



# Faculty Senate

## Faculty Senate

Minutes for meeting of Thursday, December 4, 2025, 3:00 – 5:00 p.m.

**Location: In person at the Charge on Chamber, Student Union, Room 340**

1. Call to Order – 3:02 p.m.
2. Roll Call via Qualtrics
3. Minutes of November 6, 2025 – Approved as written
4. Recognition of Guests –

Joel Cramer, Interim Vice Provost for Faculty Excellence

Chuck Reilly, Associate Provost

Brian Boyd, University Registrar

5. Announcements –

Chair King is at a BOT meeting, so Vice Chair Kauffman presented the announcements and report at the meeting today

- a) Elections are coming up soon and these elections will include the new allocated senators – there is some additional work that colleges will need to work on to get ready for these elections
- b) Faculty need to vote by mid-January on allocation of Senators (e.g., each department gets a senator, at-large)
- c) Preeminence Day is December 19<sup>th</sup>, UCF closing early for break on that day

6. Report of the Senate Chair –

Vice Chair Kauffman presented the following report at the meeting:

- a) Fiscal Efficiency and Underfunding
  - i) UCF remains one of the most efficient institutions in the SUS, educating the most students at the lowest per-student cost
  - ii) While this highlights ongoing underfunding, recent statewide analyses are bringing greater attention to UCF's ability to achieve strong outcomes with limited resources
  - iii) This growing recognition may strengthen UCF's case for future state investment.
- b) Statewide Request for Course Syllabi

- i) The Vice Chair noted a recent Florida-DOGE request for syllabi from all SUS institutions for all courses taught over the last two years
- ii) The intent is unclear and may relate to continuing reviews for DEI content, or it may also signal a broader efficiency review that could identify academic programs viewed as duplicative or less efficient across institutions.
- c) Preparing for Potential Program Review
  - i) Faculty were encouraged to consider how their programs, departments, and centers stand out relative to SUS peers
  - ii) The Vice Chair stressed the importance of clearly communicating program distinctiveness
  - iii) Suggestions included:
    - (1) Embedding program distinctiveness within the curriculum
    - (2) Highlighting strengths on department and program websites
    - (3) Incorporating unique features into marketing and outreach materials
    - (4) Promoting program impact and achievements more broadly

## 7. Report of the President and Provost –

Both the president and provost were at the BOT meeting, so Interim Vice Provost Cramer delivered the following report for them:

- a) Provost and president both apologize for not being able to be here
- b) The provost's office announced this morning that 3 new senior faculty will be joining UCF as tenured professors – they were all strongly supported by their respective department peers
  - i) Dr. Paul Leisher, Professor, Optics & Photonics
  - ii) Dr. Jun Feng Ma, Industrial Engineering
  - iii) Dr. Ying Xie, Management
- c) There are new syllabi rules coming this Spring and Summer 2026, and faculty need to know these new rules and dates:
  - i) All syllabi will need to be publicly posted beginning this Spring 2026 – the 45-day requirement does not apply this Spring, but will apply for Summer 2026
  - ii) For Summer 2026 semester, the 45-day posting window must take place

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- (1) Summer semester 2026 starts on May 13<sup>th</sup>
  - (2) Canvas shells will open 60 days before that on March 16<sup>th</sup>
  - (3) This allows faculty access to the Simple Syllabus tool in order to meet the 45-day requirement
  - (4) Syllabi will need to be posted by March 27<sup>th</sup> (this is 47 days in advance but 45<sup>th</sup> day falls on a Sunday)
  - (5) Faculty can make reasonable updates to syllabi after they are posted – key is to keep syllabus as consistent as possible for the students
- d) Fall graduation
- i) This will be our new provost's first graduation
  - ii) More than 6100 degrees will be awarded this Fall – this includes 4,953 undergraduate degrees, 1,046 masters degrees, and 109 doctorate and specialist degrees
- e) Search updates:
- i) Dean for the College of Sciences – the search committee is set and that position has been posted for applications
  - ii) Dean for the College of Graduate Studies
    - (1) The search committee is in place and Dean Theirot from the College of Health Professions and Sciences will be chairing this committee
    - (2) The committee will receive their charging orders next week
  - iii) Vice Provost for faculty excellence– the search firm is in place and applicants are encouraged to apply
- f) Dean reviews – the following deans are up for their five-year review and Faculty Excellence is moving into central review of them:
- i) Dean Jeff Moore, College of Arts and Humanities; Dean David Hagan, College of Optics & Photonics; and Dean Case, UCF Libraries
  - ii) These are reappointment evaluations and the committees will make their final recommendations to the provost
- g) Provost listening tours – The provost have been active in the following listening and engagement tours around campus



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- i) Feeding students breakfast at the student union for finals week
- ii) President cookie social
- iii) President and provost meeting with the College of Business Administration
- iv) The president and provost are halfway through their college tour lineup and will continue next year
- v) The provost will also be working on his own separate tours next year to discuss next phase of UCF's strategic plan
- h) Other announcements:
  - i) The School of Global Health and Informatics will be moving from CCIE to CHPS
  - ii) [Deborah Beidel Named Big 12 Conference's 2025 Faculty of the Year](#)
  - iii) [Staci Zavattaro Earns UCF's Inaugural Big 12 Faculty Fellowship](#)
- i) The vice provost took the following questions from the senate
  - i) The impact of possible DOGE cuts on programs here at UCF and the importance of highlighting the essentiality of these programs to UCF
  - ii) Can we say "syllabus subject to change" to cover faculty for changes that need to be made, and if so, what level of change would that allow – the interim vice provost will find out the legality of adding this to the syllabus and the level of change that could be made given this statement
  - iii) Will the president and provost be attending the next meeting? Interim Vice Provost Cramer stressed the commitment of both being here and shared that it was the BOG and BOT meetings that prevented them from coming to these past two meetings, but as long as there aren't any BOG and BOT meetings, they are committed to being here
  - iv) Is the 45-day syllabus deadline repeated for Summer B? Same deadline as Summer A class.
  - v) Big 12 Fellowships are open to all faculty members
- 8. Unfinished Business – None
- 9. New Business –
  - a) Motion to approve Resolution 2025-2026-4: Prioritization of Campus Safety
    - i) Comes from a committee, so does not need a second



# Faculty Senate

- ii) See attached resolution for wording
  - iii) Move to amend line 38 to remove “fully” and add “appropriately” before “budget” – the new line would now read, “Public Safety, develop a yearly plan and appropriately budget to address and resolve ongoing”
  - iv) Amended passes
  - v) Motion to approve the amended resolution passes
10. Committee Reports –
- a) B&A Committee- Campus Climate Report Replacing Committee Report
  - b) IT Committee- Crystal Miraj – IT Committee Steering Liaison
    - i) No updates
  - c) Personnel Committee- Matthew Mosher, Personnel committee chair
    - i) Draft Hiring policy – would allow directors and chairs to sit on panels
    - ii) Interfolio alternatives –
    - iii) Looking at required faculty salary study
  - d) Research Council- Steve Duranceau, Vice Chair
    - i) Review draft policy research space by outside parties
    - ii) Natalia Toro – undergraduate research opportunities
    - iii) Dr. Schoenfield – spoke to the committee about initiatives and challenges the Office of Research is working on and addressing
  - e) Undergraduate Council- Jason Phillips, UPCC committee chair
    - i) No updates
  - f) Graduate Council- Reid Oetjen, Grad Council Steering Liaison
    - i) The Grad committees continue to do their work
11. Campus Climate Report – Associate Provost Chuck Riley and University Registrar Brian Boyd presented an update on the Classroom Assignment Optimizer
12. Other Business – None
13. Adjournment – Meeting adjourned at 4:50 p.m.

Daniel Seigler

Daniel Seigler  
Secretary, Faculty Senate

12/10/2025

Date

Chair Report given by Jeff Kauffman  
Faculty Senate  
December 4, 2025

I want to mention a few aspects of the Florida DOGE efforts in the SUS. First, the fiscal side – we noted last time that UCF is especially efficient within the State University System, which we recognize means we also are underfunded. Another way to look at it is that we educate the most students at the lowest per-student cost to the state. We have understood that for some time; it is good to see statewide analyses drawing attention to that as well.

While the underfunded aspect is discouraging, there's cause for optimism when other folks in the state and the BoG are increasingly recognizing how much we are accomplishing with so little. If the state were to invest in higher education, it is much easier to show a higher Return on Investment at UCF.

There is a more recent element of the FL DOGE efforts: a request to each institution for syllabi from all courses over the last two years. This could be the BoG double-(triple-/quadruple-)checking for DEI elements in our courses, or it could be something more. Another aspect of an efficiency analysis is that it identifies places that are less efficient. So with the request for syllabi, there is some concern that the DOGE effort may be extended to look for "inefficient" majors, programs, or departments. That is, maybe the state doesn't need all 12 SUS institutions to have an underwater basket weaving program. That could lead to closing specific majors, programs, or even departments at isolated universities.

Again, we don't know what the BoG's intentions are, but it's something we should consider. I think we all should really examine our programs, department, centers, etc., and think about how we are unique relative to our SUS peers. How do our programs stand apart? What value do our programs bring that those at the other SUS institutions don't? It's also not enough to just think about these things, we should make sure other people know about them, too:

- Make sure it's embedded in our curriculum
- We should put it on our websites
- Advertise it in our marketing materials
- Etc.

Maybe Chair King and I are reading too much into the DOGE efforts and request for syllabi. Even if so, there's no harm doing these things anyway and highlighting the great work we're doing for UCF, for our students, and for the state of the Florida.

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**Whereas**, the responsibility and source of funding to address and resolve ongoing campus safety concerns such as lighting, pedestrian safety, cameras, and access controls are presently passed on to individual campus units and divisions, such as the Student Government Association-funded initiative to increase visibility in low-traffic areas with lighting improvements; and

**Whereas**, a safe campus environment is an important factor in student recruitment and satisfaction; employee satisfaction and morale; general well-being of all UCF stakeholders; and

**Whereas**, the campus security improvements needed will prevent and mitigate crime, while aiding and assisting the University of Central Florida Police Department when responding to emergency situations, such as card readers for electronic access and automatic door locks for all exterior doors allowing buildings to be locked-down during emergency situations; therefore

**Be It Further Resolved**, that the Faculty Senate recommends to the University of Central Florida central administration, including UCF Facilities and Business Operations and UCF Public Safety, develop a yearly plan and appropriately budget to address and resolve ongoing campus safety concerns related to lighting, pedestrian safety, cameras, and access control.



# **Classroom Assignment Process**

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**Report to Faculty Senate - December 4, 2025**

**Chuck Reilly**

**Brian Boyd**



## Topics

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- 1 Background
- 2 Classroom Scheduling Task Force
- 3 Partnership with Faculty Senate B&A Committee
- 3 Next Steps

## **Background: How we got here....**

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- In AY 2022-23, the university conducted a space utilization assessment study. The findings from this study included:
- More space (c. 189,000 ft<sup>2</sup>) is needed to support UCF's research aspirations, including
  - Wet/moist labs.
  - Dry labs.
  - Graduate student spaces.

## **Space Utilization Study: Classroom findings**

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- UCF has more classrooms than it needs.
  - Classrooms were under-utilized in terms of:
    - Average weekly room hours.
    - Station occupancy percentage.
  - 91 more classrooms than needed overall.
  - 46 more classrooms than needed on the Main Campus.

# Classroom Scheduling Task Force

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**In Fall 2023, Provost Johnson appointed Brian Boyd and Chuck Reilly to co-chair the Classroom Scheduling Task Force (CSTF). The charge to the CSTF was:**

- In Fall 2023, Provost Johnson appointed Brian Boyd and Chuck Reilly to co-chair the Classroom Scheduling Task Force (CSTF). The charge to the CSTF was:
- Repurpose classroom spaces to support the research enterprise.
- Centralize course scheduling.

# **CSTF: How can we improve course scheduling at UCF?**

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- Higher Education Schedule Index (HESI).
- Scheduling grid non-conformance (50 mins on MWF, 75 mins on TuTh).
- What should UCF's scheduling grid look like?
  - Student survey administered by SGA.
  - Input from faculty, college schedulers, associate deans, deans.

# CSTF Results

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- **AY 2024-25: Took 10 classrooms offline.** Fewer classrooms available.
- **AY 2025-26: Emphasized grid conformance and took ~30 classrooms offline.**
  - Course scheduling centralized.
  - RO used additional feature in scheduling software to produce first schedule.
  - Schedule improved with manual intervention.
- **AY 2026-27: Implementing a new scheduling grid.**
  - 75 mins class meetings on MW and on TuTh.
  - Flexible scheduling on Fridays and in the evenings.
  - Can still accommodate 50 mins on MWF when necessary.
  - Collaboration with B&A Committee has been extremely beneficial.

# CSTF Members



Chuck Reilly (Co-Chair)

Brian Boyd (Co-Chair)

Sean Robb (College of Business Administration)

Joel Cramer (College of Health Professions and Sciences)

Ronnie Zimmerman (College of Community Innovation and Education)

Jonathan Bates (UCF Real Estate and Space Administration)

Maria Williams (College of Sciences)

Ashli VanHoorn (College of Arts and Humanities, UCF Downtown)

Madison Moore (Student Government Association)

## **Work with Faculty Senate Budget and Administrative Committee**

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In August 2025 the Faculty Senate Steering Committee charged the Budget & Administrative Committee to “Provide faculty feedback into the Classroom Assignment Optimizer, and make suggestions for future usage”.

Faculty perspectives have been provided by members of the B&A Committee, who represent a cross-section of the university faculty. However, additional stakeholder needs and objectives were identified and discussed.



# Stakeholders

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- Unit Schedulers
- College Schedulers
- Registrar's Office Scheduling Team
- Students
- Faculty
- Administration

# Some Issues Identified with Faculty Senate B&A

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Clarity needed on why some classes get assigned and others “bottlenecked” by the Optimizer. (College and Unit Schedulers.)



Greater understanding of the use of technology in the classroom assignment process. Clarity needed on which “rules” can be programmed into the assignment process so they know which requests can be accommodated by the RO and which cannot. (Faculty.)



Classroom location considerations. Better classroom assignments for faculty with back-to-back classes. (Faculty.)



Greater understanding of the handling of “bottlenecked” classes and classes that cannot be assigned a classroom in the earliest rounds of the assignment process. (College Schedulers.)



*Classroom Assignment Optimizer  
Needs and Best Practices –  
Faculty Senate B&A*

## Identified Issues Continued...

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- Process for special classroom needs and assigning rules. (Unit Schedulers.)
- Flexibility to adjust room assignments based on enrollment and capacity needs. (Unit Schedulers.)
- Year-over-year consistency for classes which have predictable enrollments and well-defined classroom equipment requirements every semester. (Faculty, Unit Schedulers.)
- Greater understanding of the scheduling grid. (Faculty.)
- Transparent and published best practices in scheduling. (Registrar, Faculty.)

*Classroom Assignment Optimizer Needs and Best Practices – Faculty Senate B&A*

## **Next Steps as a result of Faculty Senate B&A Partnership**

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- Registrar's Office has identified a method of tracking and factoring back-to-back faculty schedules in the classroom assignment process. In-process for AY26-27 Scheduling.
- Registrar's Office is developing a faculty-facing website regarding classroom assignments and scheduling. Target completion: Spring 2026.
- Registrar's Office is partnering with Faculty Senate B&A Committee to draft a document on best-practices in scheduling. Target completion: Spring 2026.

# Questions

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## **Brian Boyd**

University Registrar

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## **Chuck Reilly**

Associate Provost for Contract Compliance and Administrator Support

[Chuck.reilly@ucf.edu](mailto:Chuck.reilly@ucf.edu)

# APPENDIX

## Appendix: Grid (through AY25-26)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
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5:00 PM - 5:30 PM	7:30 AM - 8:00 AM		7:30 AM - 8:00 AM		7:30 AM - 8:00 AM
5:30 PM - 6:00 PM		8:00 AM - 8:30 AM		8:00 AM - 8:30 AM	
6:00 PM - 6:30 PM	8:30 AM - 9:00 AM		8:30 AM - 9:00 AM		8:30 AM - 9:00 AM
6:30 PM - 7:00 PM		9:00 AM - 9:30 AM		9:00 AM - 9:30 AM	
7:00 PM - 7:30 PM	9:30 AM - 10:00 AM		9:30 AM - 10:00 AM		9:30 AM - 10:00 AM
7:30 PM - 8:00 PM		10:00 AM - 10:30 AM		10:00 AM - 10:30 AM	
8:00 PM - 8:30 PM	10:30 AM - 11:00 AM		10:30 AM - 11:00 AM		10:30 AM - 11:00 AM
8:30 PM - 9:00 PM		11:00 AM - 11:30 AM		11:00 AM - 11:30 AM	
9:00 PM - 9:30 PM	11:30 AM - 12:00 AM		11:30 AM - 12:00 AM		11:30 AM - 12:00 AM
9:30 PM - 10:00 PM		12:00 AM - 12:30 AM		12:00 AM - 12:30 AM	
10:00 PM - 10:30 PM	12:30 AM - 1:00 AM		12:30 AM - 1:00 AM		12:30 AM - 1:00 AM
10:30 PM - 11:00 PM		1:00 AM - 1:30 AM		1:00 AM - 1:30 AM	
11:00 PM - 11:30 PM	1:30 AM - 2:00 AM		1:30 AM - 2:00 AM		1:30 AM - 2:00 AM
11:30 PM - 12:00 AM		2:00 AM - 2:30 AM		2:00 AM - 2:30 AM	
12:00 AM - 12:30 AM	2:30 AM - 3:00 AM		2:30 AM - 3:00 AM		2:30 AM - 3:00 AM
12:30 AM - 1:00 AM		3:00 AM - 3:30 AM		3:00 AM - 3:30 AM	
1:00 AM - 1:30 AM	3:30 AM - 4:00 AM		3:30 AM - 4:00 AM		3:30 AM - 4:00 AM
1:30 AM - 2:00 AM		4:00 AM - 4:30 AM		4:00 AM - 4:30 AM	
2:00 AM - 2:30 PM	4:30 AM - 5:00 AM		4:30 AM - 5:00 AM		4:30 AM - 5:00 AM
2:30 PM - 3:00 PM		5:00 AM - 5:30 AM		5:00 AM - 5:30 AM	
3:00 PM - 3:30 PM	5:30 AM - 6:00 AM		5:30 AM - 6:00 AM		5:30 AM - 6:00 AM
3:30 PM - 4:00 PM		6:00 AM - 6:30 AM		6:00 AM - 6:30 AM	
4:00 PM - 4:30 PM	6:30 AM - 7:00 AM		6:30 AM - 7:00 AM		6:30 AM - 7:00 AM
4:30 PM - 5:00 PM		7:00 AM - 7:30 AM		7:00 AM - 7:30 AM	
5:00 PM - 5:30 PM	7:30 AM - 8:00 AM		7:30 AM - 8:00 AM		7:30 AM - 8:00 AM
5:30 PM - 6:00 PM		8:00 AM - 8:30 AM		8:00 AM - 8:30 AM	
6:00 PM - 6:30 PM	8:30 AM - 9:00 AM		8:30 AM - 9:00 AM		8:30 AM - 9:00 AM
6:30 PM - 7:00 PM		9:00 AM - 9:30 AM		9:00 AM - 9:30 AM	
7:00 PM - 7:30 PM	9:30 AM - 10:00 AM		9:30 AM - 10:00 AM		9:30 AM - 10:0

# Appendix: Revised Grid Sample

TIME	SUN	MON	TUES	WEDS	THURS	FRI	SAT
0730-0745		AMH 2020.0001	AMH 2020.0002	AMH 2020.0001	AMH 2020.0002		
0745-0800							
0800-0815						DISCUSSION	
0815-0830							
0830-0845							
0845-0900							
0900-0915		ENC 1101.0001	ENC 1102.0002	ENC 1101.0001	ENC 1102.0002	DISCUSSION	
0915-0930							
0930-0945							
0945-1000						DISCUSSION	
1000-1015							
1015-1030							
1030-1045							
1045-1100							



# Meeting Pattern Analysis – Fall 2023

Main Campus LCTR – 167 rooms

Source: AAIS Inc.

365 meeting patterns used for 2,509 section meetings

Average sections/pattern: **6.9**

**27%** of all Classroom sections fall into the top 10 most-used meeting patterns

**38%** of Classroom meeting patterns are used only once

Fall 2023	
W 06:00 PM - 08:50 PM	97
M 06:00 PM - 08:50 PM	77
T 06:00 PM - 08:50 PM	76
TR 12:00 PM - 01:15 PM	71
TR 01:30 PM - 02:45 PM	69
TR 10:30 AM - 11:45 AM	64
TR 09:00 AM - 10:15 AM	59
TR 03:00 PM - 04:15 PM	59
R 06:00 PM - 08:50 PM	53
W 01:30 PM - 04:20 PM	44

# Meeting Pattern Analysis – Fall 2023

AAIS Inc. HESI Analysis

Measurement	Percent	4-Yr Public Percentile
Off Grid Usage	31%	16 <sup>th</sup>
Off Grid Waste	18%	11 <sup>th</sup>