and monitoring and feedback of simple syllabus be sent FCTL Advisory Committee to investigate and report findings back to Senate. Motion approved.

• Motion that Topic 11 also be sent to the Faculty Senate Student Success Council. Motion approved.

g) Ad Hoc Committee Update

Motion to close DEI committee. After discussion, the motion was approved.

10. Committee Reports – No reports as committees are being charged.

11. Other Business

12. [1:40:33] Adjournment- Meeting Adjourned at 4:27 p.m.

Daniel Seigler   *09/8/2024*

Daniel Seigler   Date
Secretary, Faculty Senate

August 22th steering committee chair announcements and report

Welcome back for the fall 2024 semester! I want to specifically welcome the seven new members of steering that have never been on the steering committee before! It is exciting for us to have this many new people here with us today.

On to my Announcements:
First, Steering membership: Last year, Bill Self agreed to serve as the acting past chair of the steering committee because Joe Harrington, who is the immediate past senate chair, took an administrative position In the Office of Research. That situation has not changed, so I have once again asked Bill to serve as the acting past chair. I look forward to having Bill's experience on hand as a faculty senate chair, a trustee, and a member of the Board of Governors.

Second, upcoming Board of Trustee and Board of Governor meetings: The next Board of Trustee meeting is on September 27th, here at UCF. The next Board of Governors meeting is September 18th at the USF campus in Tampa.

Last Announcement: Our first senate meeting will be on Thursday September 5th, 3-5 pm. President Cartwright and members of his cabinet will be coming to this room 30 minutes prior to the start of the meeting, at 2:30, for a meet and greet. I hope you and all senators take this opportunity to speak with the upper administration, it's a great opportunity to share ideas and talk over issues of concerns.   I hope to see you all there!

Senate chair report I'll focus on my work as part of the Advisory Council of Faculty Senates, now I'll shorten the name and call it the ACFS. The ACFS is made of two faculty senate members from each of the 12 Universities in the SUS. It is an advisory body to the Board of Governors, and very importantly, acts as a way for all of us faculty senate chairs to share information, concerns, and ideas with each other.

The two voting members on the ACFS from UCF would normally be filled by myself and Joe Harrington. Due to the previously mentioned administrative position that Joe has taken, we are having Jeff Kauffman, the senate vice chair, serve as the second voting member for UCF for this year. Thank you Jeff!

One area of information that ACFS members have been sharing is data about post tenure review at our institutions. I've mentioned part of this before, but I want to share data from a total of six SUS Universities.
In the BOG mandated post tenure review process, faculty are evaluated and then put into one of 4 categories:
      Exceeds Expectations
      Meets Expectations
      Does not meet Expectations
      Unsatisfactory

-At UCF, approximately 11% of faculty that were evaluated in the first wave were in one of the bottom two categories
-AT the University of Florida, over 20% of faculty that were evaluated were in the bottom two categories
-At FSU, there were 0% in the bottom two categories…one note/: faculty were able to self-select to go up this first year at FSU
-I now have data for FIU, UWF, and UNF: each of those had between 5-7% of faculty in the bottom two categories.
We will be following this data closely to see what we can learn from the remaining SUS members, and to learn what happens to faulty in the does not meet expectations category, where they are given a performance improvement plan for one year.   I will share more when I learn more

Also from the ACFS, I want to share information about an evolving situation. Some of you may have seen news reports about recent requests from the Chancellor of the BOG to identify and combat antisemitism on campuses. One proposed mechanism to do this has been to send a request out for each university in the SUS to conduct a keyword search on course descriptions and course syllabi. Any course that contains the following keywords: Israel, Israeli, Palestine, Palestinian, Middle East, Zionism, Zionist, Judaism, Jewish, or Jews will be flagged for review.

Yes, this is extremely concerning, not just for the potential of a "Jewish course list" that focusses on this one topic of antisemitism, but the possible expansion of this procedure for BOG and state reviews of any specific course in any hot topic area in any given year. The ACFS is doing what we can on this topic through our ACFS chair, who is the sole faculty member on the Board of Governors. This appears to be a rapidly situation and I will share what I can as we learn more.

I'll end my report by letting you know that the senate leadership is following and providing input where we can on different issues that arise at any time, whether it is this textbook issue, or anything else that pops up.

Provost Michael Johnson Report for Senate Steering Committee
Thursday, August 22, 2024 | 3 p.m.
Student Union, Charge On Chamber, Room 340

- Provost Michael D. Johnson led off his report by thanking senators for taking on their important leadership role in service to the Senate and the university.

Enrollment
- Johnson said early enrollment was near 70,000, up slightly from last fall. UCF attracted more than 61,000 summer and fall FTIC applicants, a school record, for over 8,000 seats. This is counter to downward enrollment trends experienced in some places, he said.

Raise Program Update
- He said faculty and staff raises are always a top leadership priority. A proposal for faculty is in collective bargaining with hopes for a quick agreement.

Leadership updates
- Johnson referenced two leadership status changes:
  - Dr. Winston Schoenfeld is the permanent vice president for Research and Innovation
  - Dr. Maggy Tomova, dean of the College of Sciences, is adding a role as vice provost for Strategic Initiatives within Academic Affairs. She will serve as a chief adviser to Johnson and help implement strategic priorities.

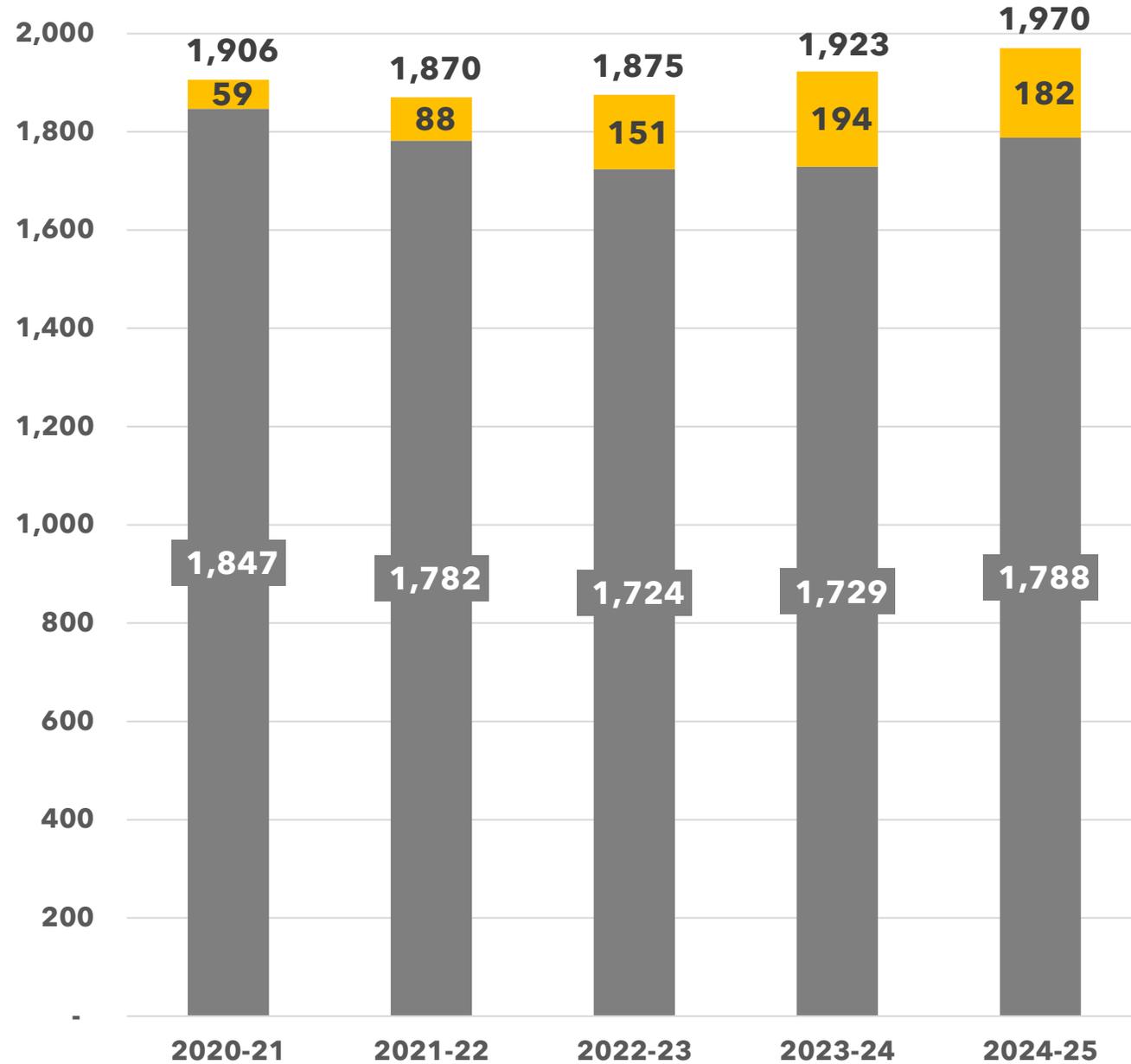**Responding to state requirements**
- Johnson said UCF has been fielding new requirements from the state. One requires the university to provide the ability to search all syllabi in a single site search. To comply, UCF has shifted to using Simple Syllabus software rather than faculty posting PDFs, he said.
- Johnson said the process hasn't been perfect but has gone relatively well with help from faculty members. About 80% of syllabi for about 5,500 courses had been posted on Simple Syllabus as of the second day of fall classes.
- He said issues still remain to be resolved, such as how to list syllabi in cases where faculty members post a single syllabus for several sections.
- In a second request, the Florida Board of Governors has asked university presidents to search spring, summer and fall 2024 course descriptions and syllabi for keywords about Israel and Palestine.
- The intent of this request to flag antisemitism and anti-Israeli bias in course materials. The deadline is September 13. Johnson said UCF has good and skilled faculty and that he isn't worried about the outcome.

Annual Evaluation Standards and Procedures (AESPs) update
- Johnson reminded that he has asked academic units and departments to review and update their AESPs this academic year.
- The goal, he said, is to better distinguish between excellence and adequate or inadequate performance among faculty. He said current standards tend to stress counting numbers of things versus assessing the quality of performance. He said his hope is that UCF will concentrate more on the quality of what people do and distinguish what is excellent in disciplines opposed to good or adequate. He said UCF is on a path to become a very excellent research university and this review is an important step in that development.
- Johnson concluded his report and offered to field questions.

UCF Faculty
2020-21 to 2024-25*

■ Returning ■ New

Year	Returning	New	Total
2020-21	1,847	59	1,906
2021-22	1,782	88	1,870
2022-23	1,724	151	1,875
2023-24	1,729	194	1,923
2024-25	1,788	182	1,970

*(9- and 12-month faculty: 2024 is preliminary as of August 8, 2024)

Committee Liasons 2024-2025

Committee	Name	College	Department
B&A Committee	TBD	TBD	TBD
Graduate Committee	Oetjen, Reid	College of Community Innovation and Education	Health Management and Informatics
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	Lopez Castillo, Humberto	College of Health Professions and Sciences	Health Sciences
Undergraduate Committee	Chiarelli, Tina	College of Medicine	Burnett School of Biomedical Sciences

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

Current Senators Per Year	Odd Year	Even Year
CAH	5	7
CBA	2	3
CCIE	6	2
CECS	4	6
CGS	0	2
CHPS	2	2
COM	5	1
CON	0	3
COS	6	9
CREOL	1	1
CUGS	0	2
DDL	0	2
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.

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 Rseearch Excellence Awards	Re-evaluate the rubric used to identify the University-level Reeearch 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 amechanism to so this. Options could include implementation of mult-year contracts for NTE faculty and/or a CPE-style process for NTE faculty.	Stephen King	8/22/2024	
4	Personnel, Commencement, Convocation and Recogntion	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 completeing 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 progrmas to minimize the administrative burden on faculty. This is exceptionally burdonsome on an adjunct faculty member with no compensation for all the training requirements just to teach a single course.	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 oprations due to cyberattack, ransomware or similar issues that affect campus internet operations. Some recent interuptions 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 learninf sopaces 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 Curricuolum should coordinate efforts on this topiv	Grad Policy Committee	8/22/2024	
11	UPCC, Digital Learning, Student Success	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, and whether additionall 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 prctice of holding times exams (other than finals) occurring outside ofscheduled class times.	Jeff Kauffman	8/22/2024	
14	GURC	GEP Update	Consider ways to incorporate am intro level Artificial Intelligence course in the the GEP so all students have abase level of knowledge about artificial intelligence.	Stephen King	8/22/2024	
15	FCTL	Simple Syllabus tracking	Monitor and provide feedback on the process of utilizing Simple Syllabus, to consider if there are other ways to fulfill state syllabus requirements	Michael Proctor	8/22/2024	