UCF | Faculty Senate

Steering Committee

Minutes for meeting of Thursday, August 27, 2026, 3:00 pm
Location: In person in the Charge on Chamber, Student Union Room 340

1. Call to Order – 3:01 p.m.
2. Roll Call via Forms
3. Approval of Minutes of April 9, 2026 – minutes approved as written.
4. Recognition of Guests

   John Buckwalter, UCF Provost

   Kelly Lester, Vice Provost for Faculty Excellence

   Tim Letzring, Senior Associate Vice Provost for Academic Affairs

   Marc Mendonca, Associate Vice President for Research and Scholarship

   Dwayne Jones, SGA Vice President
5. Announcements –

   Chair Kauffman announced:

   a) First Faculty Senate meeting will be held in two weeks on September 10 in the Charge on Camber

   b) BOT Meeting is 4 weeks away on September 24

      i) This is the same day as Steering meeting

      ii) UCF President, Provost, and Senate Chair will all be at that meeting

   c) Next BOG meeting next week (September 2 & 3) at Florida Gulf Coast University
6. Report of the Senate Chair –

   Kauffman reported:

   a) Advisory Council of Faculty Senates (ACFS) will meet at the BOG meeting

      i) Each university has two voting members: Faculty Senate Chair (or equivalent) and one more – for UCF, our second member is the Faculty Senate Past Chair

   b) ACFS Officers are Kim Dunn (Chair) and Steve King (Vice Chair)

      i) Short list of working groups: AI, Bylaws, Curriculum, Emerging Issues, Government Relations, PBF Metrics, Presidential Searches, Research

      ii) Other topics tracking include:

         - The National Call to Action by Education Secretary McMahon

- Dissolution of several faculty senates across the nation
- Upcoming BoG Regulation revisions affecting institutional neutrality, general education, tuition and fees, performance-based funding, and more.

7. Report of the Provost –

   Provost Buckwalter reported:

   a) Fall Semester:
      i) Welcomed faculty and highlighted the value of engaging with faculty
      ii) Noted the energy on campus as students returned for the Fall semester

   b) Faculty compensation and raises:
      i) Compensation and raise information was shared with faculty
      ii) The president and provost prioritized finding resources for raises
      iii) Future raises will depend on available funding
      iv) Faculty remain essential to UCF's continued success
      v) You can visit the eligibility guidelines link to see who is eligible and other details
      vi) It is not unusual for a university to not receive preeminence funding the first year – this has happened before

   c) UCF Budget and Strategic Planning:
      i) The provost is available to review the budget and funding sources with the Senate at an upcoming meeting
      ii) Goal: help faculty better understand the university budget process
      iii) Strategic planning begins this year, with Past Chair Steve King participating

   d) The president and provost will continue visits to colleges across campus

   e) Campus Leadership:
      i) The provost introduced our new VP of Faculty Affairs – Dr. Kelly Lester
         - Dr. Lester introduced herself to the Faculty Senate.
      ii) There is an ongoing search for our next VP for Health Affairs
         - Search continues through August and September
         - Finalist will be invited to campus late Sept/October
         - Campus input is encouraged throughout the search process
         - Will plan a time to appropriately thank Dean German who is the Founding Dean of UCF's College of Medicine

   f) Football Schedule and Campus Impacts:

i) UCF has a unique opportunity to host 3 midweek football games

ii) Classes will end at 2 p.m. on Main Campus; operations will continue until 5 p.m.

iii) Other campuses will continue as normal

g) New Students and Student Resources:

i) Many new students are on campus; faculty are encouraged to connect them with various resources as appropriate

ii) Student success and well-being remain shared responsibilities

h) The provost took questions from senators

8. Unfinished Business – None

9. New Business

a) Robert's Rules and Senate Parliamentarian

i) Robert's Rules guide Senate meetings and civil debate

ii) Handouts are available for motions and parliamentary procedures

iii) Past Chair Steve King will serve as parliamentarian

b) The following Steering members will serve as Steering Committee liaisons for the Operational and Curricular Committees:

i) B&A Committee – Keith Brazendale

ii) Research Council – Linda Walters

iii) Undergraduate Council – Jason Phillips

iv) Graduate Council – Devon Jenson

v) IT Committee – TBD

vi) Personnel Committee – Nicole Lapeyrouse

c) Motion to add University Budget Update as a Campus Climate Report on the September 10 agenda was approved.

i) Recommendation to include a facilities report at a future meeting

d) Topics List Committee Assignments

i) Committee assignments were approved (see attached spreadsheet)

e) Ad Hoc Committee Update

i) Discussion held on whether four ad hoc committees should remain active

ii) Consensus to keep all open, with committee chairs to be invited to discuss future need

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

11. Other Business

a) Motion allowing councils to adjust meeting times as needed, while informing

Steering, was approved.

12. Adjournment – 4:42 p.m.

Daniel Seigler

Daniel Seigler
Secretary, Faculty Senate

04-15-2026

Date

Steering Members 2026-2027

Name	College	Department	Term	Officers
Gallo, Jim	Barry S. Miller College of Business	Integrated Business	2025-2027	
Cash, Mason	College of Arts and Humanities	Philosophy	2026-2028	
Sousa, Sandra	College of Arts and Humanities	Modern Languages and Literatures	2025-2027	
Jensen, Devon	College of Community Innovation and Education	Educational Leadership & Higher Education	2025-2027	
Duranceau, Steven	College of Engineering and Computer Science	Civil, Environmental, and Construction Engineering	2026-2028	
Stresau, Kurt	College of Engineering and Computer Science	Mechanical and Aerospace Engineering	2026-2028	
Brazendale, Keith	College of Health Professions and Sciences	Health Sciences	2025-2027	
Kline, Nolan	College of Medicine	Population Health Sciences	2026-2028	
Deatrick, Chris	College of Nursing	Nursing Systems	2026-2028	
Dogariu, Aristide	College of Optics and Photonics	Optics and Photonics	2026-2028	
Kokoouline, Viatcheslav	College of Sciences	Physics	2026-2028	
Walters, Linda	College of Sciences	Biology	2025-2027	
Lloyd, Joseph	Division of Digital Learning	Center for Distributed Learning	2026-2028	
Blair, Richard	Office of Research	Florida Space Institute	2025-2027	
Judy, Jay	Rosen College of Hospitatlity Management	Foodservice and Lodging Management	2026-2028	
Phillips, Jason	University Libraries	UCF Libraries	2026-2028	
Officers				
Kauffman, Jeffrey	College of Engineering and Computer Science	Mechanical and Aerospace Engineering	2026-2028	Chair
Lapeyrouse, Nicole	College of Sciences	Chemistry	2025-2027	Vice Chair
Seigler, Daniel	College of Community Innovation and Education	School of Public Administration	2026-2028	Secretary
King, Stephen	College of Medicine	Burnett School of Biomedical Sciences	2026-2028	Past Chair

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

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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

2022 SJK

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.

Potential Committee Liasons 2026-2027

Committee	Name	College	Department
B&A Committee	Keith Brazendale	College of Health Professions and Sciences	Health Sciences
IT Committee			
Personnel Committee			
Research Council	Linda Walters	College of Sciences	Biology
	Steven Duraneau	College of Engineering and Computer Science	Civil, Environmental, and Construction Engineering
Undergraduate Council	Nicole Lapeyrouse	College of Sciences	Chemistry
	Arthur Weeks	College of Engineering and Computer Science	Electrical and Computer Engineering
	Jason Phillips	University Libraries	Research Engagement
Graduate Council	Devon Jensen	College of Community Innovation and Education	Educational Leadership and Higher Education
	Danny Seigler	College of Community Innovation and Education	School of Public Administration

I.T Committee Members	Personnel Committee Members
Michael Gilbrook	Shawn Burke
Chenggang Hua	Michael Caputo
Pieter Kik	Susan Dyess
Matt Nobles	Julie Feuerstein
Zakariya Rashied	Alex Khanikaev
Peter Spyers-Duran	Ser Nam Lim
Ashley Taylor	Jorge Ridderstat
Natasha Williams	Joseph Shack
Pavel Zahorik	Stephen Holmes
Shengli Zou	Anuja Mehta
Jason Chesnut	Rachel MulviHill
Glenn Martin	Shelly Wyatt
Brett Meltzer	
Jim Paradiso	
Yogesh Rawat	
Seongchun Kwon	

Topic Assignment Guidance in the Steering Committee

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

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

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

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

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

Steering #	Committee Assignment	Topic	Description	Referred by	Date Referred	Status
1	Bylaws	Selection of Graduate Students for Senate Committees	There are several different mechanisms for selecting a graduate student representative in use for senate committees; evaluate how they might be synchronized	Jeff Kauffman	8/27/2026	
2	Bylaws	ACFS Membership	Consider updates to the bylaws in case one of the Senate officers is unable to serve as a voting member of the ACFS	Steve King	8/27/2026	
3	Honors	Honors Committee Bylaws Update	Consider updating bylaws to reflect membership and responsibilities	Martin Dupuis	8/27/2026	
4	B&A	Centralization of Procurement Staff	What is the reasoning for the sudden reorganization of Procurement staff? Why don't faculty and staff have the opportunity to provide feedback to significant campus changes such as this?	Steve King	8/27/2026	
5	B&A	Off-Contract Faculty Access to UCF Systems	Recent changes within myUCF and faculty resources are preventing faculty not on summer contract from completing or performing university functions	Nicole Lapeyrouse	8/27/2026	
6	B&A	Room Scheduling Beyond Classroom Instruction	Evaluate whether the current scheduling system fulfills the needs of the entire campus community	Nicole Lapeyrouse	8/27/2026	
7	B&A, IT	Wi-Fi Availability Across Campus	Identify areas where Wi-Fi is dead or falters, and determine how to address the problem	Steve Duranceau	8/27/2026	
8	B&A, Research	Space Allocation	Review the rubric used to evaluate space usage for individual faculty and academic units, and make recommendations for updates as appropriate	Jeff Kauffman	8/27/2026	
9	Research	Impact of Using Tentative Fringe Rate	The university adopted a tentative (without full DHHS approval) fringe rate; determine how faculty PIs will be supported if that increased fringe rate is not approved	Jeff Kauffman	8/27/2026	
10	Personnel	Associate/Assistant Dean Five-Year Review	Consider a mechanism for faculty input into periodic review of faculty-facing associate and assistant deans	Steve King	8/27/2026	
11	Personnel	NTE Faculty Evaluations and Awards Structure	Determine if a comprehensive multi-year evaluation could be linked to an award/recognition structure for NTE faculty	Nicole Lapeyrouse	8/27/2026	
12	Personnel	Department Chair Training	What training may help department chairs to more effectively communicate with and advocate for faculty about university concerns?	Jeff Kauffman	8/27/2026	
13	Personnel	COACHE Survey	Determine whether the COACHE recommendations have been implemented and communicated	Jeff Kauffman	8/27/2026	
14	Personnel	Adjunct Training upon Rehire	Consider whether adjunct training completion should carry over to subsequent single-semester contracts	Steve King	8/27/2026	
15	UPCC	Timely Progress Policy	Determine whether current policies are supporting all the needs of students	Jeff Kauffman	8/27/2026	
16	Student Success	Success Coach Staffing Model and Centralization	Evaluate whether the current success coach staffing model is supporting student needs	Jeff Kauffman	8/27/2026	
17	Student Success	Summer Instruction	Determine whether UCF is offering sufficient and specific courses year-round to support student success and timely graduation	Jeff Kauffman	8/27/2026	

AdHoc Committees

Committees	Status
Civil Discourse	Open
Faculty Senate Bylaws Committee	Open
Faculty Study Abroad	Open
Government Relations	Open