



Faculty Senate

Steering Committee

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

YouTube Link to access recording: <https://youtu.be/vAP-St2LYW4>

- 1) Quorum reached and call to order at 4:00 pm
- 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 January 14, 2021
 - a) Motion to approved minutes by Senator Zaho, second.
 - b) Vote taken electronically via Zoom, Motion passes with 12 yes, 0 no.
- 4) Announcements – *Joseph Harrington*
 - a) **Livestreams:** The Faculty Senate will be sending out communications publicizing the Senate and Steering Committee livestreams. **Faculty Senate Budget:** The Faculty Senate Leadership is in the process of putting together a budget for activities of the Faculty Senate, which may include buyouts for the chairs of the committees with high workloads. Chair Harrington has requested of the university administration that faculty appointments to university wide committee and search committees should come through the Faculty Senate. A question was asked in the chat: What are buyouts? Buyouts are funding so that a person’s teaching assignment for a course can be replaced with another instructor so that they can do service work. The Faculty Senate Chair gets a buyout each semester and Vice Chair gets one for the year. Another item that he would like to add to the budget is web support and live streaming funds. **BOT Meeting:** The UCF Board of Trustees committees met yesterday. Several new trustees joined. They were so new they had not received enough information about what was being voted on and so the library building funding and Performing Arts building project allocations were tabled to April meeting as a result. [Correction: Some initial Performing Arts funding was approved.]
- 5) Recognition of Guests
 - a) Joe Adams, Senior Communications Director, Academic Affairs
 - b) Lucretia Cooney, Director, Faculty Excellence
 - c) Carly (McCarthy) Hollowell, Social Media Communications Manager,
 - d) Communications and Marketing
 - e) Jana Jasinski, Vice Provost, Faculty Excellence
 - f) Michael Johnson, Interim Provost, Academic Affairs
- 6) Report of the Provost
 - a) The Provost stated that he is thrilled to report that a colleague was named this week to the National Academy of Engineering: Peter Delfyett, a Pegasus



Faculty Senate

Professor in the College of Optics and Photonics. Other National Academies members have been hired at UCF, but Dr. Delfyett is the first to gain this honor for work done here. He has a joint appointment in Physics, and this year also won the American Physical Society's Arthur L. Schawlow Prize in Laser Science. The Provost said he is a wonderful human being and you could not ask for a warmer, kinder colleague. He sent his congratulations to Peter.

COVID-19 update: No short-term news on COVID. The vaccines give us hope. But we are not past the pandemic. The faculty's concern for our students has been crucial for their success. He asks that they continue to be as flexible as possible for students who fall ill or are quarantined. The behavior of our campus community in the coming weeks will determine how well the spring semester goes. If everyone is diligent with wearing masks and distancing, the outlook is positive. It is known that this approach is highly successful in limiting transmission. The Provost sent faculty a repeat of last fall's message – about what to do if students in on-campus classes fall ill or are quarantined. The key here is that faculty will receive clear instructions and must not decide for themselves the appropriate steps. COVID cases reported at UCF are staying reasonably low – down last week after a small increase the previous week. The cases recently are in the middle range of what we saw leading up to last Thanksgiving.

Summer and Fall Planning: In the next couple of weeks, planning will be completed for summer and fall courses. Summer A is likely to be like spring in the blend of face-to-face and remote courses and will include all the COVID precautions. By Summer B and fall, the current plan is a return to a normal term. Scheduling will be done according to this plan, but of course the university is prepared to pivot back to more remote teaching if the projections are wrong and more protection is needed.

COVID Relief Package: More information has not been received yet about how the more than \$85 million coming to UCF from the new COVID relief package can be used. The funding includes more than \$25 million in financial aid to eligible graduate and undergraduate students and they are in the process of applying now. Distribution will be early next month. It is not known exactly how the rest can be used. Need of these funds will be solicited campus-wide and the University Budget Committee will be used to make recommendations to the president on spending decisions. More information is coming soon.

About state cuts: In addition to the 6 percent already withheld from this year's budget, legislative budget committees have begun meeting to deal with a projected \$2.7 billion state budget shortfall. It is possible that this year's cuts will stop at the 6 percent already withheld and additional cuts are anticipated next year. The university grew unexpectedly this fall in student numbers – basically because the door was opened wider based on forecasts that fewer students would go to college. That didn't happen in Florida, although it did in most of the country. As a result, the student population grew unexpectedly. To reverse this, the plan for fall admissions is to admit about 200 students fewer than two years ago. The bump in enrollment from fall will take several years to graduate. In the meantime, a very different enrollment plan is being worked on that seeks to be strategic about numbers of undergraduate vs. graduate students, in-state and out-of-state students, or international students, FTIC vs. transfer students, and more. This must be done carefully, thinking about revenue, and in conjunction with a hiring



Faculty Senate

plan for faculty. This will take some months, both to formulate possibilities and discuss them around campus. **Planning for new degree programs:** Historically this has largely been entirely bottom-up: a department or college that felt ready for a new degree could propose it. That was effective during our decades of growth; however, a new era has begun where more strategic thinking is needed. Curriculum is the part of shared governance that lies most completely in faculty hands. The Provost assured the senators that it would be very unlikely that there would be interference with the desire to add or delete a course, nor meddle in the content. But new degree programs really are a shared decision. They cost money, require hiring the necessary faculty, as well as other investments. These decisions do not lie purely in faculty hands. Therefore, UCF needs a different approach to new degrees that seeks to combine the flexibility or nimbleness that programs need to make changes, but that also takes into account the university's strategic direction and the needs of the region and state – and that will make sense to the Board of Trustees. This is in its beginning stage and not yet ready for much discussion. **Searches:** The searches are beginning for a new library dean and deans for the College of Sciences and the College of Optics and Photonics. Search committees and chairs have been named and a search firm is assisting with the library and COS openings. The Provost will be charging committees very soon. **New CIO and Vice President:** This is the first week on the job for the new CIO and Vice president for Information Technology, Mr. Matthew Hall. He joins us from the University of California, Santa Barbara, where he was the senior associate vice chancellor for information technology and the cyber risk responsible executive. The Provost said that Matt is a real believer in shared governance and should be a valuable partner. **Open Educational Resources:** As mentioned at the last full Senate meeting, the good work of some 30 faculty this fall saved about \$750,000 for students by working on open educational resources. It turns out that since 2016, the commitment by many to provide free and low-cost course materials has saved students nearly \$11 million! To celebrate this achievement, there will be at an "Aim High" event this Wednesday. The President and Provost invite everyone to meet on Zoom from 2 to 3:30 p.m. to celebrate their colleagues. More information can be found on the Division of Digital Learning website. **Founder's Day:** Founder's Day will be held on April 7 as a virtual celebration of the very best among our faculty for outstanding teaching, advising, mentoring, and service, as well as the announcement of the newest Pegasus Professors and Reach for the Stars honorees. **Questions from Steering Committee members:** How was the number 200 arrived at to reduce enrollment? The plan is to reduce enrollment to what it was two years ago (erase the fall growth) plus reduce it by another 200 students. A full plan will be forthcoming. Chair Harrington said that he will be using chat questions, as well as calling on people who have not spoken yet first. A senator asked about the colleges that need to increase their enrollment. The Provost said that UCF has historically been a growing university and relied on growth and the administration knew that some programs grow faster than others. He said that a new era is beginning in which the student population should remain fixed or even reduced. This would cause students to move to other programs causing some programs to be reduced and some to be increased.

This can cause the whole budgeting system to adapt to those changes because resources will have to leave the places with diminishing enrollment and go to the places with increasing enrollment. This is only applicable to undergraduate programs. Graduate programs will largely remain as they are now. **From the chat:** With the new CDC recommendation for “double masking” giving such good protection, will there be any official statement from UCF to encourage that on campus? The provost said yes, there will be a communication coming out tonight about improved masking. Chair Harrington said the N95 masks are now readily available again and are just as good or better than the double masks and wanted to know if those should be encouraged or required. He said that with the new variants of COVID coming out, it is important to be more diligent. He wanted to know if there will be more testing in the classrooms. The Provost said that the tracing shows where the students are getting the infection. From the chat: Another factor creating a negative effect on student/faculty ration is the hiring freeze which has cut down the number of searches for adding faculty. When will there be an end to the hiring freeze and what is the plan for diversity in hiring? The provost said that he understands that colleges and departments need to make hiring decisions. Originally the freeze was implemented because of concerns about the budget. He had heard that sometime in January or February the legislature may be making these decisions. He understands that it is causing delays in faculty searches. There is a process to seek exceptions to the freeze. Jana Jasinski, Vice Provost for Faculty Excellence, said that for the Inclusive Excellence Program there were five lines available this year and five lines will be available next year. Six different units have made inquiries. They have not submitted any candidates yet. Chair Harrington asked whether these positions were filled in previous years? She said no. He then asked how many were filled out of how many. She said they have filled seventeen since the program has begun, but it is a rolling number in that sometimes people stay or leave or move to different positions. Chair Harrington said that there are some places that have had to lay off or let go and there are a lot of unemployed university faculty available for hire. He suggested that, for next year, the administration look at the student/faculty ratio from last year and at the number of faculty who are retiring and departing for other reasons and aim for admitting a number of students that would not raise that number. The Provost said that in some cases the salary of a retiring faculty member comes from a TIP or RIA and that cannot be replaced. That money needs to be recycled back into the system. This makes it more difficult for colleges or departments to replace senior faculty. From the chat: Is there any deliberate target for the long-term student/faculty ratio, as part of the current leadership vision? The provost said it is too soon to know the answer to that.

7) Announcements, continued

- a) Chair Harrington said that a new athletic director has been hired. The COACHE survey is out and he encouraged all faculty to complete it, noting that it is very important and helps university administration to make significant changes. The first year there was over a 50% return rate. Senate elections are being organized and he asked that the Steering Committee members encourage those



Faculty Senate

who are interested in doing service to run for these positions, be active on committees and bring ideas to the senate.

8) Committee Reports

a) Ad Hoc Budget and Labor Crisis Response – *Reid Oetjen*

- i) The committee has not met since the last Steering Committee meeting. They are looking forward to working with Gerald Hector, the new Senior Vice President for Administration and Finance when the new state budget information is released. They are hoping to meet before the next senate meeting.

b) Ad Hoc Health and Safety Crisis Response – *Steve King*

- i) The committee discussed questions raised at the previous meeting and that had been asked to the Provost or other administrators at the previous Steering and full Senate meetings. **Further questions and ideas from the committee:** development of a vaccination dashboard with appropriate information; updated policy and messaging on masks and PPE based on updated CDC guidelines; resend information to faculty about what to do if classroom bullying occurs due to masks etc.; concerns about inconsistent communication for students and faculty: when a student in a classroom later turns out to be COVID-positive - Was contact tracing done? Why are faculty told to quarantine, yet students not informed of a COVID positive student? The Provost asked whether the committee that is dealing with tracing is still meeting. Senator King said that it is and that this problem has been brought up in their meetings. He said he thinks it may be an inconsistency in the messaging from the Student Health COVID line. Jana Jasinski said it depends on the situation as to what the message is from the COVID line.

9) Old Business

- a) COVID Discussion – no further discussion.

10) New Business

a) Resolution 2020-2021-7 Libraries Funding – *Nina Orlovskaya*

- i) Motion made by Senator Orlovskaya to discuss the resolution with the Steering Committee. The library gave a presentation to the Budget and Administrative Committee regarding subscriptions and availability of journals. They were concerned that they would need to cancel subscriptions if there were significant budget cuts. A past resolution was discussed in committee. Two members of the committee drafted a new resolution based on the previous resolution after consulting with Joe Trubacz, Interim Chief Financial Officer. Senator Orlovskaya shared the most current version of the resolution from the committee and asked the Steering Committee to read and discuss. She said that Committee Chair Steve Collins contacted Provost Johnson about the resolution and was advised that it would be vetoed as is. Chair Harrington said that he strongly supports the Libraries. He is hopeful for language being added to the resolution so the Provost can sign it. He said that the options are for amendments to be discussed and made at Senate or that it to be sent back to committee for re-submitting at the March Steering

Faculty Senate

Committee meeting with adjustments. A senator said that this is a resolution that would not be signed by the Provost and did not support it. Question from chat: Why was the 1992-1993-5 resolution never put in place? A senator said it was because of budgetary constraints. He said he feels it is fine to send to the senate floor and supports it. Vote taken electronically via Zoom, motion passes 13 yes/1 no.

- 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*
 - i) The Ad hoc committee on Bylaws met and discussed the importance of faculty time for our committees as a whole, and the fact that Operational Committees are expected to meet monthly or more often, and are typically dealing with key issues that are important to faculty. While parking, transportation and campus safety are very important issues, the Bylaws Committee felt it appropriate that this committee be moved back into joint committee status, and that it not be altered in any way in terms of membership. Chair Harrington said that this is an advance notice and no discussion should be had at this time. It will be voted on in March. A senator said that the Steering Committee should vote whether to send the resolution to the full senate. Motion to include in senate materials for reading at the February senate meeting and to have full discussion at March meeting, second. Vote taken electronically via Zoom, motion passes with 16 yes/0 no
- c) Resolution 2020-2021-9 Eligibility Requirements for the Teaching Incentive Program – *Steve King*
 - i) The Personnel Committee reviewed and amended a Resolution that addresses the eligibility criteria for Teaching Incentive Program (TIP) awards. The committee had a lively discussion about the current eligibility requirements not being inclusive to those faculty assigned to relatively small classes compared to the average class size of their unit. The approved resolution asks for the eligibility criteria to be adjusted to provide more open and equal opportunity for all faculty to apply. The committee understood that this would have to be bargained, but it was felt a senate resolution may significantly help this item move forward at bargaining. Because this resolution addresses an item that must be bargained, Senator King made a motion is made to send resolution to the senate to be approved and sent to the Provost as “For Informational Purposes”, second. A senator said that she didn’t feel that it would be fair to those teaching large courses. Senator King said that this resolution is meant to provide an opportunity for all faculty to apply for the award. The senator wanted to know if the unit of analysis could be changed. Another senator explained the reason for those who were opposed. Tenure-earning can get RIAs, also TIPs. Lecturers can only get TIPs. He said that tenure-earning faculty have an option to teach larger classes to be qualified to apply for these awards. He is opposed to reducing the opportunities for lecturers and instructors. He feels there is a problem with reimbursement at the university. There was a salary equity study done and of 875 teachers here in 2004, 199 have not kept up with cost of living. Full professors have out-drawn peers at other CUPA institutions, while 90



Faculty Senate

Associate Professors fell behind their CUPA peers. He felt that they should have put forward a more comprehensive resolution based on the recent salary equity study. Another senator said that the job of the Steering Committee is not to answer the question or solve the problem directly, but to determine whether to send the resolution to the senate floor. He said these are not the only examples of restrictions in TIP and that there are also in-unit faculty that cannot apply. Senator King said they purposely did not bring solutions, because it should be bargained with the union. Items read from Chat: Lowering the threshold of productivity would not prevent college TIP committees from considering productivity in additional ways. Has there been any discussion of tiers? So that there are awards for over median and for under. Also, class size does not necessarily equal effort. Senator King said that these items would be considered part of the bargaining and could not be discussed in this resolution. Vote to move to senate agenda taken electronically via Zoom, motion passes with 12 yes/3 no.

11) Committee Reports, Continued

- a) Budget and Administrative Committee – *Nina Orlovskaya*
 - i) Committee will be meeting next week. The previous meetings were devoted to the resolution on the library.
- b) Information Technology Committee – *James Gallo*
 - i) Committee has not met since last meeting and will be meeting on Tuesday.
- c) Parking, Transportation and Safety Committee – *Adam Wells*
 - i) Committee has not met since senate meeting and will be meeting next week.
- d) Personnel Committee – *Steve King*
 - i) The committee determined that one positive way to help tenure clock concerns was to develop and then publicize guidelines outlining how to best describe the repercussion COVID-19 had upon individual faculty. A draft version of the guidelines was reviewed and amended in committee with the goal that it would be sent to Faculty Excellence to help with messaging. The Document “Optional Statement of COVID-19 Repercussions” was approved by the committee to be a starting point for Faculty excellence to address this issue. The committee also made the following recommendations: that the document can utilize an existing page in the tenure dossier; that it be optional and have the ability to be individually tailored to individual faculty; that online workshops or other means be used to help educate pre-tenure faculty; that review committees and review administrators would need education on this process; that this style statement should be allowed in all cases where a faculty member is being evaluated, including tenure, promotion, annual evaluation, periodic review, or any similar situation. A senator stated that in their CPE committee meeting it came to light that some faculty members are suffering because their productivity is being affected by the COVID restrictions. Another senator said that they noticed other universities have been allowing faculty to use the extension for multiple years. Other universities are allowing faculty to use a range of years rather than a tenure clock extension. Question from chat: This should/would be extended to



Faculty Senate

Deans/Directors who are in process of 5-year review? Chair Harrington reminded the Steering Committee that tenure is a bargained item.

- e) Research Council – *Vicki Loerzel*
 - i) The Research Council will convene in full on February 22, 2021 and get reports from the subgroups at that time.
- f) Graduate Council – *Jim Moharam*
 - i) The four committees have met and/or have scheduled meetings.
- g) Undergraduate Council – *Bill Self*
 - i) The UPCC and UCRC have been meeting regularly and are moving normal curriculum business forward. No issues of significance to report from these committees at this time to the Faculty Senate.
- h) Ad Hoc Equity, Inclusion and Diversity Committee – *Kristine Shrauger*
 - i) The Ad-hoc for Equity, Inclusion and Diversity Committee delved into its first topic at their 2nd meeting. They are working to find a date and time in which the majority of members are available for a meeting. Trying to find time for 20 people to meet is challenging. Chair Harrington asked which topic they were working on and Senator Shrauger said it was the Prohibited Conduct Policy topic.

12) Other Business

- a) Senator Orlovskaya made a motion to have a Campus Climate Report at the next Senate meeting from UFF, second. Vote taken electronically via Zoom, motion passes with 14 yes/0 no.
- b) Chair Harrington called for Campus Climate Report topics for the senate meeting. He suggested conflict of interest. A senator made a motion to have a Campus Climate Report on Conflict of Interest from Rhonda Bishop, Vice President for Compliance and Risk and Debopam Chakrabarti, Chair of the Conflict of Interest Subcommittee, second, vote taken electronically via Zoom, motion passes with 14 yes/0 no.
- c) A senator suggested that the new Athletic Director, Terry Mohajir, be invited to the March Faculty Senate meeting to be introduced to the senators. Chair Harrington would like the new CIO, Matthew Hall, invited to the next Senate meeting.
- d) Chair Harrington asked that any amended PDFs of any resolution be sent to Faculty Senate office at least 24 hours prior to the meeting for circulation prior to the senate meeting and that they should coordinate any discussions with the chairs/co-chairs of the involved committees.
- e) A senator made a motion to have a Campus Climate Report from Faculty Excellence regarding the status of tenure clock discussions. Motion is seconded. The previous senator said it would be a discussion to review what is in place and then follow with a discussion for plans for further extension. Vote taken electronically via Zoom, motion passes with 14 yes/0 no.
- f) Motion to invite Matthew Hall to senate meeting under the President Report to introduce him to the senate, second. Vote taken electronically via Zoom, motion passes with 14 yes/0 no.
- g) Senator King mentioned that the tenure clock discussion will be discussed in the Personnel Committee report. It was suggested by Chair Harrington to mention in



Faculty Senate

his report that a Campus Climate Report is coming up later in the meeting that will be covering the tenure clock topic.

13) Meeting adjourned at 5:58 pm

Steering Committee Attendance
February 11, 2021

Name:	College/Unit:	Meeting Role:	Title: - Guest
Jana Jasinski	Faculty Excellence	Guest (provide title below):	Vice Provost
Joe Adams	Office of the Provost and	Guest (provide title below):	Senior Communications Director
Lucretia Cooney	Faculty Excellence	Guest (provide title below):	Director
Michael Johnson	Academic Affairs	Guest (provide title below):	Interim Provost
S. Kent Butler	ODI	Guest (provide title below):	Interim Chief Equity, Inclusion and Diversity Officer
Adam wells	CHPS	Steering Committee Member	
Bill Self	COM/BSBS	Steering Committee Member	
Blake Scott	CAH/Writing and Rhetor	Steering Committee Member	
CHRISTA DIERCKSEN	Sciences	Steering Committee Member	
Jim Moharam	Optics and Photonics	Steering Committee Member	
Joseph Harrington	Sciences	Steering Committee Member	
Keith Koons	CAH/School of Performin	Steering Committee Member	
Kelly Semrad	RCHM	Steering Committee Member	
Luca Argenti	Sciences/Physics	Steering Committee Member	
Margaret Zaho	SVAD CAH	Steering Committee Member	
Michael Proctor	CECS	Steering Committee Member	
Nina Orlovskaya	CECS/MAE	Steering Committee Member	
Rebecca Murphey	libraries	Steering Committee Member	
Reid Oetjen	CCIE/HMI	Steering Committee Member	
Shawn Burke	Graduate Studies	Steering Committee Member	
stephen King	Medicine	Steering Committee Member	
Vicki Loerzel	Nursing	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.