



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, August 24, 2023, 3:00 pm

- 1) Quorum reached and meeting called to order at 3:01 p.m.
- 2) Roll Call via Qualtrics – Faculty Senate Chair Stephen King, Vice Chair Keri Watson, Secretary Kristine Shrauger, and Acting Past Chair William Self were present. *(See meeting materials Attachment A for list of participants)*
- 3) Approval of Minutes of *April 6, 2023*
 - a) Minutes were approved as written.
- 4) Recognition of Guests
 - a) Jana Jasinski, Vice Provost, Faculty Excellence
 - b) Joe Adams, Senior Communications Director, Academic Affairs
 - c) Lucretia Cooney, Director for Faculty Excellence
 - d) Amanda Majors, Instructional Designer
- 5) Announcements and Report of the Senate Chair – Stephen King
 - a) Chair King made announcements about trying to attend in person. The Faculty Assembly will be held on September 14th, from 3-5 in the Cape Florida Ballroom. All are encouraged to attend. We are moving to uploading and sending out the agenda, minutes, and attachments via the calendar invite. We are working to embed things and to lessen the number of emails that go out from Senate. In his report, Chair King talked about Senate representation for the College of Undergraduate Studies, recent state legislation, and the new Senate topics of Faculty Success and Artificial Intelligence. *(For full report, please see attachment B)*
- 6) Report of the Provost – Vice Provost for Faculty Excellence Jana Jasinski
 - a) VP Jasinski thanked senators for serving on the Faculty Senate, discussed Artificial Intelligence, Post Tenure Review, and a Faculty Well-Being web course. *(See meeting materials Attachment C for VPs Jasinski's report)*
- 7) Unfinished Business
 - a) No unfinished business to discuss.
- 8) New Business
 - a) Roberts Rules was reviewed. Linda Walters announced as the Senate Parliamentarian.
 - b) Senate Operational and Curricular Committee Liaisons. The following Senators were identified as liaisons.



Faculty Senate

- 1) Budget and Administration Committee - Keri Watson
 - 2) Information Technology Committee – Joe Kider
 - 3) Personnel Committee – Kristina Tollefson
 - 4) Research Council - Linda Walters
 - 5) Undergraduate Council – Tina Chiarelli
 - 6) Graduate Council – Daniel Seigler
- c) Senate Agenda for September 7th
- 1) Campus Climate report: Artificial Intelligence at UCF; Voted upon and approved.
- d) Topics List Committee Assignments (see attachment for full description of topics)
- Topics:
- i) Motion to assign to Personnel, second, amendment to motion made to add Research Council to assignment, second, discussion, vote taken on amendment and approved, vote taken on original motion and approved.
 - ii) Motion made to assign to UPCC, FCTL, and Grad Policy, second, vote taken and approved.
 - iii) Motion made to assign to Research and IT, second, vote taken and approved.
 - iv) Motion made to assign to B&A, second, vote taken and approved.
 - v) Motion made to assign to Steering, second, vote taken and approved.
 - vi) Motion made to assign to Student Success, UPCC, and UCRC, second, amended to remove UCRC, voted upon and approved.
 - vii) Motion made to assign to UCRC, second, vote taken and approved.
 - viii) Motion made to assign to Personnel, second, vote taken and approved.
 - ix) Motion made to assign to Steering, second, vote taken and approved.
 - x) Motion made to assign to UPCC, second vote taken and approved.
 - xi) Motion made to assign to Graduate Council, second, vote taken and approved.
 - xii) Motion made to assign to B&A, second, vote taken and approved.
 - xiii) Motion made to assign to Commencement, Convocation, and Recognitions, second, vote taken and approved.
 - xiv) Motion made to assign to UPCC and Graduate Council, second, vote taken and approved.
 - xv) Motion made to assign to UPCC and Graduate Council, second, vote taken and approved.
 - xvi) Motion made to assign to Personnel and University Athletics, second, vote taken and approved.
 - xvii) Motion made to assign to University Athletics, second, vote taken and approved.



Faculty Senate

- xviii) Motion made to assign to Research, second, vote taken and approved.
- xix) Motion made to assign to B&A, second, vote taken and approved.

- e) Resolution 2023-2024-1 Bylaws Amendment: Inclusion of Instructional Designers on Faculty Senate Committees and Councils
The Resolution was presented by Bill Self, co-chair of the Bylaws Committee. After discussion, the Resolution was voted upon and approved to go to Senate for consideration.

- f) Resolution 2023-2024-2 Bylaws Amendment: Faculty Senate Officer Election Procedures
The Resolution was presented by Bill Self, co-chair of the Bylaws Committee. After discussion, the Resolution was voted upon and approved to go to Senate for consideration.

- g) Committee Reports
(1) No reports as committees are being charged.

- 9) Other Business
 - a) No other business to discuss.

- 10) Meeting adjourned at 4:32 p.m.

Reviewed and submitted for approval by

Kristine J. Shrauger

8/25/2023

Kristine J. Shrauger
Faculty Senate Secretary

Date

2023-2024 Steering Committee Attendance

Last Name	First Name	08/24/23	09/21/23	10/19/23	11/16/23	01/04/24	02/01/24	02/29/24	03/28/24	Total Meetings Attended
Faculty Senate Leadership										
King	Stephen	1								1
Watson	Keri	1								1
Shrauger	Kristine	1								1
Self	William	1								1
College of Arts and Humanities										
Cash	Mason	1								1
Tollefson	Kristina	1								1
College of Business Administration										
Gallo	James	1								1
College of Community Innovation and Education										
Seigler	Daniel	1								1
College of Engineering and Computer Science										
Kauffman	Jeffrey	1								1
Proctor	Michael	1								1
College of Graduate Studies										
Kider	Joe	1								1
College of Health Professions and Sciences										
Lopez Castillo	Humberto	1								1
College of Medicine										
Chiarelli	Tina	1								1
College of Nursing										
D'Amato-Kubiet	Leslee	1								1
College of Optics and Photonics										
Schulzgen	Axel	1								1
College of Sciences										
Schulte	Alfons	1								1
Walters	Linda	1								1
Rosen College of Hospitality Management										
Semrad	Kelly	1								1
University Libraries										
Murphey	Missy	1								1
Total Present		19	0	0	0	0	0	0	0	

1=Present

*Summer meetings do not count for or against a senator's attendance

August 24th steering committee chair announcements and report

I have **three short announcements**:

First: Thursday September 7th, 3-5 pm, I hope to see you all present, right here, for our first Senate meeting of the year. I would like to have as many senators in person as possible for our steering and senate meetings.

Second, Thursday September 14th 3-5pm, I look forward to seeing you at our Faculty Assembly and Reception, in the Cape Florida Ballroom, here in the student union. This is a great time to connect with our fellow faculty, and to meet and chat with the president, provost, and other key administrators. Food and drinks will be provided for this Constitution-mandated event.

Finally, we are now incorporating our steering and senate materials into the calendar invites we send out. We will continue to post the meeting materials on the website, and maybe, just maybe over the course of this year, we might be able to wean us all away from emails with the materials attached. I'm not holding my breath quite yet on that!

With the announcements done, I'll start my report of the chair.

I will start by acknowledging that we no longer have the services of a longtime senate and steering member. Joe Harrington resigned from the senate as he has taken a full-time administrative position as the interim Associate Vice President for Research. I want to thank Joe for his dedication to faculty and faculty issues over his time in senate.

With Joe no longer in senate, the Bylaw designated position of past chair, which includes being a member of steering, is now being filled by Bill Self, as our past, past chair. Bill thought he had finally slipped away from senate, but I am using this opportunity to reel him back in.

Thank you, Bill, for agreeing to serve in this capacity. One note, because Bill is not a member of senate, he is not a voting member of Steering or Senate, but he has speaking rights in Steering and in Senate where he can share his wealth of knowledge at the senate, BOT, and BOG levels.

As the past senate chair, Joe was also a voting member of the ACFS, the Advisory Council of Faculty Senates. I am pleased to say that in her capacity as vice-chair, Keri Watson has agreed to serve as a voting ACFS member from UCF.

The next section of my report relates to the senate, and how we assign senators to academic units in the process we call apportionment. It was recently brought to my attention that the senate has not been including faculty from an existing academic unit on campus into the membership of the senate.

I am talking about faculty from the College of Undergraduate Studies. These are faculty from a recognized academic unit (the College of Undergraduate Studies) with an academic dean (Dean Theodora Berry), that fulfill their duties in teaching, scholarship, and service, the same as the rest of the faculty on campus.

I admit that until recently, I was naïve/or oblivious and did not know that the College of Undergraduate Studies has dedicated faculty housed within the College. Based on our Constitution and Bylaws, since this is an academic unit with its own faculty, those faculty must be included in the senate.

There is no resolution or bylaw change required to make this happen, as we are addressing a clear omission in terms of what has not been done according to our own Bylaws in the past.

The apportionment of senators to the academic units only happens at the start of the spring semester. Therefore, when the senate determines the number of senators from each academic unit in January 2024, we will include the College of Undergraduate Studies in the mix.

Next, I want to talk about recent legislation, such as SB 266, that has the potential to significantly change various aspect of how faculty teach and perform their scholarship on campus. Almost all aspects of SB 266 and related legislation have not yet been developed into regulations by the BOG. Until that time, multiple people, including myself, have heard that the recommendation from the BOG has been to go ahead with business as usual until the BOG finalizes new regulations. Obviously, this is hard to do when there is the potential for massive disruption to a subset of our faculty. I admit this is not a satisfying update, but we don't have further information at this time about what procedures will be used to enact SB266 and other recent legislation.

I want to spend the rest of my report talking about two topics that we will steer to committees today.

The first of these topics is about a term that hasn't been used at UCF as far as I know: that term is **Faculty Success**. We spend a lot of time talking about student success, the BOT talks a lot about student success, we have metrics from the state regarding student success...but we have not considered what is needed for Faculty Success. I want us to tackle this topic this year.

What IS Faculty Success?

what does it look like?

what do we need to do to achieve it?

How do we retain our best and brightest faculty,

how do we ensure our faculty have the resources and the recognition, they need to truly excel and to SUCCEED in their respective fields?

Let's figure this out together!

The next topic I want to talk about is something that has become a major focus for me and for others over the summer:

Artificial Intelligence and the Role of AI in Higher Education.

Artificial Intelligence has been around for a while, at least in the movies. If I go back in my High School days, two movies that came out in 1984 were “War Games” and “The Terminator” and they framed one scenario of AI, which is that AI will basically cause the end of the world.

Let’s jump ahead about 40 years to today. What is getting most of the publicity today is Chat GPT and similar Large Language Model chatbots. I expect everyone here has heard about them, although some of you may not have utilized them much as of yet.

I firmly believe that these LLM chatbots, and other AI tools are here to stay. We can characterize this by saying: “The Genie is out of the bottle” or any similar phrase.

I want to come back to the main analogy that I gave in the first meetings of steering and senate last year. The analogy I used described what happens when the environment around you changes...and the answer was that you have just three options:

**move,
adapt,
or die.**

Well, AI is changing the world around us! AI is changing what our students need and how they learn, AI is changing how we can give assignments and how we teach, AI is changing how we can do our research, and I’m darned sure AI will continue to change into the future.

When I look ahead a few years, I don’t want to see a world where our own students are oblivious and uneducated about how to use AI tools. Because if that’s the case, I bet that the person sitting right next to them IS using the latest AI tools, and that other person is going to be faster and more efficient at doing their work and that other person will get the best jobs and the best promotions.

Putting it that way, I feel we have to do our best to make our graduates **AI fluent**, so that no matter what new AI tools come out in the future, our graduates have a strong foundation in the ethics, the usage, the advantages, and the limitations of AI tools.

One of the roles of the senate this year is going to be to help show our faculty that the best option for us, the faculty, is to adapt. Well, it sure beats stagnating and dying!

So, we, the faculty, must find one or more ways to adapt to the new higher ed environment around us...in other words, we have to become at least AI literate, and hopefully AI fluent ourselves.

But how do we do that?

Today we can assign AI specific topics to committees and encourage those committees to work diligently on these topics.

At our senate meeting on September 7th, I hope to have a campus climate report focused on how best to adapt to AI at UCF.

Then on September 24th and 25th, UCF is hosting an international conference on "*Teaching with AI*". I hope many of you are interested in attending and learning more about what happening in this new world order!

Throughout the semester, I expect to hear more about plans at UCF from the Provost and from others.

Report of Vice Provost Jana L. Jasinski to the UCF Faculty Senate Steering Committee

Thursday, August 24, 2023

Vice Provost Jana L. Jasinski provided a provost's update on behalf of Provost Michael Johnson, who could not attend the meeting.

She said artificial intelligence has become an increasingly important issue for faculty and students. She said the provost is focused on how to help faculty members apply AI in their teaching and research and, more importantly, how to help them think through what students need to learn about these tools to be competitive in the workplace.

Kevin Yee at the Faculty Center for Teaching and Learning has been working with a broad committee of interested faculty on this topic, Jasinski said. Also, over the summer, the provost charged a smaller task force to help identify ways to support our faculty in using AI in their research and their teaching and to think through what their students need to know about AI. The provost has received a report from the task force and is considering next steps.

On September 24-25, FCTL and the Center for Distributed Learning are hosting a national conference dedicated to practitioners sharing their tips, best practices, new ideas, and workarounds now that AI has become part of our reality. Nearly 400 people have registered. The topic of the FCTL Winter Retreat in December will be "Teaching with Artificial Intelligence."

On post-tenure review, Jasinski said a new 5-year process required by the state starts this fall and will involve about 100 faculty members. UCF's new guiding policy (4-410) is posted on UCF's policies website, and a process for post-tenure review is also posted online. She thanked members of the senate personnel and steering committees for providing important feedback on early drafts of the policy.

She closed by talking about a new faculty well-being webcourse. Developed by faculty, it includes information and resources on various dimensions of well-being (physical, mental, work life integration).

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&A	Keri Watson
IT	TBD
Personnel	Mike Proctor Kristina Tollefson
Research	Linda Walters Humberto Lopez Castilla
Undergrad	Jeff Kaufman Tina Chiarelli
Grad	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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
6	Student success, UPCC	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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023

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	8/24/2023
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	8/24/2023
14	UPCC, Grad Policy	Micro-credentials	Examine the merits and issues surrounding the use of micro credentialing in online and classroom programs.	Stephen King	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023
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	8/24/2023

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.

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Resolution 2023-2024-1
Bylaws Amendment Resolution

Inclusion of Instructional Designers on Faculty Senate Committees and Councils

Whereas, Instructional Designers are included in the definition of faculty for the Faculty Senate in Section I.A.5 of the Faculty Bylaws; and

Whereas, prior to being included within the definition of faculty for Faculty Senate representation, Instructional Designers were explicitly included in the membership of several Faculty Senate committees by title; and

Whereas, the Division of Digital Learning is considered an academic unit for the purposes of Faculty Senate representation in Section I.A of the Faculty Bylaws and thus faculty from this unit will be included in Faculty Senate committee membership whenever committees include faculty from each academic unit; and

Whereas, those committees that explicitly include Instructional Designers by title and that also include a faculty member from each academic unit would now have two Instructional Designers as members in the upcoming year (one by title and one by academic unit); and

Whereas, Instructional Designers would be able to provide significant input on topics coming before the Graduate Curriculum committee, yet are not generally able to obtain graduate faculty status, as required for service on Senate Graduate committees; and

Whereas, the bylaws for the Faculty Senate Personnel Committee state that all committee members from academic units must be at the two higher faculty ranks per position; therefore

Be it Resolved, to amend the Faculty Bylaws to remove the explicit inclusion of Instructional Designers by title in those Faculty Senate committees where the Division of Digital Learning would also have a faculty member included by academic unit; and

Be it Further Resolved, to amend the Faculty Bylaws of the Graduate Curriculum Committee to include an Instructional Designer as a voting member of the committee; and

Be it Further Resolved, to amend the Faculty Bylaws of the Personnel Committee to include the ranks of associate or senior Instructional Designer in the committee membership description.

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)

1 **Resolution 2023-2024-2**
2 **Bylaw Amendment:**
3 **Faculty Senate Officer Election Procedures**
4

5 **Whereas**, Faculty Senate officer elections occur annually by secret ballot elections at
6 the first meeting of the newly seated Faculty Senate at the end of each spring semester;
7 and
8

9 **Whereas**, the current Faculty Bylaws relating to officer elections contain potential
10 calendar discrepancies, unclear and conflicting language, and limitations on putting
11 forth willing candidates, and have been open to varied interpretation each election
12 cycle; and
13

14 **Whereas**, Faculty Senate officer elections are one of the most visible and critical acts
15 the senate performs, and the Faculty Senate would be best served by clear nomination
16 and election procedures that are fair, transparent, and follow agreed upon procedures
17 that are plainly defined in the Faculty Bylaws; therefore
18

19 **Be it Resolved**, the Faculty Bylaws shall be amended and replaced in Sections III.B,
20 IV.C and VI.A.5.b with the text detailed below:
21

22 **Section III.B Election of Officers**
23

24 At the first meeting of the new Senate in April, the Senate shall elect from its voting
25 membership by majority vote a chair, vice chair and secretary to perform the duties and
26 functions as described in Section A. Each of the officers has a one-year term,
27 beginning immediately following the annual election.
28

29 Prior to the March Senate meeting, the Office of the Faculty Senate shall make public a
30 list of all Faculty Senate members for the coming year and issue a call to the general
31 faculty for nominations for Faculty Senate officers from this list. Prior to the Steering
32 committee meeting that directly precedes the election, the Nominating Committee shall
33 identify willing candidates for each office from among the candidates nominated by the
34 general faculty. In addition, the Nominating Committee may add additional willing
35 nominees for each office not previously put forward by the faculty. The Nominating
36 committee shall present a list of the names of willing candidates as a report to the
37 Steering committee at the meeting that directly precedes the election. There is no vote
38 upon the Nominating committee report.
39

40 At least one week prior to the first meeting of the new Faculty Senate, the Office of the
41 Faculty Senate shall distribute the names, biographical sketches, and candidate
42 statements of nominees to all members of the Faculty Senate. Additional nominations
43 for each office shall also be accepted from the floor of the Faculty Senate.
44

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

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.

51

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

53

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.

79

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.

83

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

85

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.