

MEMORANDUM

Date: February 4, 2016
TO: Members of the Steering Committee
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on February 11, 2016**

Meeting Date: Thursday, February 11, 2016
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *January 14, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Library Funding Presentation – *Barry Baker*
 - Resolution 2015-2016-4 Family Emergency Leave Policy and Procedures for UCF Faculty
 - Establish Ad Hoc committee for TIP, RIA, and SoTL Awards Recommendations
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Robert Cassanello*
 - Parking Advisory Committee – *Bari Hoffman-Ruddy*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Hyoung Jin Cho*
9. **Other Business**
10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Minutes of **January 14, 2016**

Keith Koons, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 5, 2015 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Paul Whalen, Graduate Student Association President
Stephen King, Burnett School of Biomedical Sciences and Personnel Committee
Lisa Guion Jones, American Council on Education Fellow (ACE)
Kristy McAllister, Academic Affairs Information and Publication Services
Ronnie Korosec, Associate Provost, Academic Affairs
Elizabeth Dooley, Vice Provost, Teaching and Learning

ANNOUNCEMENTS

The Senate in 2013-2014 called for a review of the TIP, RIA, and SoTL programs for possible changes. Academic Affairs formed committees that met last year and into the Fall 2015 semester. Recommendations received were not integrated nor actionable. Recommendations were sent to the Personnel committee to review and synthesize a single set of recommendations.

Some automatic updates have been completed to the Constitution and Bylaws. These changes included: deleting reference to the obsolete position of Strategy, Marketing, Communications and Admissions from the Strategic Planning Council; changed all reference to the Office of Undergraduate Studies to the College of Undergraduate Studies; changed the reference to Information Technology Administration to Information Technology and Resources; deleted the word "Procedures" from the Budget and Administrative Committee name in the Constitution; and changed the name of the Travel Committee to Travel Awards Committee.

OLD BUSINESS

None.

REPORT OF THE PROVOST

As a Provost Fellow, Bill Self will be taking a leadership role to rationalize the use of: college, school, department, institute, and center. This will enable an evolutionary path from a group of interdisciplinary faculty that may affiliate with each other to something that may hold tenure like nanoscience and the path beyond that. Defining these more clearly for purposes of Senate representation is important, and to ensure a clear pathway to develop these entities. We anticipate bringing the information back to the Steering committee.

Strategic Planning Process

Not including surveys, over five hundred stakeholders have been involved in forums. Next phase includes the commissions developing final draft reports. The Steering committee will prepare a collective report then solicit feedback from the Senate Strategic Planning Council and other stakeholder groups. We are on track to have the plan submitted to the Board of Trustees in May.

UCF Downtown

Last week, the Board of Trustees delivered a memo of understanding to Governor Scott. The Board of Governors wanted clarity of Governor Scott's view. The Governor and the university have agreed to have a private developer build residence halls off campus (across the street) that will be managed by the university; allowing the university to have residence advisors, code of conduct, and a secure entrance and exit. Still working on affordable options. The Governor also wants to make sure that the majors offered at the Downtown campus align with workforce needs and that 100% of students in the top two majors will have jobs within one year of graduation. The Governor accepted the university's alternative language agreeing to work with students to have plans for meaningful work within one year of graduation, which may include graduate study and employment.

Question: Is the 100% just for the Downtown campus? In December a similar charge was issued to all universities? The Governor did issue the same charge to all universities and the same charge was in the memorandum of agreement. We reduced the scope to just the Downtown campus.

Question: How are we going to track employment? We already receive information for graduates who are employed in the State of Florida, or are enrolled in graduate school. What we don't receive is information regarding students that are employed, in school in a different state or private institution, or in a volunteer position that doesn't pay. The top two by percentage are Human Communication and Health Care Administration. These are high demand majors.

Question: What if a student decides to take a job that has nothing to do with their major or take a break after graduation? Any full-time job counts.

Question: Does this affect the initial size of students at the Downtown campus? No.

The memorandum of understanding to the Governor clarified concerns of the Governor. With the concerns answered, the Governor has indicated that he supports the Downtown campus and will communicate such to the Board of Governors. The last piece is raising \$20 million. Currently we have about \$8 million. We need to secure around \$15 million for the Board of Governors to feel comfortable. The university is still looking at a Fall 2018 opening. University leadership including Dr. Hitt and all Vice Presidents have made personal gifts showing the commitment to the Downtown campus. The Foundation Board and the Board of Trustees have all issued a challenge to encourage support.

COACHE Survey

Priority setting committee has identified five priority areas including: nature of work, including research, service, and teaching; personal and family policies; recognition and appreciation; department leadership and quality; and promotion policies. This semester the committee will work toward plans and recommendations. Some people have asked about getting the raw data and we have had a public records request. The 75-page provost report has been released. We will not release privately identifiable data to anyone. Will release specific data that is not privately identifiable to those performing research.

College of Arts & Humanities Dean Search

Search committee is conducting 13 Skype interviews from the first round of 40 applicants. Applications are still being accepted and reviewed. We will probably have another round of Skype interviews, then a round of airport interviews will be conducted before campus interviews.

Question: Breakdown between internal and external candidates? Two internal candidates so far.

The search committee opted not to use an external search firm. Provost requested a list of thirty to forty highly diverse people that they would want to invite to apply.

Research and Graduate Education

We have commissioned an external review of research and graduate education. Would like to discuss combining graduate education and research and commercialization. Research has grown through institutes and centers and is now shifting to the mainstream of the university. 16% of our graduate degrees awarded have a thesis or dissertation, with about 84% non-thesis or dissertation. Going forward those percentages are going to shift as we continue to increase the impact of our research. In research intensive universities you often see these combined. This helps with advocating for stipends, tuition waivers, using indirect costs for fellowships, and promotion and understanding. I have talked to Deans and other individuals, but would like your reaction.

Question: What does combined mean? One person for responsibility for Vice President for Research and Economic Development or Partnerships and Commercialization and Dean of the College of Graduate Studies. They would probably still have Associate Deans and Directors, but putting this under one senior person that cares about the interface and growth of both areas. It also reduces administrative overhead by combining the two.

Question: How does this effect decisions regarding graduate admissions policies? The governance for that is the Graduate Council and I don't see that changing.

Statement: There has been a lot of pressure to increase research dollars. The graduate college tends to protect graduate students from what can be abuse as being the cannon fodder of the system. A little concerned in having no separate voice to protect the

students and advocating for students. Response: This is a good point and has a lot to do with what we expect of the position. We have to be careful not to measure success by only dollars.

Question: The College of Arts and Humanities is not a Ph.D. heavy college. If this is a top-down directive to produce more research and find funding, how will a college that doesn't have Ph.D.'s survive in that model? Response: We would be choosing the wrong person. Right now we are eighty-five percent professional degrees.

Statement: My alma mater combined these two functions while in graduate school. Graduate studies went from a student welcoming environment to an environment where students were not welcomed. It turned into an office that was designed to impress people with money visiting the university and graduate students felt uncomfortable walking through the door. It became 90 percent research and 10 percent graduate studies.

Discussion continued around how important the position description becomes. The research purpose is not measured by money in, money out, or return on investment, but return on engagement. If we emphasize the partnership element and community impact element of research tied to graduate education, it could be powerful.

Question: What exemplar can we use as a reference point? Response: We need to look for that.

Vice Provost for Faculty Excellence and International Affairs and Global Strategies
Search committee submitted their recommendations about a month and a half ago.
Currently in discussions with the candidate.

NEW BUSINESS

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads
Personnel committee has put forward Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads. Dr. Koons explained the function of the Steering committee. Steering committee's role is to check the resolution for appropriateness, format, and vote to place the resolution on a Senate agenda. Changes or amendments are done on the Senate floor and not at Steering.

Since the resolution is put forward by a committee, no second is necessary. Called for discussion. Discussion commenced pertaining to service eligibility and the original charge from the emergency meeting in June that prompted the revisions to the resolution. Discussed questions surrounding the publishing of review results. Stephen King from the Personnel committee clarified that the resolution allowed for colleges to create and maintain their own procedures but those procedures should be known to the faculty and on file at Faculty Excellence. Clarified that personnel actions and tenure votes are not public record.

Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads

Whereas, the University of Central Florida seeks to sustain growth, productivity, and excellence in education and research; therefore

Be it Resolved that the Faculty Senate endorses the following guidelines for appointment and evaluation of department chairs/unit heads, and that these guidelines be incorporated into university policy.

Service Eligibility

All schools/departments must have a full-time department chair/unit head. A school/department's regular (non-interim) chair/unit head typically serves a term of five years. The appointment is renewable annually. Normally, a department chair/unit head will not serve more than two successive five-year terms. Except under special circumstances, no one with another administrative appointment should serve concurrently as a department chair/unit head, and no department chair/unit head should serve concurrently in any other administrative position.

Appointment

Each college dean/hiring official, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the appointment of department chair/unit head. These procedures must be filed with and approved by the Office of Faculty Excellence. For appointment of a new department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths and weaknesses of candidates to the search committee. The search committee will make a recommendation to the dean/hiring official. After due consideration, the dean or hiring official will select a candidate for department chair/unit head. If applicable, the faculty of the department/unit will vote on the award of tenure to the selected candidate following established University procedures. The final appointment of the candidate is subject to approval by the provost and the president.

Review & Reappointment

Each college dean, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the annual review and reappointment of department chair/unit head by the faculty. These procedures must be filed with and approved by the Office of Faculty Excellence. Department/unit faculty and others whom the dean deems appropriate will conduct the review. If the chair wishes to stand for reappointment, a full review for reappointment will take place during the fifth year. The dean can institute an interim review at his or her own initiative or as a consequence of a request by the department faculty. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths

and weaknesses of the chair/unit head to this review committee. The reappointment process shall include a confidential retention vote by faculty. That vote will be unrecorded and the results will be known only to the dean. Eligible voters include all full-time non-visiting faculty, but eligibility may be extended by vote of all eligible faculty.

Motion and second to place Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads on the January Senate agenda. Motion passed.

Selection Committee

Appointment of selection committee for the University Excellence in Professional Service Award. The committee is comprised of the Senate chair and at least three Steering committee members. Thomas Bryer, Linda Walters, and Reid Oetjen volunteered.

Ad Hoc Committee for Constitution and Bylaws

Last year an Ad hoc committee was formed consisting of Keith Koons, Reid Oetjen, William Self, Norma Conner, and Joseph Harrington. The committee met several times in the Fall semester to correct inconsistencies and address larger issues in the Constitution and Bylaws. A summary of minor changes include: changing an administrative chair to a faculty member elected as the chair on the Calendar, Master Planning, and Undergraduate Common Program; provide ex officio members on other joint committees; define continuous term and replacement of committee members on joint committees; modified membership descriptions to better specify criteria and allow flexibility; added the Assistant/Associate deans to the Policy and Curriculum committees; eliminated the requirement for Graduate Policy to submit changes to Steering and Senate for approval and added the ability for the Policy committees to request approval of the Senate; added language from the UCF Regulation exemption a committee member that previously served on the Promotion and Tenure committee; added how the Nominating committee handles having no available past chair; and corrected a reference error in the Meetings of the Senate section. One of the larger issues was to change the Information Technology Resource Advisory committee from a joint committee to an operational committee. The Parking Advisory committee was expanded to include safety. When the Constitution underwent a major revision in 2010, a section defining the path of resolutions after approved by the Senate was inadvertently dropped. The committee restored that language for resolutions. The committee also added Section IX to the Bylaws that expands on the statement of Governance in Academic Units in the Constitution.

This officially moves the proposed changes in the Constitution from the Ad hoc committee to the Steering Committee. Dr. Koons thanked the Ad hoc committee members for the work and discharged the committee. An overview of the change process specified in the Constitution was provided to the committee. Once Steering approves the changes placed on the Senate agenda, the senators have 30-days to review the proposed changes before a Senate vote and possible amendments can be heard at the February 25 Senate meeting. Assuming a positive vote, the general faculty then has 14-days to review

the proposed changes with any recommended changes submitted to Steering. If no changes are recommended, we will schedule a Faculty Assembly for March 31 in conjunction with the Senate meeting. If the Faculty Assembly does not have a quorum, the Faculty Senate would vote. If changes are submitted to Steering, the Steering committee will consider the requests and vote on the final Constitution March 17 followed by the general faculty having 30-days to review the final version before a Faculty Assembly on April 21, which would be held in conjunction with a Senate meeting. Answered questions relating to the general faculty's ability to submit recommended changes to the Steering committee.

Motion and second to put the proposed revisions to the Faculty Constitution on the February Senate agenda. Discussed if any alternative method (via technology) is allowed to increase the ability to have a quorum at the assembly. Deferred to Parliamentarian. Motion to call the question. Passed unanimously. Vote to place the proposed revisions to the Faculty Constitution on the February Senate agenda; all in favor. Motion passes.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Robert Cassanello

Representatives from the Library made a presentation on the Library budget. The presentation was very informative. Committee recommends that the Senate invite representatives to make the presentation at an upcoming Senate meeting. Dr. Koons tabled the question until other business.

Parking Advisory Committee – Bari Hoffman-Ruddy

In the process of scheduling the next meeting in February. Waiting on an update from the November meeting.

Personnel Committee – Linda Walters

Completed work on the 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads resolution. Working on joint appointments for clarity. Scheduling discussions with faculty with joint appointments and faculty in charge of Clusters. Committee is also working on a resolution for Family Crisis Leave.

Graduate Council – Jim Moharam

Appeals, Curriculum, and Program Review have met twice since Steering met in November. Policy has not met since November. No specific issues to report.

Undergraduate Council – Hyoung Jin Cho

Committees have been meeting and completing regular business.

OTHER BUSINESS

Steering has received a request from the Latino Faculty and Staff Association (LaFaSa) to make a brief ten minute overview presentation during the Senate meeting. All in favor; association will be invited to the January 28 Senate meeting.

Take from the table the Budget and Administrative committee recommendation to invite representatives from the Library to make a presentation on the Library budget at an upcoming Senate meeting. Discussed length of presentation and if the Library is asking for any action. Suggested the presentation be made to the Steering committee first. Motion and second made to invite a representative from the Library to make a presentation to the Steering committee. No discussion; all in favor. Motion passes.

Question regarding the senators 30-day review of the Constitution. Asked if the proposed changes can be disseminated throughout departments or must be reviewed by just Senators. All faculty may review and the Ad hoc committee members will be available to answer questions, but amendments must be presented on the Senate floor.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:36 p.m.

Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty

Whereas, it appears that current UCF policies do not provide for consistent paid family emergency leave for faculty; and

Whereas, provision of family emergency leave for faculty has been inconsistently given and allowed on an ad hoc basis and a variety of options have been used (see Attachment 2); and

Whereas, UCF, along with UF, USF, FAU, and FSU all now have paid parental leave policies showing UCF's commitment to faculty and career-life balance; and

Whereas, having a paid family emergency leave policy for faculty at UCF is needed for the competitive recruitment, hiring, and retention of faculty; therefore

Be It Resolved that the Faculty Senate of UCF encourages the administration to work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty; and

Be It Further Resolved that the Faculty Senate of UCF recommends that any development of Paid Family Emergency Leave Policy consider and address the list of examples and conditions identified in Attachment 1: Paid Family Emergency Leave Examples and Conditions.

Attachment 1: Paid Family Emergency Leave Suggested Definitions, Examples and Conditions

Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty

The following are offered as examples of conditions and specifications to be considered as part of Policy on Family Emergency Leave for faculty experiencing a family crisis, and do not represent as an exhaustive set of conditions that may be incorporated into the Paid Family Emergency Leave Policy and Procedures.

Definitions:

The UCF definition of family can be found in UFF handbook.

Types of leave:

Expected emergencies, for example, include caring for a family member with a terminal illness or end-of-life for elderly family members.

Unexpected emergencies, for example, include family member hospitalized after injury or family member reported as missing to law enforcement or loss of family home to fire.

Eligibility: Such paid leave be available to all UCF faculty irrespective of length of employment at the university who are on contracts for a minimum of 0.75 time.

Funding and Duration: a maximum of 1 semester of paid leave (up to 19.5 weeks).

- a. The faculty member will not be expected to use their accrued leave or sick leave pool days for paid family emergency leave.
- b. Faculty member will need to complete appropriate paperwork in collaboration with supervisor and have paperwork approved.
- c. If both partners are employed UCF faculty, the ability for both to be on paid family emergency leave simultaneously or sequentially will be at the discretion of the University.

Obligations:

- a. After receiving paid family emergency leave, the faculty member is expected to rejoin the university for a minimum of one year.
- b. Upon separation from the university, the paid family emergency leave will be deducted from any accrued unused sick/annual leave before reimbursing the faculty member.

Attachment 2: Paid Family Emergency Leave Examples of Current Procedures

Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty

1. Regarding eligibility for family emergency leave, the variety of requirements associated with their duration of employment at the university that have been used on an ad hoc basis include the following:
 - a. A faculty member must have:
 - i. Been employed at UCF for a minimum of one year prior to eligibility for leave and/or
 - ii. Accrued leave must be available for use in order to be eligible for leave.
 - b. Either of these requirements creates an eligibility disadvantage for recently hired faculty.
2. Regarding performance of all or partial regular UCF duties, an inconsistent set of requirements that have been used on an ad hoc basis include the following:
 - a. A faculty member must:
 - i. Continue to perform all regular UCF duties
 - ii. Find their own no-cost replacement for duration of emergency
 - iii. Continue only non-instructional duties such as research/grant work and/or service or
 - iv. Agree to a plan for modified instructional duties (MID)
 - v. Or modified instructional duties have not been allowed as an option.