



# Faculty Senate

## Steering Committee

Agenda for meeting of Thursday, August 24, 2023, 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/93234048773?pwd=bmR5UWlQVkrFZXF1a3FJTnUrenRiQT09>

Password: 884781

1. Call to Order
2. Roll Call via Qualtrics: [https://ucf.qualtrics.com/jfe/form/SV\\_5veG7k08RwOccBw](https://ucf.qualtrics.com/jfe/form/SV_5veG7k08RwOccBw)
3. Approval of Minutes of April 6, 2023
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) Senate Agenda for September 7<sup>th</sup>
  - d) Topics List Committee Assignments
  - e) Resolution 2023-2024-1 Bylaws Amendment: Inclusion of Instructional Designers on Faculty Senate Committees and Councils
  - f) Resolution 2023-2024-2 Bylaws Amendment: Faculty Senate Officer Election Procedures
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

Potential Steering Liaisons to committees

<b>B&amp;A</b>	Keri Watson
<b>IT</b>	TBD
<b>Personnel</b>	Mike Proctor    Kristina Tollefson
<b>Research</b>	Linda Walters    Humberto Lopez Castilla
<b>Undergrad</b>	Jeff Kaufman    Tina Chiarelli
<b>Grad</b>	Danny Seigler    Leslee D'Amato-Kubiet    Axel Schulzgen

## **2023-2024 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
1	Personnel, Research,	Promote Faculty Success	We need to build a culture of Faculty Success, where we utilize forward thinking programs to enhance our faculty's capabilities in teaching, scholarship, and service and to provide pathways for long-term success at UCF. What can we do to enhance the success of our faculty?	Stephen King	8/24/23
2	UPCC, FCTL, Grad Policy	Artificial Intelligence usage in teaching	With AI becoming pervasive on campus and outside UCF, we should consider how to prepare our faculty to better teach students to be prepared for an AI world.	Stephen King	8/24/23
3	Research, IT	Artificial Intelligence usage in research	With AI becoming pervasive on campus and outside UCF, we should prepare our faculty to utilize AI tools effectively and ethically in research and scholarship.	Stephen King	8/24/23
4	B&A	Mapping hiring procedures and practices	All levels of the university appear to have significant delays in completing the hiring process. Hiring procedures appear to utilize linear series processes instead of parallel processing of hiring steps. Mapping out our hiring procedures may allow us to identify more efficient ways to complete all the required steps in a shorter period.	Multiple Deans, Stephen King	8/24/23
5	Steering	Senate role in regulation development	UCF Regulations and Policies outline critical procedures for all aspects of the UCF enterprise. Over the last year, new Policy procedures were enacted that required a short period of time for senate to weigh in on the early stages of policy development. To date, that change has been exceptionally well received by faculty and has ultimately led to better policy implementation and shared governance. However, no such role exists for the senate to weigh in on the early development of UCF regulations. The senate should outline and consider a similar procedure for Regulation development.	Stephen King	8/24/23
6	Student success, UPCC, UCRC	State college course and program equivalency	There are significant concerns that students transferring to UCF are not adequately prepared to succeed at UCF. One issue to consider is whether courses taught by state colleges are keeping up with current expectations of UCF preparedness and updated curriculum. A degree-by-degree examination of courses and programs taught at state college partners would identify potential inconsistencies in curriculum between UCF expectations for major readiness and what students are actually getting for instruction.	Stephen King	8/24/23
7	UCRC	Summer Course Approvals	All undergraduate course approvals must bgo through the UCRC. However, during summer, many courses are being approved by academic unit administrators "as an emergency" without UCRC faculty input. The UCRC should examine and consider how to include faculty-based approval for all courses, regardless of when the approval process occurs. Possibilities could include UCRC involvement during summer, or UCRC approval in the fall after tentative summer approval, or other options..	Bill Self , Stephen King	8/24/23
8	Personnel	Joint appointment policies	Past cluster hires, and future similar hires have a relatively high percentage of faculty with joint appointments. What policies do we have to protect faculty that have joint appointments upon hiring, then go up for tenure following the guidelines of just one of the departments as though they had 100% effort in that single unit? Are there ways P&T guidelines could be amended based on the % effort from each side of a joint appointment or based on some other alternative?	Stephen King	8/24/23
9	Steering	Senate work over summer	Many of our committees close shop at the end of the spring semester, yet there is committee business that should be considered over the summer. Alternatives to simply avoiding any summer work should be discussed and considered. This is especially important for review of courses and for review of university policies.	Joe Harrington, Stephen King	8/24/23
10	UPCC	Sharing draft policies with senate	UPCC considers and approves many critical policies that affect multiple aspects of the faculty teaching mission. Although there is a listserv for policies that are going to be considered by UPCC, that can be late in the policy developmet process. The UPCC is asked to consider the benefits of sending policies under development to the senate early in the drafting process, so that diverse faculty with a variety of expertise can examine the policies and provide feedback.	Bill Self, Stephen King	8/24/23
11	Grad Policy	Resources for graduate students	Many aspects of the UCF strategic plan rely on an increase in the number and effectiveness of our graduate students. The faculty senate should have candid conversations with the GSA about the needs of graduate students relating to retention and the ability to successfully complete their degrees. Initial analysis shows that graduate students do not have the same resources as undergraduate students for social activities, mental health resources, and control of fiscal resources designated for graduate students. The GSA has returned with active graduate student participation, so there is an opportunity for the faculty to work with the GSA to address the specific concerns facing graduate students.	Kaitlyn Crawford	8/24/23

12	B&A	Faculty 9 month to 12 month paycheck calculator	With the payroll data in our hands from workday, the yearly process for 9 month to 12 month payroll adjustment should be automated. It currently requires every faculty to attempt to do the calculations themselves, leading to a variety of preventable procedural errors.	Shannon Taylor, Stephen King	8/24/23
13	Commencement, Convocation and Recognition	CCR committee membership	The faculty Bylaws require that CCR committee members are tenured faculty from each academic unit for membership. This is the only committee (besides P&T) that requires only tenured professors. Is there a valid reason to keep this limitation with only tenured faculty able to serve? This limitation prevents some units from serving on the committee.	Florian Jentsch	8/24/23
14	UPCC, Grad Policy	Micro-credentials	Examine the merits and issues surrounding the use of micro credentialing in online and classroom programs.	Stephen King	8/24/23
15	UPCC, Grad Policy	Sabbatical Procedures for Thesis Mentors	We don't appear to have a policy relating to how faculty going on sabbatical can serve on their student's doctoral or thesis committees. If they choose to continue to mentor their students, do they get credit for that? If they choose not to mentor their students, what happens to the students?	Annette Bourgault - CON	8/24/23
16	Personnel, University Athletics	Big 12 conference academic programs for faculty	Identify and promote Big 12 conference academic programs such as the Big12 Faculty Fellows program. What other programs are now available for UCF faculty, staff, and students?	Manoj Chopra, Stephen King	8/24/23
17	University Athletics	University Athletics committee and Big 12 membership	The University Athletics committee should examine its own committee duties, responsibilities, and membership with regards to potential new guidelines and expectations of the Big XII conference. The University Athletics committee should consider proposing changes to how it currently operates and/or to its current Bylaws, as needed.	Manoj Chopra	8/24/23
18	Research	Workday updates	The Workday transition is still a work in progress with faculty-related issues persisting. Last year's interactions between the Research Council and VP Hector provided a productive avenue for faculty concerns to be reported and monitored. Similar forums should be continued for the current academic year where individual faculty concerns can be raised and where updates to workday function can be presented.	Michael Proctor	8/24/23
19	B&A	University budget update	An update of the current year and past year university budgets should be presented in a format and detail comparable to what was presented in Spring 2022, while highlighting changes since the implementation of Workday and SET.	Michael Proctor	8/24/23
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## **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.





### Summary Notes for discussion:

1. This Bylaw amendment would remove the explicit inclusion of Instructional Designers by title from the following committees:
  - FCTL Advisory Committee
  - Library advisory Committee
  - Strategic Planning Council
  - Textbook Committee
  
2. Additional changes are needed for the Personnel Committee membership bylaws to include Senior or Associate Instructional Designer as all committee members must be at the corresponding higher ranks.
  
3. Instructional designers will still be present by title on the Information Technology committee because no faculty are appointed solely by academic unit.
  
4. Instructional Designers will be included in the membership of the following committees when faculty are appointed by academic unit:
  - Steering (but occur after apportionment),
  - Committee on Committees (but occur after apportionment),
  - B&A,
  - Undergrad council (total of 2 committees),
  - Academic calendar,
  - Faculty and Staff benefits,
  - FS Campus Safety and Security,
  - FS Student Success,
  - GURC,
  - University Athletics Advisory,
  - University Honors,
  - University Master Planning,
  - University Travel Awards.
  
5. Instructional designers will not be automatically included as faculty on the following Faculty Senate committees as detailed below:
  - Graduate Council 4 committees: (must be grad status, bylaw amendment requests addition to Grad Curriculum only from these committees)
  - Research council: (only associate/full prof plus librarians on the committee)
  - Admissions and Standards: (unless chosen)
  - Commencement, Convocations and Recognition: (tenured only)
  - University Parking and Transportation: (unless chosen)
  - University P&T: (IDs not part of this process as NTT faculty)



47 Should the chair of the Faculty Senate resign that office, the vice chair shall assume the  
48 office of chair, and the Steering Committee shall appoint a vice chair for the remainder  
49 of the term. Should the vice chair or secretary resign, the Steering Committee shall  
50 appoint replacements to those positions.

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#### 52 **Section IV.C. First Meeting**

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54 The newly elected Faculty Senate will hold its first meeting during or before the last  
55 week of the spring semester, typically in April.

56

57 At the first meeting of the new Senate there shall be an abbreviated agenda as follows:

58 Call to Order

59 Roll Call

60 Minutes

61 Recognition of Guests

62 Announcements

63 Report of the President

64 Report of the Provost

65 Presentation of the List of Candidates by the Nominating Committee Chair

66 Election of Faculty Senate Officers

67 Establishment of the Steering Committee

68 Establishment of the Committee on Committees

69 New Business

70 Adjournment

71 The Election of Faculty Senate officers for the coming year shall occur using the  
72 procedures described in *Bylaws*, Section III.C.

73

74 The Establishment of the Steering Committee shall occur by an election of each  
75 academic units' senators. Each academic unit shall have at least one member of the  
76 Steering Committee. The number of Steering Committee members to which an  
77 academic unit is entitled is proportional to the size of that unit's general faculty, as  
78 outlined in *Bylaws*, Section VI.A.1.

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80 The Establishment of the Committee on Committees shall occur as the senators from  
81 each academic unit nominate and approve one of their Steering Committee  
82 representatives to serve on the Committee on Committees.

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#### 84 **Section VI.A.5.b. Nominating Committee**

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86 The Nominating Committee shall be formed at the Steering Committee meeting prior to  
87 the March Senate meeting at the latest. This committee consists of the Senate past  
88 chair, who shall serve as chair of the committee, and two other Steering Committee  
89 members. If the immediate past chair is not available, the Steering Committee must  
90 elect a faculty member to serve in this role. The chair of the Nominating Committee shall  
91 preside over the election of Faculty Senate officers. For nomination procedures, see  
92 *Bylaws*, Section III.B.

## SENATE OFFICER ELECTIONS pg1. CURRENT

As the first order of business at the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in Section A. Each of the officers has a one-year term, beginning immediately following the annual election.

No later than April 1, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. In the eleventh week of the spring semester, the Nominating Committee shall select up to four willing candidates for each office from among the candidates nominated by the faculty. In addition, the Nominating Committee may add additional nominees for each office not previously put forward by the faculty.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names and biographical statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

## Bylaws Section III.B PROPOSED

At the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in Section A. Each of the officers has a one-year term, beginning immediately following the annual election.

Prior to the March Senate meeting, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. Prior to the Steering committee meeting that directly precedes the election, the Nominating Committee shall identify willing candidates for each office from among the candidates nominated by the general faculty. In addition, the Nominating Committee may add additional willing nominees for each office not previously put forward by the faculty. The Nominating committee shall present a list of the names of willing candidates as a report to the Steering committee at the meeting that directly precedes the election. There is no vote upon the Nominating committee report.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names, biographical sketches, and candidate statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

## SENATE OFFICER ELECTIONS pg2 CURRENT

### First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester.

~~The first order of business at the first meeting of the new Senate will be the election of Faculty Senate officers for the coming year. (For nomination and election procedures, see *Bylaws*, Section II.C.)~~

~~The second order of business at the first meeting of the new Faculty Senate will be the establishment of the Steering Committee. Each academic unit shall have at least one member of the Steering Committee (elected by the academic units' senators at the first meeting). The number of Steering Committee members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws*, Section VI.A.~~

~~The third order of business at the first meeting of the new Faculty Senate will be the establishment of the Committee on Committees. The senators from each academic unit shall nominate one of their Steering Committee representatives to serve on the Committee on Committees.~~

## Bylaws Section IV.C. PROPOSED

### First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester, typically in April.

At the first meeting of the new Senate there shall be an abbreviated agenda as follows:

Call to Order

Roll Call

Minutes

Recognition of Guests

Announcements

Report of the President

Report of the Provost

Presentation of the List of

Candidates by the Nominating Committee Chair

Election of Faculty Senate Officers

Establishment of the Steering

Committee

Establishment of the Committee on

Committees

New Business

Adjournment

The election of Faculty Senate officers for the coming year shall occur using the procedures described in *Bylaws*, Section III.C.

The establishment of the Steering Committee shall occur by an election of each academic units' senators. Each academic unit shall have at least one member of the Steering Committee. The number of Steering Committee members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws*, Section VI.A.1.

The establishment of the Committee on Committees shall occur as the senators from each academic unit nominate and approve one of their Steering Committee representatives to serve on the Committee on Committees.

**SENATE OFFICER ELECTIONS pg3**  
**CURRENT**

Nominating Committee.

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. ~~Prior to the first meeting of the new Senate, the Nominating Committee recommends to the Steering Committee a list of up to four willing candidates for each of the Senate offices.~~ (For nomination procedures, see *Bylaws*, Section III.B.)

**Bylaws Section VI.A.5.b.**  
**PROPOSED**

Nominating Committee.

**The Nominating Committee shall be formed at the Steering Committee meeting prior to the March Senate meeting at the latest.**

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. **The chair of the Nominating Committee shall preside over the election of Faculty Senate officers.** For nomination procedures, see *Bylaws*, Section III.B.