

MEMORANDUM

Date: August 20, 2015
TO: All Faculty Senate Members
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **Faculty Senate Meeting on August 27, 2015**

Meeting Date: Thursday, August 27, 2015
Meeting Time: 4:00-4:45 p.m. (reception begins at 4:45)
Meeting Location: Student Union Cape Florida, Room 316 (*please note the non-standard location*)

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *April 23, 2015***
4. **Announcements and Recognition of Guests**
 - Resolution 2014-2015-3 Recognition of Outstanding Service – Dr. Ida Cook renumbered to 2015-2016-1
 - Automatic change to the Constitution and bylaws reflecting the Provost's promotion
 - Faculty Senate Parliamentarian and Steering Committee Liaisons
 - Report on the emergency Steering Meeting held June 24
 - Topics for the 2015-2016 Senate session
 - College/Department Bylaws
 - Update on 2014-2015 Resolutions
 - 1970-1985 Faculty Senate Resolutions now online <http://Facultysenate.ucf.edu>
5. **Report of the Provost**
6. **Old Business**

None.
7. **New Business**
 - Senate Introduction – powerpoint
 - Michael Morsberger, Vice President for Alumni Relations and Development
 - President John C. Hitt, Welcome and comments
8. **Adjournment**

President's reception will follow the meeting in the Cape Florida ballroom

Faculty Senate Meeting
Minutes of
April 23, 2015

Reid Oetjen, Faculty Senate chair, called the first meeting of the 2015-2016 Senate to order at 4:05 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of March 26, 2015 was made and seconded. The minutes were approved as recorded.

GUESTS

Elliot Vittes, Interim Director, Interdisciplinary Studies

Tracy Clark, Associate Provost and Associate Vice President for Budget, Planning, and Administration

Maribeth Ehasz, Vice President, Student Development and Enrollment Services

Ross Hinkle, Vice Provost and Dean, College of Graduate Studies

Jana Jasinski, Associate Dean, College of Graduate Studies

Manoj Chopra, Interim Vice Provost for Teaching and Learning

Lucretia Cooney, Assistant Director, Faculty Relations

ANNOUNCEMENTS

Oetjen welcomed all new and returning senators. Senators introduced themselves. Oetjen provided the senators an update on the carry concealed weapons bill. Strong chance of the bill passing.

REPORT OF THE PROVOST

Welcomed new senators and expressed that he is a strong proponent of joint governance. He will continue to seek advice and defer where the senate takes the lead. Especially around curriculum, the way we teach, anything that appears on the transcript.

Faculty Fellows

Accepting 2015-2016 applications through May 15. Information available on the provost website at www.provost.ucf.edu. Fellowship is focused on leadership development. Encourage colleagues to apply.

Inclusive Education Program

Held community information forum for a pilot program for students with intellectual disabilities or unique abilities. The pilot will launch on the main campus in fall and will have five to six students. Over 100 families expressed interest in the program. Students will be enrolled in undergraduate courses with the option to live in campus housing and fully participate in college life through student organizations. Intent of the program is to help students achieve their own self determined learning goal and empower them with the skills to advance in independent living and employment. The Inclusive Education Team is led by Adam Meyer with Student Accessibility Services. Applications for the program is open until May 8. The program is a key component of UCF Downtown which is anticipated to open in the fall of 2017. For questions or

information contact Adam Meyer or Mark Gumble in SDES. You may have students in the program in your class. The team will help faculty welcome and help the students adapt to the classes. Ehasz added that the students will be auditing classes and are not receiving a degree, but will receive a certificate of participation to document their skills and competencies.

A bill in the legislature will designate UCF as a statewide center to receive and designate federal funds to other programs in other universities. Center will also provide information to parents on how to select a university and prepare. Faculty in the UCF's PhD program are working with the center and has the potential to do national level research.

UCF Downtown

Continue planning with Cannon Design Group. End of semester the Downtown Steering committee will send recommendations for academic programs to the Leadership team for final decision. A Provost update will be sent next week with information regarding the academic programs. Still waiting on the final decision from the Legislature regarding funding. Providing an update to the BOG at the June meeting.

Gardner Report – Proposed College of Undergraduate Studies

In 2014, UCF invited John Garner and Betsy Barefoot to campus to meet with faculty, staff, and administration to learn more about the Office of Undergraduate Studies. The review submitted assessed the current structure of the Office of Undergraduate Studies and provided recommendations for new organizational direction for undergraduate education to advance UCF goals and primary focus of becoming a 21st century model of undergraduate education emphasizing excellence, innovation and distinction within the state and at the national level. Provost will send a link to the faculty senate to the two-page summary report and the full report. Discussed key findings in the report and recommendations. Recommendations: (1) elevate the office to a college, (2) shared faculty governance in the interdisciplinary curriculum, and (3) a need for campus leadership and a general education champion.

Reiterated that now is the time to consider this elevation to a college, specifically due to the hiring of a new Vice Provost for Teaching and Learning and a Dean of Undergraduate Studies. Two of the four candidates are currently deans at institutions where undergraduate studies is a college or a university college. Holding in person interviews with candidates in May. Candidates include:

Dr. Kathy Johnson

Associate Vice Chancellor of Undergraduate Education
Dean University College
Professor of Psychology
Indiana University-Purdue University Indianapolis (IUPUI)

Dr. Elizabeth Dooley

Associate Provost of Undergraduate Academic Affairs
Dean University College
Professor of Curriculum and Instruction
West Virginia University

Dr. Manoj Chopra

Interim Vice Provost, Teaching and Learning
Interim Dean, Undergraduate Studies
Professor of Civil Environmental and Construction Engineering
University of Central Florida

Dr. Barbara Speziale

Associate Dean of Undergraduate Studies
Professor of Biological Sciences
Clemson University

Provost opened the floor to questions and concerns.

Question: Do we have any evidence of the benefits and drawbacks of forming a College of Graduate Studies? From a faculty perspective this has added logistics, forms, procedures, and layer of administration.

Answer: No changes in layer of administration or structure in Undergraduate Studies. The College of Graduate Studies has just taken over responsibility for interdisciplinary graduate programs. Opportunity is yet to be seen.

Answer Dean Hinkle: Work with colleges to ensure quality graduate education. Work with Senate Graduate Council on curriculum issues, student appeals, and policies. College issues waivers and fellowships that require a certain amount of paperwork. Supports colleges to ensure a quality graduate education.

Question: Will the Undergraduate College have oversight over degrees across campus to ensure undergraduate degrees have a level of consistency or just to give 400+ homeless students a home?

Answer: Somewhere in between. Don't anticipate any change in level of governance, but expect strong leadership.

Question: UCF has a tendency to legislate from the top down. Would like to see college limited to interdisciplinary type degrees and not taking away existing functions within colleges.

Answer: Take leadership position in terms of things that affect all students. Would like to see college serve as an incubator for faculty members that want to pilot new degree tracks.

Question: Would you be amendable to calling it the College of Interdisciplinary Studies rather than College of Undergraduate Studies?

Answer: Possibly. Have also heard College of Integrative Studies. Open to recommendations.

Question: Will the College of Undergraduate Studies be the entity to assist and monitor SACS?

Answer: No SACS.

Comment: The UPCC committee reviewed the summary report and there were questions. Committee did not vote on the change, but requested the full report. Pleased to see the full report is coming. Questions were raised regarding funding and if this will cut the budgets of colleges.

Response: No. Right now we are only talking about a title change. Undergraduate Studies is currently undergoing a reorganization using current resources.

Provost would like to know if he has the support to move forward. Oetjen informed the senators that the 2014-2015 Steering Committee supported the title change, but referred the discussion to the UPCC. Senators would like to review the full report to review information not yet discussed. Discussed options for moving forward. Motion to indicate support of the title change from Office of Undergraduate Studies to College of Undergraduate Studies based on current information by show of hands. Majority in favor of the title change.

NEW BUSINESS

Election of Officers

Oetjen turned the meeting over to Ida Cook, who spoke on behalf of the Nominating Committee. Cook announced that Oetjen, the nominee for chair has withdrawn his nomination. The Nominating Committee recommended a new slate of candidates; Keith Koons for chair, William Self for vice chair, and Tom Bryer for secretary. All candidates agreed to the nominations. Cook read William Self's biography. Cook acknowledged and thanked Reid Oetjen for his service. She called for additional nominations from the floor. There were none. Motion made to close the nominations. Motion seconded and carried. Motion made and seconded to vote for the slate of officers. Motion carried. The slate of nominees was approved by acclamation. The officers elected for the 2015-2016 Senate were:

Chair:	Keith Koons, College of Arts and Humanities
Vice Chair:	William Self, College of Medicine
Secretary:	Tom Bryer, College of Health and Public Affairs

Cook turned the meeting over to Koons. Koons provided an overview of the role and duties of members of the Steering Committee and the Committee on Committees. He discussed the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees. Meeting turned over to Reid Oetjen to present Resolution 2014-2015-3 Appreciation for Ida Cook.

Resolution 2014-2015-3 Appreciation for Ida Cook

Oetjen read the resolution brought forward from the Steering committee.

Resolution 2014-2015-3 Appreciation for Ida Cook

Whereas, Dr. Ida Cook has admirably served the University of Central Florida since 1976; serving 35 years on the Faculty Senate; and distinguished career of 39 years at UCF; and

Whereas, Dr. Cook has provided effective leadership in fostering numerous initiatives across the campus that have improved the lives of faculty during her nine years as chair of the Faculty Senate; and

Whereas, Dr. Cook tirelessly advocated for faculty governance in her roles on the Board of Trustees and the Advisory Council of Faculty Senates; therefore

Be It Resolved, the University of Central Florida Faculty Senate commends Dr. Cook for her outstanding and extraordinary service to the university community.

Motion to approve resolution as read. Seconded. Motion carried. Standing ovation for Cook and her service. Koons asked for a round of applause for Ida Cook and Reid Oetjen.

Establishment of Steering and Committee on Committees

Each college met to caucus and elect members to the Steering Committee. The following senators were elected by their colleges to serve on the Steering Committee:

College of Arts and Humanities: Robert Cassanello and Scott Warfield
College of Business Administration: Robert Folger
College of Education and Human Performance: Oliver Edwards
College of Engineering and Computer Science: Hyoungh Jin Cho and Kevin Coffey
College of Health and Public Affairs: Bari Hoffman-Ruddy and Karol Lucken
College of Medicine: Annette Khaled
College of Nursing: Norma Conner
College of Optics and Photonics: Jim Moharam
College of Sciences: John Lynxwiler and Linda Walters
Rosen College of Hospitality Management: Deborah Breiter Terry
University Libraries: Richard Harrison

The following Steering Committee members were elected by the senators from their colleges to serve on the Committee on Committees:

College of Arts and Humanities: Robert Cassanello
College of Business Administration: Robert Folger
College of Education and Human Performance: Oliver Edwards
College of Engineering and Computer Science: Kevin Coffey
College of Health and Public Affairs: Bari Hoffman-Ruddy
College of Medicine: Annette Khaled
College of Nursing: Norma Conner
College of Optics and Photonics: Jim Moharam
College of Sciences: Linda Walters
Rosen College of Hospitality Management: Deborah Breiter Terry
University Libraries: Richard Harrison

The meeting was adjourned at 5:10 p.m.

Welcome to the UCF Faculty Senate

The Role of the Senate

- Serves as the main channel of communication between faculty members and administration.
- Advisory body to the president and provost.
- Participation in the governance of the University of Central Florida.
- Collaborate and make recommendations to administration concerning the welfare of the university, focusing on the academic mission.

The Role of the Senate

- Initiate policies or make recommendations either directly or through its committees.
- Senators serve on various committees; these committees carry out important Senate and university business.

The Role of a Senator

- Represent and collaborate with your constituents.
- Communicate issues that impact colleges and faculty.
- Represent your college by serving on at least one Senate operational or curricular committee.
- Attend scheduled senate meetings; attendance is posted on the Faculty Senate website.

Senate Committees and Councils

Senate Committees and Councils

Each committee has specific responsibilities. Three classes of committees and councils are staffed by the Faculty Senate:

1. Senate operational committees.
2. Senate curricular committees and councils.
3. Joint committees and councils.

Senate Operational Committees

- Steering Committee
 - Committee on Committees - Subcommittee
 - Nominating Committee - Subcommittee
- Budget and Administrative Procedures Committee
- Personnel Committee
- Faculty Senate Parking Advisory Committee

Senate Operational Committees

- Provide updates at each of the Faculty Senate meetings.
- Committee members continue to serve until their replacements are appointed.
- Each operational committee is chaired by a current senator.
- Each committee brings policy matters to the Faculty Senate Steering Committee for consideration.

Senate Curricular Committees and Councils

- Undergraduate Council – divided into:
 - Undergraduate Policy and Curriculum Committee
 - Undergraduate Course Review Committee
- Graduate Council – divided into:
 - Graduate Policy Committee
 - Graduate Appeals Committee
 - Graduate Curriculum Committee
 - Graduate Program Review and Awards Committee

Senate Curricular Committees and Councils

Govern college and university curricular and academic policies and procedures in cooperation with the Office of Undergraduate Studies and the College of Graduate Studies.

Joint Committees and Councils

- Academic Calendar
- Admissions and Standards
- Commencements, Convocations, and Recognition
- Faculty Center for Teaching and Learning Advisory
- Information Technology Resource Advisory
- Library Advisory
- Research Council
- Strategic Planning Council

Joint Committees and Councils

- Undergraduate Common Program Oversight
- University Athletics Advisory
- University Bookstore Advisory
- University Honors
- University Master Planning
- University Parking and Transportation Advisory
- University Promotion and Tenure
- University Travel

Senate Joint Committees and Councils

Joint committees and councils report to the Senate, the president, or the responsible administrator.

Committee Staffing

Committee Staffing

- Completed by each college Committee on Committee Representative in consultation with the Provost, dean's designee, or administrator.
- Staffed over the summer.
- Membership criteria varies by committee.
- Term lengths varies by committee.

Committee Staffing

Senate Committees

- Staffing completed by each college Committee on Committees representative.
- Senators appointed to vacant seats based on committee preference form.
- Remaining seats filled by general faculty.

Note: Every effort is made to satisfy preferences – but this is not a guarantee

Committee Staffing

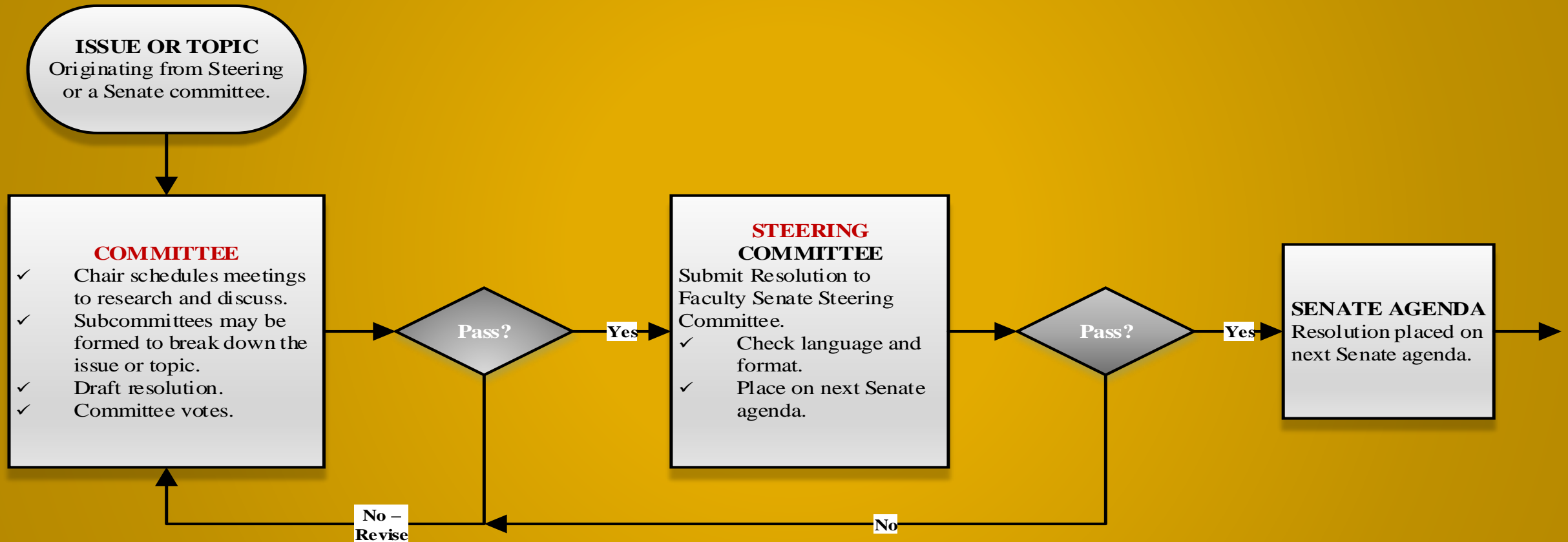
Joint Committees and Councils

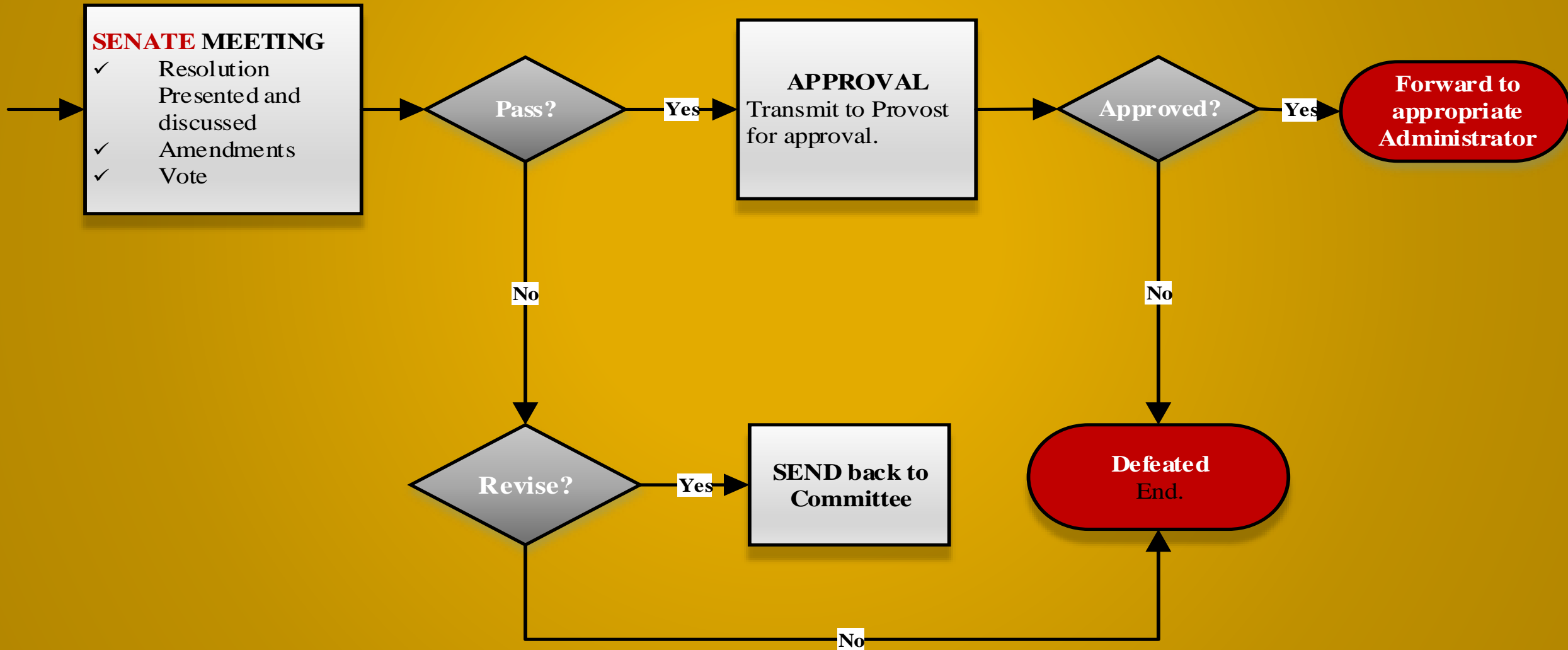
- Staffing completed by each college Committee on Committees representative in consultation with dean's designee and/or administrator who oversees committee.
- Can be staffed with any member of the general faculty.

Resolutions

Resolutions

- Formally identifies an issue or need.
- Formally communicates the sense of the Faculty Senate and represents the general faculty.
- Processed during the senate session; Fall through Spring.





Resolution Process

Timeframe and deadlines to submit resolutions:

(Senate year ends in March)

Committee → Steering

Resolution must be submitted one week prior to the meeting.

Steering → Senate

Resolution must be submitted one week prior to meeting.

Senate → Provost

Upon approval the resolution is posted on the Faculty Senate website.

Note: If deadline missed, resolution could take an extra month to get through the process.

Writing Resolutions

All resolutions are written in the same format using “Whereas” and “Be it Resolved” clauses.

Whereas clauses

Whereas clauses provide statements as to why the resolution is needed.

- Should be followed by a comma.
- End each Whereas statement with a semicolon and have an “and” after the semicolon if multiple statements.
- End the last Whereas clause with a semicolon followed by “therefore.”

Example Resolution with Whereas clauses

Whereas, the UCF Faculty Senate, university administration, and Board of Trustees have previously recognized and endorsed diversity and non-discrimination; **and**

Whereas, the policy of endorsing the extension of benefits to university registered domestic partners ensures equity and non-discrimination for university personnel; **therefore**

Writing Resolutions

Be It Resolved clauses

State the desired action(s).

- Should be specific.
- End each statement with a semicolon and have an “and” after the semicolon if multiple clauses.
- State, “Be it further resolved” for each additional clause.

Example Resolution with Be It Resolved clauses

Be it resolved that the University of Central Florida Faculty Senate supports the university's intention to prohibit smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors.

Be it further resolved that the prohibition of smoking will be non-punitive and smoking cessation resources will be readily available to those who smoke.

www.FacultySenate.ucf.edu

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