

MEMORANDUM

Date: February 9, 2012
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on February 16, 2012

Meeting Date: Thursday, February 16, 2012
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *January 26, 2012***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - Electronic Promotion and Tenure files update – *Lyman Brodie*
 - Change to the *Bylaws of the Faculty Constitution*: Resolution 2011-2012-4 Guidelines for Staffing Joint Committees and Councils
 - Change to the *Bylaws of the Faculty Constitution*: Resolution 2011-2012-5 Calling Meetings of Joint Committees and Councils
 - Student Perception of Instruction update
7. **New Business**

None.
8. **Committee Reports**
 - Budget and Administrative Committee – *Michael Moshell*
 - Personnel Committee – *Niels da Vitoria Lobo*
 - Parking Advisory Committee – *Cory Watkins*
 - Undergraduate Council – *Kelly Allred*
 - Graduate Council – *Jim Moharam*
 - ADA Compliance and Technology (ad hoc) – *Lisa Mills*
9. **Other Business**
10. **Adjournment**

Faculty Senate Meeting
Minutes of
January 26, 2012

Faculty Senate Vice Chair Robert Pennington called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 17, 2011 was made and seconded. Motion carried.

RECOGNITION OF GUESTS

Diane Chase, Academic Affairs
Sheila Gutierrez de Pineres, American Council of Education Fellow
Eric Main, Faculty Center for Teaching and Learning
Mary Owens, Health Services
Sheryl Gamble, Health Services
Michael Deichen, Health Services
Tom Hall, Wellness & Health Promotion
Michael Stern, Graduate Studies
Max Poole, Graduate Studies
Patricia MacKown, Student Development and Enrollment Services
Maribeth Ehasz, Student Development and Enrollment Services
Elliot Vittes, Undergraduate Studies

REPORT OF THE PROVOST

Provost and Executive Vice President Tony Waldrop reported the following:

College of Business Administration Dean Search – Dr. Paul Jarley from the University of Nevada-Las Vegas will be joining UCF as the Dean of the College of Business. Waldrop praised Foard Jones for the tremendous job he did as the Interim Dean.

State Budget Update – The state House has introduced their budget. They propose to set base tuition increases at 8%, and are assuming that the Board of Trustees and Board of Governors will allow each university to increase a total of 15%, with 7% as differential. Waldrop stated that an increase to the base tuition would be good news, as base tuition does not carry the same restrictions as differential tuition.

UCF had asked for \$15 million for faculty growth, but will most likely receive closer to \$1 million when budget negotiations are complete. In addition, we can expect a reduction in budget of approximately \$30 million relating to retirement. The biggest reduction will come from aligning the budget with available revenue, which would be approximately a \$139 million cut to the state university system. That may mean a \$20-22 million cut for UCF. We still need to wait to see the Senate budget before we can get a better prediction of the budget.

There will be no PECO money this year or next year. This will stalemate all building over the next couple of years. In response to a question about the proposed Classroom 2 building, Waldrop stated that the university is working with the system to see if it can still be built; however, it is not certain that we can accomplish this.

Confidentiality Statement – A senator asked about the purpose of the confidentiality statement

that faculty were recently asked to sign. Faculty in his college have expressed concerns that it seemed to be overly broad and overreaching. Waldrop replied that he has spoken with UCF General Counsel Scott Cole and learned that the agreement was intended to ensure that UCF is compliant with FERPA law. Waldrop will look into the questions about the specific wording of the agreement.

OLD BUSINESS

Change to the Bylaws of the Faculty Constitution: Resolution 2011-2012-2 Modification of the Membership of the University Promotion and Tenure Committee

The second reading of the resolution was made per the bylaws. Pennington announced that modifications can be made at this time. He opened the floor for discussion. None followed. As it was a second reading and no changes were made, it did not require a vote. The change will be adopted as part of the bylaws.

Report on Academic Integrity procedures

Last year, Waldrop had asked the Graduate and Undergraduate Councils to provide feedback on the proposed changes to the academic misconduct process. The Graduate Policy Committee (GPC) and the Undergraduate Policy and Curriculum Committee (UPCC) each sent a set of recommendations forward to the Steering Committee. Jim Moharam, GPC chair, and Kelly Allred, UPCC chair, reported that they had met to reconcile and consolidate the recommendations of both committees. There is no change in the policy governing academic misconduct, just in how the process works. The new process is more comprehensive in the manner in which alleged violations are handled. The process incorporates the changes recommended by the Graduate and Undergraduate Council.

NEW BUSINESS

Resolution 2011-2012-3 Endorsement of Smoke-Free Campus Initiative

Michael Deichen, Director of Health Services, explained the background and rationale for the smoke-free campus initiative. The new smoke-free policy will prohibit smoking on university property starting fall 2012. The policy is non-punitive and provides support for university community members who are smokers, such as smoking cessation program, which are funded by a CDC grant.

Thomas Hall, Director of Alcohol and Other Drug Prevention Programming, spoke about the data collection efforts in support of the development of this policy. The university will continue to collect data over the next five years and would like the participation of the faculty, staff, and students. Currently, 75% of students support this effort. Hall announced that all faculty would be receiving an email regarding the proposed no-smoking policy.

Mary Owens, Coordinator of Management Analysis, Health Services, spoke about the \$6 million dollar All-in Grant awarded to Orange County by the Center for Disease Control (CDC). UCF has received \$123,456 from the grant to support efforts to market the new policy. In order to promote this policy, they will use banners, building signage, print ads, Lynx Bus, billboards, and t-shirts. Owens highlighted resources on campus available to help individuals to quit smoking, including QuitSmart and the UCF Pharmacy. This health initiative will help to create a safer, healthier environment for all. Training will be provided to members of the UCF community to educate them on appropriate ways to approach individuals who are smoking.

The following was relayed in question and answer session:

- Research has shown that restricting smoking to a designated area on campus is ineffective, and makes it harder to later convert to an entirely smoke-free campus.
- It is currently uncertain how the policy will apply to UCF property off of the main campus. The university will be seeking input from the General Counsel to define how it affects different spaces.
- They don't expect serious resistance to the policy. Research has shown that such confrontations are limited.

Pennington read the resolution. As it came from the Steering Committee, no second was needed.

Resolution 2011-2012-3 Endorsement of Smoke-Free Campus Initiative
(from the Steering Committee)

Whereas, smoking can be defined as inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or other inhalant device, and

Whereas, it has been determined that tobacco is a Class-A carcinogen and there exists no safe levels of exposure, and

Whereas, secondhand smoke has been shown to be a health risk to others, and

Whereas, more than 500 colleges and universities in the United States currently prohibit smoking on campus,

Be it resolved that the University of Central Florida Faculty Senate supports the university's intention to prohibit smoking on all university owned, operated, leased, and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors.

Be it further resolved that the prohibition of smoking will be non-punitive and smoking cessation resources will be readily available to those who smoke.

Motion to approve the resolution carried.

Change to the Bylaws of the Faculty Constitution: Resolution 2011-2012-4 Guidelines for Staffing Joint Committees and Councils

This resolution came from the Steering Committee and is aimed at clarifying the process in the bylaws pertaining to filling vacancies on joint committees and council. Pennington read the resolution.

Resolution 2011-2012-4 Guidelines for Staffing Joint Committees and Councils
(from the Steering Committee)

Whereas, it is important to ensure that the responsibilities of Faculty Senate committee representatives are clear, and

Whereas, the identification of faculty for service on joint university committees and

councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean, and

Whereas, the process whereby the members of the Committee on Committee and college dean's representatives interact in identifying nominees to joint university committees and council should be clear,

Be It Resolved, that the *Bylaws* of the *Faculty Constitution* be amended as follows:

Bylaws Section VI.A.5.a

a. Committee on Committees.

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

- i. To solicit committee preferences from senators for membership on the committees of the Senate and to review and recommend committee membership.
- ii. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - a. The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - b. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - c. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.
- iii. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration

minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.

- iv. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

Motion to approve the resolution carried. As the resolution involves a change to the bylaws, it will be revisited at the next Senate meeting.

Change to the Bylaws of the Faculty Constitution: Resolution 2011-2012-5 Calling Meetings of Joint Committees and Councils

This resolution came from the Steering Committee and is aimed at clarifying who calls the first meeting of joint committees and council and ensuring that the first meeting occurs in a timely manner. Pennington read the resolution.

Resolution 2011-2012-5 Calling Meetings of Joint Committees and Councils
(from the Steering Committee)

Whereas, it is important to ensure that the meetings of all joint committees and councils be scheduled in a timely manner, and

Whereas, it is currently unclear who is responsible for calling the meetings,

Be It Resolved, that the *Bylaws* of the *Faculty Constitution* be amended as follows:

SECTION VIII. Joint Committees and Councils

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this *Constitution*. ~~All committees should meet at least once a semester. Meetings will be held upon call by the chair.~~ All joint committees and councils will hold meetings at least once a semester during the regular academic year. The first meeting of the academic year will be held upon the call of the administrator(s) to whom the committee reports. Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the second month in the semester, the Faculty Senate chair will, upon the request of any member of the committee, arrange for a meeting location and time, and notify members. No action can be taken at committee meetings unless a majority of the voting membership is present.

Motion to approve the resolution carried. As the resolution involves a change to the bylaws, it will be revisited at the next Senate meeting.

COMMITTEE REPORTS

Budget and Administrative Committee – Michael Moshell

The committee has one issue under consideration. They welcome any suggestions on issues that might need to be addressed.

Personnel Committee – Niels da Vitoria Lobo

The committee is considering issues related to emeritus status. The Commencement, Convocations and Recognitions Committee has asked for clearer guidelines regarding the retirement status of individuals under consideration, and whether a national research reputation should be a prerequisite for emeritus status.

Parking Advisory Committee – Cory Watkins

The committee met and considered several issues including parking reciprocity for faculty members from other campuses. There is currently reciprocity between campuses that require faculty to purchase a parking permit. No concessions will be made to faculty who are not on reciprocal campuses, as they can purchase daily options. The committee is also exploring designated carpool spots and will be putting a policy forth to the university committee.

Additionally, the committee reviewed the ridership of the Saturday shuttle service to the College of Medicine (COM). The use has been low, averaging three riders on Saturdays. A senator from COM clarified the need for the shuttle for international Ph.D. students, as they must travel to the main campus to use labs and lack their own transportation. Furthermore, there is no economical housing near the medical campus and it is likely that ridership will continue to grow. The senator also discussed the need for more visitor spots at the COM campus. Watkins stated that the committee also addressed the need for more motorcycle parking spaces at the COM campus.

Undergraduate Council – Kelly Allred

The committee is conducting its normal business.

Graduate Council – Jim Moharam

Detailed activities of Graduate Council Committees (meeting schedule, agenda, and minutes) are available at <http://www.graduatecouncil.ucf.edu/>.

Appeals Committee met two times on 12/1 and 12/13. Next meeting is scheduled for 2/9.

Curriculum Committee met three times on 11/30, 12/14, and 1/23. Next meeting is scheduled for 2/6.

Program Review and Awards Committee met twice on 12/02 and 1/13. Next meeting is scheduled 1/27.

- The Committee is reviewing a proposal for the Ph.D. degree in Criminal Justice.

Policy Committee met three times 11/30, 1/11, and 1/25. Next meeting is scheduled for 2/8.

- The Committee reviewed the proposed Academic Integrity Misconduct process.
- The Committee is discussing revisions to the Graduate Faculty Policy.

ADA Compliance and Technology (ad hoc) – Joe Harrington (for Lisa Mills)

The committee has met twice and met with Tom Cavanaugh, VP of Distributed Learning and Pam Rea, director of Student Disability Services, to determine where faculty responsibilities lie. The committee learned that procedures to assist faculty with compliance are in development, but

some questions remain about resources and where faculty responsibilities lie. In future meetings, the committee will give feedback on the development of the procedures and clarify the role and responsibility of the faculty member.

ADJOURNMENT

The meeting adjourned at 5:04 p.m.

Resolution 2011-2012-4 Guidelines for Staffing Joint Committees and Councils
(from the Steering Committee)

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