



Faculty Senate

Steering Committee

Agenda for meeting of Thursday, February 11, 2021, 4:00 pm

Zoom Meeting for Steering members and guests:

<https://ucf.zoom.us/j/96236864925?pwd=cFF3am5xVjNjNm5CVHhYK1IISldnUT09>

Meeting will be recorded and streamed live at: <https://youtu.be/vAP-St2LYW4>

1. Call to Order
2. Roll Call via Qualtrics: http://ucf.qualtrics.com/jfe/form/SV_6XYhwpMJHJsrs8u
3. Approval of Minutes of *January 14, 2021*
4. Announcements
5. Recognition of Guests
6. Report of the Provost
7. Committee Reports
 - a) Ad Hoc Budget and Labor Crisis Response – *Reid Oetjen*
 - b) Ad Hoc Health and Safety Crisis Response – *Steve King*
8. Old Business
 - a) COVID Discussion
9. New Business
 - a) Resolution 2020-2021-7 Library Funding – *Nina Orlovskaya*
 - b) Advance Notice of Bylaw Change - Resolution 2020-2021-8 Faculty Senate Bylaw Change Parking, Transportation and Safety Committee for Discussion at March 11, 2021 Steering Meeting – *William Self*
 - c) Resolution 2020-2021-9 Eligibility Requirements for the Teaching Incentive Program – *Steve King*
10. Committee Reports, continued
 - a) Budget and Administrative Committee – *Nina Orlovskaya*
 - b) Information Technology Committee – *Jim Gallo*
 - c) Parking, Transportation and Safety Committee – *Adam Wells*
 - d) Personnel Committee – *Steve King*
 - e) Research Council – *Vicki Loerzel*
 - f) Graduate Council – *Jim Moharam*
 - g) Undergraduate Council – *Bill Self*
 - h) Ad Hoc Equity, Inclusion and Diversity Committee – *Kristine Shrauger*
11. Other Business
12. Adjourn



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, January 14, 2021, 4:00 pm

YouTube Link to access recording: <https://youtu.be/0S1MCDbDiIM>

- 1) Quorum reached and call to order at 4:02 p.m.
- 2) Roll Call via Qualtrics – Faculty Senate Chair Joseph Harrington, Vice Chair Blake Scott, Secretary Kristine Shrauger and Past Chair William Self were present. (see meeting materials for list of participants)
- 3) Approval of Minutes of *November 12, 2020*
 - a) Motion to approve minutes, second, vote taken, motion passed with 16 for/0 against
- 4) Announcements
 - a) Live Stream - Faculty Senate Chair Joseph Harrington said that the Faculty Senate has been live streaming the Senate and Steering meetings would like to make this a permanent feature and would like to publicize the meetings in order to let everyone know about the monthly President's Report and twice-monthly Provost's Report, in hopes of raising interest within the university community.
 - b) New Faculty Senate Website – The new Faculty Senate website was launched just prior to the holiday break. Chair Harrington thanked the committee, made up of Kristine Shrauger, Laurie Carroll, Allison Hurtado and Mark Bennett. He noted that there are still some features that needed to be added and he will be referring this issue to the Information Technology Committee.
 - c) Research Council - Chair Harrington, Vice President for Research Elizabeth Klonoff and Past Chair Bill Self met with the Research Council about upcoming issues and new procedures.
 - d) Faculty Statement - A group of faculty are interested in making a statement about the US Capitol insurgency. Please contact Senator Luca Argenti to volunteer to help craft the statement.
- 5) Recognition of Guests
 - a) Joe Adams, Academic Affairs
 - b) Kent Butler, Interim Chief Equity, Inclusion and Diversity Officer
 - c) Lucretia Cooney, Director of Faculty Excellence
 - d) Allison Hurtado, Director of Communications, Faculty Excellence
 - e) Jana Jasinski, Vice Provost for Faculty Excellence
 - f) Michael Johnson, Interim Provost
- 6) Report of the Provost
 - a) COVID Relief Package – Interim Provost Michael Johnson reported that a new COVID relief package has been approved and a large portion of the funds will be distributed to students in need. The University Budget Committee will be



Faculty Senate

- identifying a process for distributing the remaining funds and they will be checking to see if these funds can be used to offset state budget cuts.
- b) State Budget Cuts - In addition to 6% previously withheld, the legislature's budget committee is meeting to deal with a projected \$2.7B state budget shortfall next year. It is unclear what this year's cuts will be.
 - c) COVID Update – The number of cases of COVID 19 is growing. The actions the university takes will be guided by the fact that Florida is now at the peak. Fewer than 1% of students returning to housing tested positive. Student Health will continue random testing this spring and testing of sewage discharge. All COVID policies will remain in place. UCF Health has received 1,000 doses of the COVID vaccine. There were specific instructions given as to how to distribute the vaccine. Employees and students who are patient facing and/or those over 65 will receive the vaccine. Earlier this week, the CDC list was expanded to family members of employee households that meet criteria. As of today, all appointments have been filled. Employees who qualified were sent emails to let them know they were eligible. Student Health Services is prepared to distribute mass vaccinations. The Provost noted that COVID precautions have proven very effective in preventing transmission of the virus.
 - d) Dr. Charles Negy Update - UCF has completed its investigation of Dr. Charles Negy. Over 300 people were interviewed, and hundreds of documents were reviewed. Social media posts were not related to his classroom performance and therefore were not considered, as they are protected by the First Amendment. The investigation did examine claims of improper classroom behavior. Some portions of those complaints were protected by academic freedom. But it was found that there was misconduct by Dr. Negy that went beyond anything that would be protected by academic freedom. He received notice yesterday that the university intends to terminate his employment. He has the right to provide material that would show errors in the findings within 10 days. The provost supports due process, which includes a grievance process. He repeated that none of the findings are a result of Dr. Negy's comments on Twitter, nor were they based on comments in the classroom that the university concluded were protected by academic freedom. He has been placed on paid administrative leave and is not teaching any classes this spring.
 - e) Open Educational Resources – Interim Provost Michael Johnson said that he is grateful for faculty members who are saving students money, over \$750,000 this past fall, by using open educational resources and noted that it takes a great deal of work to make these resources available and appreciates the efforts of the faculty and the Center for Distributed Learning.
 - f) Chair Harrington asked about White House Commission on COVID requesting Governor DeSantis to have universities test everyone weekly. The Provost noted that this would be a challenge to complete.
 - g) A senator asked for clarification as to who the essential workers at UCF would be that would be eligible for the vaccine rollout. The Provost said he has not heard anything official but believes that it may include teachers.
 - h) Another senator mentioned a report that stated that universities can be COVID spreaders and that when classes are remote, it does not spread. The Provost said he read the report and it stated that not all universities had the same issues



Faculty Senate

but did not know what locations they used for the study. He noted that Orange County was not affected adversely by students coming back in the fall.

- i) A senator asked how much money UCF would received from the most recent COVID relief act. The Provost stated that a third party estimated it will be \$86.9M. Chair Harrington inquired as to whether, if the state does not meet the funding requirements in the relief acty by cutting our budget, would we have to return the funds to the federal government. The Provost said he believed the state must agree to the terms before accepting the funds.

7) Committee Reports

- a) Ad Hoc Budget and Labor Crisis Response – *Reid Oetjen*
 - i) Senator Oetjen stated that the committee will be doing a poll to see when they will be meeting next. They will likely meet once it is found out when the \$86.9 M will be coming in.
- b) Ad Hoc Health and Safety Crisis Response – *Steve King*
 - i) Senator King said that they have had one meeting so far this semester. They talked about the vaccinations and the essential worker question.
 - ii) Other topics discussed were the spring semester plans, the random testing plan and sewage testing. They would like to see random testing be proactive and not reactive.
 - iii) They also discussed the capacity of tests, both generic long term and the quick screen test. They would like to find out the cost of each test and what is affordable for the university.

8) Old Business

- a) COVID Discussion – no further discussion

9) New Business

- a) Appointment of a Selection Committee for the University Excellence in Professional Service Award (Three Steering Committee Members plus the Chair of the Faculty Senate)
 - i) Senators Blake Scott, Shawn Burke, and James Gallo have volunteered and will form the committee with Chair Harrington
- b) A Culture of Ethics – *Elizabeth Klonoff*
 - i) Dr. Klonoff had an external conflict arise and may join the meeting later. Motion to defer to later in the meeting, second, vote taken, motion passes

10) Committee Reports, Continued

- a) Budget and Administrative Committee – *Nina Orlovskaya*
 - i) Senator Orlovskaya said that the committee met in December and discussed the library budget and journal subscriptions. They will be meeting next week to consider a resolution.
- b) Information Technology Committee – *James Gallo*
 - i) Senator Gallo stated that the committee met with Huron last fall and will be discussing several issues with the new Chief Information Officer, Matthew Hall, at their next meeting.
- c) Parking, Transportation and Safety Committee – *Adam Wells*



Faculty Senate

- i) Senator Wells said that the committee has not met since last Steering Committee meeting.
- d) Personnel Committee – *Steve King*
 - i) Senator King noted that there was a record number of people going up for emeritus. He feels this indicates that there may be a lot of retirements coming up.
 - ii) The committee has been discussing the one-year tenure clock extension for pre-tenure faculty due to COVID. Faculty work is continuing, and it is difficult to collaborate due to COVID restrictions. They are looking at whether faculty can apply for a delay if they did not apply last year or if they can apply for a second year.
 - iii) Clock for start-up funds – The committee is looking into whether this can be extended due to COVID.
 - iv) Impact statement for binder – The committee will be looking into whether this can be used to help understand where a faculty member is in their productivity.
 - v) Tenure committees – The committee will be looking into the training/education that Tenure Committee members receive in order to make appropriate decisions about applicants for tenure.
 - vi) Grad students and post docs in labs are being affected because of the COVID restrictions.
 - vii) A senator said that Rosen faculty have been greatly affected by COVID and that many had taken the extension. She is concerned about the time that has been invested in converting courses taking away from these faculty members' research. She also wondered how this would affect performance for AESPs.
- e) Research Council – *Vicki Loerzel*
 - i) Senator Loerzel said that the Research Council will be breaking into work groups since their workload is increasing.
- f) Graduate Council – *Jim Moharam*
 - i) Senator Moharam said he has nothing to report.
- g) Undergraduate Council – *Bill Self*
 - i) Senator Self said that the UPCC met in December. The normal business of the UPCC and UCRC is moving forward. The scheduled “Ban the Box” discussion, where they will ask administration to remove some of the questions that are asked of students applying to UCF about past felony convictions, was postponed because of catalog deadlines. It will be discussed in February.
 - ii) Chair Harrington asked whether the university is still requiring SAT scores for admissions. Senator Self said that SATs are in the Board of Governors' jurisdiction and the university does not have the authority to decide. The BOG has not taken up any changes regarding SATs.
 - iii) Chair Harrington would like to know if we are on track with enrollment. Provost Johnson said that enrollment is down. FTIC applications are down and test scores are down.
- h) Ad Hoc Equity, Inclusion and Diversity Committee – *Kristine Shrauger*
 - i) Senator Shrauger said the committee met for the first time yesterday and received their charge from Chair Harrington.



Faculty Senate

11) Other Business

- a) Chair Harrington said that there has been a significant increase in the number of ethics violations among graduate students. The students are doing unethical things, like using information they find on the internet as their own and arguing when told that is not acceptable. Vice President for Research Elizabeth Klonoff will be invited to next Steering Meeting to discuss this issue.
- b) New Senior Vice President and Chief Financial Officer Gerald Hector started in January. Chair Harrington said he was impressed with how prepared he was when he came to the Board of Trustees meeting. He will be coming to the next Senate meeting to be introduced by President Cartwright.
- c) Senator Self asked to bring a new topic to Steering Committee, coming from Undergraduate Council Associate Deans and it regards curriculum agreements. It was noted that different entities build curriculum agreements, but they do not come to the Undergraduate Council for review. He would like to see the role of Undergraduate Council addressed regarding these agreements.
- d) Chair Harrington stated that the Conflict of Interest Subcommittee from the Research Council has a draft document and asked anyone that would like to review it to contact Debopam Chakrabarti, Natalie Underberg-Goode or Vicki Loerzel.
- e) Senator Argenti talked about the reasoning behind the push for a Statement of the Faculty Senate (see 4d) regarding last week's US Capital insurgency. He said that since UCF is a cultural and educational institution, it should not appear agnostic. He said that blurring the difference between documented truth and blind faith can destroy democracy and also universities. He said it is also a point of racial discrimination. He does not want UCF to come across to minorities as if it appears that politics do not matter to UCF, as this entails a rejection that all are equal before the law. He wants to offer support to students and promote their participation in the democratic process.
- f) Campus Climate Update – Chair Harrington asked for suggestions for speakers. A senator suggested the UFF because full-book bargaining has started. Motion to put the Union on the Campus Climate Update, second, vote taken, motion passes with 13 yes/0 no. Motion to have Elizabeth Klonoff give a campus climate update, second, vote taken, motion passes 15 yes/0 no.
- g) A senator asked whether the new relief fund money can be used to hire faculty or fund the library before other priorities. Chair Harrington described faculty representation on the University Budget Committee and how that committee has allocated some of the CARES act funds. The UBC defended the library and IT from cuts. The Provost remarked that the new funds have fewer restrictions, but still must be used on COVID-related expenses. Almost certainly, we cannot use the funds for our normal problems.
- h) Past-Chair Self noted that Resolution 6 was approved by the Provost. Faculty-facing vice presidents will get input from faculty and students in their reviews. The Provost noted that the (new) President expected we were already doing this. Chair Harrington expressed gratitude for a President who thinks of faculty first and thanked the Provost for his approval.



Faculty Senate

12) Meeting adjourned at 5:27 pm

Steering Committee Meeting Attendance
January 14, 2021

Name:	College/Unit:	Meeting Role: - Selecte Meeting Role: - Guest (provide title be
Allison Hurtado	Faculty Excellence	Guest (provide title bel Director of Communications
Joe Adams	Office of the Provost	Guest (provide title bel Senior Communications Director
Lucretia Cooney	Faculty Excellence	Guest (provide title bel Director
Michael Johnson	Academic Affairs	Guest (provide title bel Interim Provost
Jana Jasinski	Faculty Excellence	Guest (provide title bel Vice Provost
S. Kent Butler	ODI	Guest (provide title bel CEIDO
Elizabeth Klonoff	Office of Research/Grad Studi	Guest (provide title bel VPR and Dean, Graduate Studies
Mike Proctor	CECS	Steering Committee Member
Stephen King	Medicine	Steering Committee Member
Nina Orlovskaya	CECS/MAE	Steering Committee Member
Christa Diercksen	Sciences	Steering Committee Member
Reid Oetjen	CCIE/HMI	Steering Committee Member
Adam Wells	CHPS	Steering Committee Member
Shawn Burke	Graduate Studies	Steering Committee Member
Keith Koons	CAH/School of Performing Art	Steering Committee Member
loerzel	nursing	Steering Committee Member
Bill Self	COM/BSBS	Steering Committee Member
Margaret Zaho	CAH SVAD	Steering Committee Member
Luca Argenti	Sciences / Physics	Steering Committee Member
Jim Moharam	Optics and Photonics	Steering Committee Member
Kelly Semrad	RCHM	Steering Committee Member
Blake Scott	CAH/Writing and Rhetoric	Steering Committee Member
Rebecca Murphey	Libraries	Steering Committee Member
Joseph Harrington	College of Sciences	Steering Committee Member

Resolution 2020-2021-7 Library Funding

Whereas one of the most important hallmarks of a university is a quality library, and

Whereas library quality depends on funding that keeps pace with academic programs, enrollment, and the inflationary growth of collection materials pricing, and

Whereas quality undergraduate and graduate teaching, and faculty research efforts require sustained quality in library collections and services, and

Whereas Resolution 1992-1993-5 Library Budget Priority, though approved, has not been carried out,

Therefore, be it resolved that the UCF Library be sufficiently funded, protected from budgetary cuts, moved to be part of the fixed costs, and prioritized before other funding requests.

Resolution 2020-2021-8 Faculty Senate Bylaw Change Parking, Transportation and Safety Committee

Whereas, for many years Parking and Transportation issues for faculty were significant and challenging; and

Whereas, substantial improvements in Parking, Transportation and Campus Safety have been achieved in the past ten years; and

Whereas, the Parking, Transportation and Safety committee is capable of doing its work as a joint committee with the University; and

Whereas, faculty time spent on operational committees is substantial and represents a key resource that should be used appropriately; therefore

BE IT RESOLVED that the *Bylaws* for the *Faculty Constitution* be amended to remove the Parking, Transportation and Safety Committee from a Senate Operational Committee and reinstate it as a Joint Committee without any change to its Duties and Responsibilities or Membership as follows:

1. Duties and Responsibilities.

1. To evaluate and recommend policies and procedures concerning parking, transportation, and campus safety and security that will foster a mutually beneficial environment for faculty, staff, students, and visitors in the university community.
2. To make recommendations to the Steering Committee of the Faculty Senate.

2. Membership.

The committee shall consist of at least one faculty member from each academic unit, the vice president for Administration and Finance or his/her designee (*ex officio*), and the UCF Police Chief or his/her designee (*ex officio*). Committee members shall be selected by the Committee on Committees. The committee chair and vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. The chair of the Faculty Senate Parking, Transportation and Safety Committee or designee will serve as an *ex officio* member on the University Parking and Transportation Committee. Terms of service are two years, staggered.

Resolution 2020-2021-9 Eligibility Requirements for the Teaching Incentive Program

Whereas, The University of Central Florida is committed to an open and equitable evaluation and reward process for all faculty, staff, and administrators; and

Whereas, The Teaching Incentive Program (TIP) rewards employee contributions to UCF's key goals of offering the best undergraduate education available in Florida and achieving international prominence in key programs of graduate study; and

Whereas, the current productivity criteria require that employees meet or exceed median student credit hour (SCH) production at college or department level; and

Whereas, the current productivity criteria requirement does not provide fair and equitable process by prohibiting many qualified teachers from applying for the TIP award; and

Whereas, an open and equal opportunity for all faculty to apply for TIP awards would incentivize teaching excellence for all faculty with a teaching assignment; therefore

Be it Resolved that the current SCH productivity criteria be adjusted in TIP eligibility requirements to provide an open and equal opportunity for all faculty to apply and compete for the TIP award.

Optional Statement of COVID-19 Repercussions

Overview: The University of Central Florida faculty strive to be outstanding in all assigned duties, including teaching, research, service, clinic, and administration. The COVID pandemic has created unexpected and extraordinary circumstances that can significantly influence all of those areas. A Statement of COVID-19 Repercussions is a mechanism whereby faculty can describe the **individual challenges** they have faced during the pandemic, and how their advancement toward tenure, promotion, annual evaluation, cumulative performance evaluations, or other review processes has been affected. Both internal and external evaluators can utilize the Statement of COVID-19 Repercussions as they consider the progress faculty have made during this time.

Statement of COVID-19 Repercussions: Include an optional one-page summary that addresses any pertinent COVID-19 related impacts to your teaching, research and creative activities, clinical, service, and administrative assignments (if applicable). You may bullet, bold, italicize, and highlight important relative statements within the summary. This Statement of COVID-19 Repercussions is designed to show internal committees and external reviewers how faculty have been compelled or required to adjust to new modes, expectations, and constraints during the COVID-19 pandemic. This summary statement aims to support faculty in providing a space to express how their professional roles and expectations may have shifted during the COVID-19 pandemic.

Considerations and Resources for Faculty A few other universities have begun to create resources for helping faculty members consider the often-intersecting ways the COVID-19 pandemic has affected their professional lives and paths toward promotion and tenure. The following and admittedly incomplete lists of considerations below were taken or adapted from the sources listed below and are organized around the major parts of faculty assignments. Faculty should specify the time period of impact and be selective rather than exhaustive in addressing the most substantial impacts. Faculty might address how they have attempted to manage particular impacts, where possible, the exponential effects of certain delays or disruptions, whether they have been disproportionately impacted due to their positionalities, and how they might document impacts and their causes that might not be clear to internal and external audiences (if necessary). Statements of COVID-19 Repercussions should not include any personal information.

Across Parts of Assignment (Note: faculty might be eligible for other leave for some of these):

- Home circumstances and family responsibilities that required attention and time such as caregiving (children, family members, elders), home schooling, personal health issues, and/or death in the family which resulted in differential impacts
- Other issues that impede productivity and performance, such as increased anxiety and other mental health issues

- Environmental and spatial challenges related to working from home

Teaching and Instructional Duties:

- Additional time/energy spent on changes to courses and other teaching activities, required or otherwise, both in planning and continuous adjustment
 - New preps and modalities
 - New procedures
 - Changes to assignments and assessment mechanisms, delivery of course content, and pedagogy
 - Reconfiguring courses with community or client-based components
 - Skill building or training to retool for teaching in new or revised modes, and access to resources for doing so
 - Development of new student resources
 - Accommodations of students' varying needs and challenges, including email correspondence, individual adjustments to assignment parameters, etc.
 - Additional effort to engage students
 - Issues with teaching assistants
- Additional teaching responsibilities (e.g., new preps, course overloads)
- Changes or additions to advising and mentoring responsibilities, formal or informal
- Additional work supporting others' teaching
- Other challenges that affected your teaching, such as issues with technology, challenges with teaching assistants, stress or anxiety related to teaching in person, etc.

Research and Creative Activities:

- Cancellations of or adjustments to conference presentations, invited talks, and other scholarly presentations
- Cancellations of or adjustments to exhibitions or performances
- Cancellations or adjustments to fellowships or artist/scholar-in-residence appointments
- Closed facilities, performance venues, festivals, summer institutes, residences, and ensembles for artists and performers, documentary filmmakers, poets and digital humanities scholars
- Other limitations of exhibition and performance venues, audiences, and impact
- Disruptions and delays to research and creative activities, for example:
 - Loss of time due to increased responsibilities in other areas
 - Loss of research assistants' time and work
 - Challenges of and adjustments to research methodologies, including access to research participants, materials, sites, etc.
 - Disruptions in field-based work because of funding, travel, or visa restrictions
 - Lack of access to or inability to gather data relating to libraries, archives, animals, cell cultures, human subjects, study populations
 - Lack of access to office equipment, work files and materials, and workspace environments
 - Lack of access to, and any adjustments to, lab space and equipment

- Lack of access to, and any adjustments to, studios and spaces for creative work
- Challenges caused by changes to research spaces (e.g., rotating lab schedules, safety guidelines)
- Challenges in or restrictions to accessing and using research funding, including additional approvals needed
- Challenges of and adjustments to collaborative work
- Lack of focused writing time and space
- Delays in peer or other review processes
- Delays in publication schedules
- Other challenges due to unique nature of research or creative activities
- Additional work required to close and reopen lab and other research/creative activity spaces, meet and form guidelines and protocols, adapt collaborative structures, etc.
- Challenges to accessing and using start-up research funds and resources
- Shifts in research foci or programs, including altering research priorities to answer emergent questions related to the pandemic
- Limitations of grant funding opportunities or delays in funding application processes
- Cuts to travel funding
- Challenges to fulfilling grant requirements and outcomes
- Limitations to internal research support
- Impacts on sabbatical, faculty development, or other leaves
- Limitations on ability to make and show impact of research and creative activity
- Exponential delays based on inability to get started or move research along

Service:

- “Invisible” service to support students, including marginalized or especially challenges ones
- Additional mentoring and support of colleges, formal or informal
- Additional work to sustain departmental or other operations
- Additional service commitments (e.g., meetings, initiatives, resource building) on department, college, or university committees or working groups, whether standing or specifically COVID-19 related
- Increased service related to academic governance
- Additional service supporting student organizations
- Additional service commitments to professional organizations
- Interrupted or altered engagement with community or other external organizations
- Additional service commitments and effort to support to community and other service-related collaborations

Other Duties:

- Additional training and other meetings as an administrator
- Creation or adjustment of policies, resources, and training mechanisms for unit or program
- Additional time managing or communicating with personnel in unit or program

- Increased workload as administrator due to funding and resource (including personnel) cuts
 - Adjustments to budgets
 - Adjustments to workloads and workflow
 - Additional responsibilities of scheduling, reporting, hiring, evaluating, and other administrative duties
- Challenges with accessing needed resources
- Delays to administrative initiatives and other work products

Sources:

<https://www.purdue.edu/butler/documents/Best-Practices-Tool-1-Documenting-Impact-of-COVID-19-for-tenure-track-and-tenured-faculty.pdf>

<https://hr.msu.edu/ua/promotion/faculty-academic-staff/covid19-impact-statement-guidelines.html>

<https://covid.provost.utexas.edu/faculty>

https://www.unlv.edu/sites/default/files/page_files/27/Best-Practices-for-Writing-COVID-19.pdf