

MEMORANDUM

Date: February 13, 2020
TO: All Faculty Senate Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on February 20, 2020

Meeting Date: Thursday, February 20, 2020
Meeting Time: 4:00 - 6:00 p.m.
Meeting Location: Student Union Key West, room 218

The Faculty Senate Meeting will be live streamed from 4:00 – 6:00 p.m. or until adjournment. Viewing the livestream does not count toward senator attendance.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of January 23, 2020**
4. **Recognition of Guests**
5. **Announcements**
6. **Report of the Senate Chair**
7. **Report of the President**
8. **Report of the Provost**
9. **Old Business**
None.
10. **New Business**
 - Vote on a Bylaw Resolution brought forward by the Steering Committee on November 21, 2019.
 - Resolution 2019-2020-18 Faculty Senate Bylaw Change – Joint Committees and Councils Annual Report
 - Resolution 2019-2020-20 Automatic and Broadcast Email
 - Resolution 2019-2020-21 University Email Access for Faculty Leaving the University
 - Advance notification of a bylaw change resolution brought forward by the Steering Committee for discussion at the the March 19 Senate meeting, allowing 30 days to review prior to discussion.
 - Resolution 2019-2020-22 Faculty Senate Bylaw Change - Resolutions
11. **Committee Reports**
 - Budget and Administrative Committee – *Shawn Putnam*
 - Information Technology Committee – *Melanie Guldi*
 - Parking, Transportation and Safety Committee – *Ahmad Elshennawy*

- Personnel Committee – *Stephen King*
- Research Council – *Nina Orlovskaya*
- Graduate Council – *Jim Moharam*
- Undergraduate Council – *Peder Hagglund*

12. Campus Climate Report

- Student Success and Advising Update – *DeLaine Priest*

13. Other Business

14. Adjournment

Faculty Senate Meeting
Minutes of
January 20, 2020

William Self, 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 21, 2019, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President

Cyndia Morales Muñiz, Director of HIS Culture and Partnerships, Office of Diversity and Inclusion

Jana Jasinski, Vice Provost for Faculty Excellence

Lucretia Cooney, Director, Faculty Excellence

Joe Adams, Senior Communications Director, Academic Affairs

Chiara Mazzucchelli, 2019-2020 Provost Faculty Fellow

Wendy Howard, Center for Distributed Learning, Division of Digital Learning

Adriana Alvarado, Nicholson School of Media Today Reporter

Jayleen Cerda, Nicholson School of Media Today Reporter

ANNOUNCEMENTS

Dr. Self welcomed Peder Hagglund from Rosen College. Dr. Hagglund will serve as an interim senator for Kelly Semrad for the Spring semester. Dr. Hagglund will also serve as the Undergraduate Council Senate liaison. Dr. Self also welcomed Kausik Mukhopadhyay with the College of Engineering and Computer Science, who is replacing Aziz Mohaisen. Dr. Mukhopadhyay will serve on the Graduate Policy Committee.

The Faculty Constitution Bylaws have been updated for Resolutions 2019-2020-2, -3, -4, -6, -7, -9, -10, -11, and -12. Approved changes to Resolution 2019-2020-1 regarding Promotion procedures for non-tenure earning faculty will be updated once UCF Regulation 3.0175 is updated.

Resolution 2019-2020-17 Periodic Faculty Salary Analyses Across UCF was approved by Acting Provost Jana Jasinski on January 16, 2020. Resolution 2019-2020-16 In Memoriam – Dr. Mathilda van Niekerk has been denied by Provost Dooley based on feedback received at the previous Steering Committee meeting. The Provost indicated that she was unable to approve the resolution, although she believes in the spirit of the resolution. Some elements in the resolution caused concern since health issues are very personal. Some families are very public with the information where others want to keep matters in confidence and therefore doesn't believe a university policy should be created. Instead, the Provost will communicate with the deans to be receptive and sensitive to health situations.

REPORT OF THE SENATE CHAIR

Michael Okaty, Harold Mills, and Caryl McAlpin have been appointed as UCF Board of Trustees at the previous Board of Governors meeting. Of the 22 new trustees appointed across the state, 11 are women. During the meeting, Ned Lautenbach noted the improvement in diversity.

The open forums for the Presidential Search Committee have concluded. Dr. Self thanked faculty that attended the forums, submitted comments, and nominations. The comment period will end on February 6, 2020, on the Presidential Search website.

The Advisory Council of Faculty Senates (ACFS) will be meeting Friday, January 31, 2020, in Tallahassee. A video conference will be held with the members to discuss any potential issues with the Board of Governors agenda items. Dr. Self suggested the senators review the agenda items and contact him with any concerns.

The Steering Committee formed an Ad Hoc Committee on Faculty Governance. The committee has met four times. The Faculty Governance Committee formed a subcommittee on service to focus specifically on service issues. Recommendations and resolutions will be sent to the Steering Committee in February or March. These committees will be ongoing in 2020-2021.

Based on the new Campus Climate Update on the Senate standard agenda, Dr. Self invited the President of the United Faculty of Florida at UCF (UFF-UCF). The UFF-UCF President will be presenting at the March Senate meeting.

REPORT OF THE PRESIDENT

Interim President Seymour stated that when he agreed to serve as interim President, he committed UCF to rebuild the trust of the institution, strengthening our operations, and expanding resources. We have many interim positions, many of which were expected. The role of any interim must make difficult decisions to best position the university for the future. Times of transition are challenging, and many have expressed change fatigue. We must do what is right, even if it is difficult or not a popular decision. Fortunately, UCF has an engaged group of deans, and we have been more intentional with including faculty voices in critical institution work.

Earlier today, the interim President announced Dean Michael Johnson would serve as the interim Provost since the university has no definitive timeline for Provost Dooley's paid administrative leave. Dean Johnson was already involved in a broad range of university initiatives, including the enrollment task force and the new university budget model. President Seymour expressed gratitude for Jana Jasinski serving as the Acting Provost providing leadership and stability. The President briefly addressed the Provost's paid administrative leave to address concerns raised. He indicated that it is important that we respect her privacy and the process.

The interim President spent time in Tallahassee last week meeting with legislative leaders and local delegation. Although this may be a challenging year for higher education

funding due to the higher focus on K-12, the interim President was pleased by how UCF was received. UCF has submitted specific legislative funding requests. He thanked Janet Owen, who joined UCF a year ago for her help in moving UCF forward.

A new budget model for the university is being developed with input from experts across the university. The Steering committee is co-chaired by Kristie Harris, Associate Vice President for Financial Affairs, and Dean Paul Jarley. The new model will be data-driven and connected to the overall strategic initiatives. It is anticipated that the new model will be implemented next year, running parallel with the current model for a year.

Interim President Seymour stated that Dennis Crudele is unable to continue serving as the interim Chief Financial Officer due to family obligations. Joseph Trubacz will serve as the interim Chief Financial Officer until the new President is hired with Mr. Crudele working part-time through March.

Ten UCF researchers have received letters from the National Science Foundation (NSF), notifying them that they are CAREER grant recipients. UCF's previous record was eight faculty and noted the accomplishment.

A senator commented that salary compression was discussed at the last meeting. The senator asked the interim President if the new budget model would take into account across the board salary increases of 2.9% or higher in September to prevent faculty salaries dropping behind the consumer price index? In response, the interim President indicated that the new budget model hadn't reached that level of detail yet. The new budget model will do a better job allocating resources and attracting more resources to allocate.

A senator commented that many faculty had voiced concerns regarding basic operations slowing down and not functioning well, like travel reimbursements taking three to four months and new grants being set-up taking many months. The senator noted, that we have to skip the college step in the grant preapproval process at times because of the workload. Faculty have voiced concern that they will not be able to conduct research at UCF. In response, Interim President Seymour indicated he would like to learn more about the issues. He discussed the need to improve operations and to streamline the contracting process.

A senator asked how we explain to potential candidates what has happened, and does this put UCF at a disadvantage? In response, Interim President Seymour indicated that UCF is well prepared to attract and welcome a new President. In many cases, the number of interims is seen as an opportunity to assess existing leadership and determine what is needed long-term. Dr. Self noted that the search committee had the same conversation. The candidates are asking structural and growth questions as opposed to questions the number of interim leadership positions. The Search Firm recapped all of the open forums at the last Downtown open forum and is worth viewing.

A senator asked if a report or presentation regarding the number of grievances, arbitration, and investigations can be provided to include the percent of minorities among the cases.

REPORT OF THE PROVOST

Interim Provost Johnson is grateful for the expression of confidence in being appointed as the interim Provost. The external scrutiny is less worrisome than the risk of losing our internal momentum due to leadership changes. Over the past 30 years, he has watched the university get progressively stronger as a university. The work of faculty is carried out in labs, classrooms, offices, and the interchanges with students in teaching, research, and public service. The business side of the university needs to meet the demands of our rapidly improving university. Academic Affairs has been reshaping in important ways to help faculty carry out their work, particularly in student success and diversity. As the interim, my job is to keep those improvements moving forward. The interim Provost indicated that Tosha Dupras would be the interim Dean of the College of Sciences.

A senator commented that when a top leader is put on administrative leave under mysterious circumstances, the faculty are left with rumors found on social media or in the newspapers. It would be better for the mood and morale of the faculty and staff if the administration would consider providing a simple, clear explanation while still respecting privacy, so employees don't rely on rumors. In response, interim Provost Johnson indicated that he does not know the circumstances for the leave. It is never right to talk about the circumstances while an investigation is underway but would prefer to see an explanation reasonably public once the investigation is complete, if possible. In response, a senator commented that it would be acceptable to say an investigation is underway due to accusations of wrongdoing. The communication so far has been much more mysterious.

A senator commented on how some large classes are unable to have teaching assistant support. Some are creating undergraduate teaching assistants to help, although graduate teaching assistants are very important. In response, Dr. Johnson indicated that he understands the pressure placed upon departments offering large required courses. The College of Sciences was able to add tenure-earning faculty in the last couple of years, but the chairs indicated that greater need was better teaching assistant stipends to attract students and more stipends. However, the new money provided was mandated by the former provost to be spent on tenure-track faculty, so the college had no choice. The use of undergraduate teaching assistants can be more cost-effective and effective for student learning.

OLD BUSINESS

None.

NEW BUSINESS

Vote on bylaw resolutions brought forward by the Steering Committee on October 3, 2019. The resolutions are up for possible amendments and votes.

- Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory Committee

This resolution was brought forward by the Ad Hoc Committee for Bylaw Revisions to modify the duties of the committee to include textbook affordability and textbook adoption and to change the name of the committee. Based on the discussions at the last Senate meeting, a potential amendment handout is available at the sign-in table.

Motion and second to approve Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory Committee.

Motion and second to amend lines 21 through 26 as distributed:

- ~~To promote a culture that values textbook affordability by educating faculty regarding the economic impacts of textbook costs for students. and to respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.~~
- ~~To respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.~~

Dr. Self noted that he reached out to Dr. Bowdon, who was the interim dean of the College of Undergraduate Studies when the bylaw change was formulated regarding the possible change, and she was in favor.

A senator questioned the meaning of requirements on line 20. In response, Dr. Self indicated that requirements refer to the Board of Governor Textbook Adoption regulation and requirements to report.

It was clarified that we are only discussing the proposed amendment to the resolution on lines 21 through 26.

Vote: All in favor; motion passes.

A senator asked why an instructional designer is included in the membership. Dr. Self indicated that faculty create a large number of mix-mode course materials for which an instructional designer is important as should be included. A brief discussion regarding the instructional designer being limited to the Center for Distributed Learning (CDL) preventing those positions within colleges from membership. A member commented that the CDL develops the distributed content, and the CDL group would impact the university as a whole.

Motion and second to amend line 20:

- a. To review and recommend to the dean of the College of Undergraduate Studies procedures to meet concerning textbook adoption deadlines and requirements.

The change simplifies the language. Still don't understand the requirements; it does not seem necessary. Dr. Self noted behind the scenes, all books end up on a report compiled by the College of Undergraduate Studies that is sent to the Provost and Board of Governors. Comment made that deleting deadlines and requirements open it up to all procedures regarding what textbook is used and more.

Vote: all opposed; motion fails.

Motion and second to amend line 20:

- b. To review and recommend to the dean of the College of Undergraduate Studies procedures to meet textbook adoption deadlines and reporting requirements.

A suggestion was made to insert the law or regulation to eliminate any confusion. Regulation changes over time are hard to keep up with from the Board of Governor.

Vote: all in favor; motion passes.

Comment made that duty c. is important enough to stand on its own. Prefer it isn't merged with duty b.

Motion and second to delete all text after affordability on line 21 and restore duty c.

- b. To promote a culture that values textbook affordability by educating faculty regarding the economic impacts of textbook costs for students. and to respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.
- c. To respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.

Vote: all in favor; motion passes.

Motion and second to approve Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory Committee as amended.

Vote: all in favor; motion passes.

- Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes

This resolution is brought forward by the Personnel Committee and asks the Provost and the Dean of the College of Graduate Studies to develop a compensation policy in accordance with the proportionality provisions of the twelve-hour law and administer procedures that enable graduate faculty to apply for a supplemental E&G summer appointment if they have thesis or dissertation students not supported by external research funding seeking enrollment in one or more summer Restricted Registration courses if they are without a summer supplemental.

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes. The Personnel Committee submitted amendments to the resolution that was distributed with the agenda.

Motion and second to approve amendments to Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes. Dr. King noted that the amendments clarify when the resolution refers to a faculty member or a student.

Vote: All in favor; motion passes.

A senator questioned if line 36 should refer to “faculty” instead of “students.” It was noted that this paragraph applies to students required to take courses over 12-months. A senator suggested the double quotes be changed to single quotes around the word “off” on line 37.

Motion and second to amend line 32 and line 37:

32: “...and dissertation graduate students without compensation, or foree required those graduate students...”

37: “...12-month responsibilities and the need for faculty to serve as mentors during their “‘off’”...”

Vote: all in favor; motion passes.

Discussion of how the programs approve enrollment through the College of Graduate Studies was held. A representative from the Personnel Committee indicated the language was based on the course re-design being controlled at the university level instead of the unit level. In response, as written, the language could impact the budgets of every college. The provost should consult with the deans instead of the College of Graduate Studies.

Motion and second to amend line 5, 12, and 46:

5: "...Whereas, ~~the UCF's graduate enrollment~~ ~~College of Graduate Studies~~ exceeded 10,000 students for the first time in AY..."

12: "...Whereas, ~~College of Graduate Studies~~ thesis and dissertation students..."

46: "Be it Resolved that the Provost in consultation with the ~~Deans of the College of Graduate Studies~~..."

Vote: 2 opposed, remaining in favor; motion passes.

A senator asked if the question raised in the Steering Committee regarding capstone courses was discussed. In response, Dr. King indicated that the committee did not include capstone courses. The committee stayed focused on required graduate courses since they are for credit, and the students pay tuition. The Provost can expand the courses specified in the resolution.

In response to a question regarding undergraduate students, Dr. King indicated that the resolution is limited to graduate students since they are required to have a continuous enrollment.

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes as amended.

Vote: All in favor; motion passes.

Discussion on a resolution brought forward by the Steering Committee on November 21, 2019.

- Resolution 2019-2020-18 Faculty Senate Bylaw Change – Joint Committees and Councils Annual Report
This resolution is brought forward by the Ad Hoc Committee for Bylaw Revisions to change the due date for Joint Committees and Councils annual report from the end of the Spring semester to the 2nd week in August. No discussion.

COMMITTEE REPORTS

Budget and Administrative Committee –Shawn Putnam

The committee met once since the last report. The meeting focused on Library funding. Barry Baker and Frank Allen made a presentation on the Libraries budget. The budget has remained flat for over five years. This year, \$7.6 million of the budget goes to journals and subscriptions, which is over half the budget. The Libraries is short \$700,000 and looking into what to cut. The committee is looking at a possible resolution. The committee also reviewed the administration to instructional cost ratio. In gathering data, including from howcollegesspendmoney.com, it seems like UCF has 30% administrative to instructional costs. Out of 160 universities, UCF is in the top ten for spending. The

Board of Trustees is also concerned with the spending. There is uncertainty in the actual value of what is being spent. There is a significant amount of salary paid with auxiliary funds.

Dr. Self noted that there are some new bills in the Florida Legislature regarding administrative ratios. In response to a question, Dr. Putnam indicated that the mean administrative to instructional ratio is around 17%. Dr. Self noted that the Board of Trustees was provided updated figures from Institutional Knowledge Management for the previous year, and the ratio improved.

Information Technology Committee – Melanie Guldi

The committee met twice since the last Senate meeting. The committee met with a General Counsel Representative to discuss email for retirees versus faculty that leave the university, and what can be changed. The majority is contained in the Collective Bargaining Agreement. The committee is formulating a resolution. The committee also discussed broadcast emails. A resolution is being formulated on this topic.

Parking, Transportation and Safety Committee –Ahmad Elshennawy

The committee met in November and again last week with a representative from Facilities and the UCF Policy Department. Members discussed vaping concerns for the health safety of faculty, staff, and students. It was determined that vaping is treated the same as smoking on campus, and no other action is necessary. Also discussed the new back-in only parking rule. No specific complaints have been reported regarding back-in parking. License plate technology has been used with about two back-in violation warnings issued with a campus holding over 20,000 vehicles. No accidents or injuries have been reported. No further action on this issue is necessary. The committee discussed a question raised concerning service dogs on campus. Discussed the existing policy, and no problems have been reported, and no further action is necessary. UCF now has about 300 scooters on campus for a one-year trial. An application must be downloaded to unlock a scooter, and the speed of the scooter is controlled based on location. The committee discussed golf carts on campus. The committee recommended a slower speed than 15mph on pedestrian walkways. The University Compliance, Ethics, and Risk Office is still working on a policy and will inform the committee once complete. They are trying to standardize the odometer on the vehicles.

A senator indicated that the privacy issue regarding the license plate readers should be raised. In response, Dr. Elshennawy stated that when the readers start, hangtags will no longer be necessary since the license plate is your registered parking permit. In response to a question, Dr. Elshennawy indicated that if you use a different car, you must go on the computer and provide advance notification of the license plate. A senator commented that the system should be able to hold several license plates. If both cars are on campus, then a ticket can be issued. In regards to the scooters, they are being parked all over campus and in the parking lots. Education is needed on where to park and how to drive the scooters.

A senator asked the committee to look into multiple complaints regarding the lack of exits near the lot D and garage C. The back-up upon trying to exit can take between 30-40 minutes.

A senator suggested that the bylaws for the committee be reviewed in terms of safety to define the committee's duties better.

Personnel Committee – Stephen King

The committee reviewed the Emeritus email, which allows you to keep the @ucf.edu for one-year. After the year, Emeritus faculty have to request an @knights.edu account. The members would like an automatic forward from the @ucf.edu to @knights.ucf.edu. The committee also discussed notification procedures for the death of a faculty member. Some families want privacy, and some faculty wish to be notified to attend a service. Therefore, the committee believes a mechanism needs to be created for notification if the family approves it.

Research Council – Nina Orlovskaya

The committee met in December and January. During both meetings, members discussed proposed changes to the UCF Policy 3-122 Campus Safety & Health Policy regarding the Department of Environmental Health and Safety's (EH&S) inspection procedure. The changes require faculty to make corrections to a violation within 30 days. Upon the second inspection, the faculty will be charged on an hourly basis for the re-inspection. This type of fee isn't covered in a grant, and faculty funds are limited. Some corrections can be made quickly, but if equipment needs to be purchased, it could take longer than 30 days. Ms. Renee Michel, the director of EH&S, attended the January meeting and discussed the policy implementation assuring the faculty that the policy will be modified and no fees will be charged using faculty research funds. The committee also discussed EH&S's responsibility in the Office of Research and problems now that EH&S has been moved to a separate unit. The committee will formulate a resolution. The committee discussed the possibility of forming Research Council subcommittees such as Research Compliance, Evaluation Procedures, or Information Technology. The members felt they would be unaware of the details in those areas if subcommittees were formed and decided to create task forces instead.

At the January meeting, Dr. Reinhart provided the Research Council with the updates on the status of UCF's First SEED Funding Program and informed the members that the first projects had been funded and the next round of funding might become available in Spring 2020 pending the availability of funds. The council discussed the possibility for postdocs to be approved to serve as the PIs on their research proposal if the funding agencies allow them to submit their proposals as PIs.

Graduate Council – Jim Moharam

The Graduate Appeals and Graduate Program Review and Awards committees met once since the last report. The Graduate Policy Committee has not met, while the Graduate Curriculum Committee has met twice. The Program Review and Awards Committee is currently reviewing a master's program in Computer Vision.

Undergraduate Council – Robin Back for Peder Hagglund

The Undergraduate Policy and Curriculum Committee approved a new undergraduate program in Data Science. The Undergraduate Course Review Committee met January 7 and approved nine items on the consent agenda. The committee approved two special topics courses, 17 new courses, and four revised courses on the action agenda. The original problems with Curriculog have been fixed. The Curriculog system is now able to accept new course proposals. However, UCF is still beginning the process of finding a new vendor for similar software. An evaluation team is currently being formed to oversee the bidding process. At the January 21 meeting, the committee approved one course revision, three special topic courses, two new courses, and five course revisions. One new course request for Introduction to Data Analytics for Fin Tech was tabled over concern that the Statistics Department was not included in the conversation for the course development.

CAMPUS CLIMATE REPORT

Hispanic-Serving/Minority-Serving Institution Update

Dr. Cyndia Muñiz provided the senators with an update on UCF's Hispanic-Serving Institution designation. Dr. Muñiz discussed funding agencies, minority-serving institutions, targeted research alerts, tool kits available, and the HIS Certification serving statement. In closing, she discussed UCF's Hispanic-Serving Institution Philosophy.

OTHER BUSINESS

None.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:55 p.m.

1 **Resolution 2019-2020-18 Faculty Senate Bylaw Change – Joint Committees and**
2 **Councils Annual Report**

3
4 **Whereas**, Bylaws Section VIII. Specifies that Joint Committees and Councils shall submit an
5 annual report by the end of the spring semester; and

6
7 **Whereas**, the Admissions and Standards, University Master Planning, and the Parking and
8 Transportation committees meet during the summer to conduct business; and

9
10 **Whereas**, this results in the annual reports not being submitted until the Fall semester;
11 therefore

12
13 **BE IT RESOLVED** that the Bylaws of the Faculty Constitution be amended as follows:

14
15 **Bylaws Section VIII. Joint Committees and Councils**

16
17 Each committee will maintain minutes of its meetings and the chair of each committee shall
18 forward (except for University Athletics Committee, and the University Promotion and Tenure
19 Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the
20 Faculty Senate. ~~By the end of the spring semester, e~~Each committee will submit a brief written
21 annual report of its activities to the chair of the Faculty Senate by the end of the second week
22 of August each year.

Approved by the Faculty Senate Steering Committee on November 7, 2019.

1 **Resolution 2019-2020-20 Automatic and Broadcast Email**

2
3 **Whereas**, it is sometimes necessary for recipients of automatically generated email messages
4 to obtain additional information before responding or taking the action requested in the
5 message, and

6
7 **Whereas**, some automatically generated messages do not provide a means of obtaining more
8 information, and some do not even identify the actual sender or responsible office, requiring
9 faculty to spend time seeking the appropriate contact information, and

10
11 **Whereas**, some faculty may wish to receive certain non-critical broadcast information that
12 other faculty may not wish to receive, such as announcements of certain types of events, health
13 advice, and topical news, and

14
15 **Whereas**, the volume of non-critical broadcast messages is now sufficient to make a more
16 efficient way to manage subscriptions desirable; therefore

17
18 **BE IT RESOLVED** that UCF Policy 4-006.2 “Broadcast Distribution of Electronic Mail” be
19 amended as follows:

20
21 At the end of the “Procedure” section on page 3 add the following:

22
23 *Each broadcast or automatically generated message shall include the name, position, and*
24 *contact information of the person responsible for broadcasting the message and, if*
25 *different, an actively monitored email address for responses including questions about the*
26 *message’s content.*

27
28 **Be it Further Resolved**, that all public, non-essential broadcast lists, such as health advice and
29 departmental public newsletters, must include a method to opt in and opt out. UCF IT, in
30 conjunction with other relevant parties, shall explore approaches and implement an opt-
31 in/opt-out tool, such as a dashboard in my.ucf.edu.

Approved by the Information Technology Committee on January 29, 2020.

Approved by the Faculty Senate Steering Committee on February 6, 2020.

1 **Resolution 2019-2020-21 University Email Access for Faculty**
2 **Leaving the University**
3

4 **Whereas**, a faculty member’s scholarship, teaching, and community and professional service
5 are life-long efforts that transcend employers, and
6

7 **Whereas**, access to colleagues through email is critical to a faculty member’s execution of these
8 missions, especially given the permanence of email addresses on published research articles
9 and elsewhere, and
10

11 **Whereas**, a permanent forwarding address for separated faculty (including researchers) is
12 standard practice at most US research universities, and
13

14 **Whereas**, the competitiveness of UCF in attracting top-quality faculty depends on facilitating
15 an individual’s life-long missions in scholarship, teaching, and service, and
16

17 **Whereas**, colleagues and administrators at UCF have an interest in maintaining contact with a
18 separated colleague to conduct research, transfer grants, transfer knowledge from the former
19 employee to UCF, and for many other reasons, and
20

21 **Whereas**, there are no mechanisms in place or available to advise every interested party of the
22 new email address of a separated employee, therefore
23

24 **BE IT RESOLVED** that:
25

26 Faculty members who separate from the university shall be allowed the following:
27

- 28 1. At the former employee's option, one of the following actions:
29 a. forwarding of email sent to the university email address(es) they were known by to
30 an address of the employee's choosing, forwarding to a Knights email address, or
31 b. an auto-reply to senders indicating a change of address, or
32 c. discarding all messages.

33 The action must be maintained by the Administration for two academic years after
34 the academic year of termination. The former employee may opt to change actions
 during this time.

- 35 2. Access to or copies of all the email sent to the former employee's UCF accounts and still
36 stored on UCF servers, as tagged and organized into folders by the employee, in an open
37 standard format that can be read by standard email client software. Also, all contacts,
38 calendar entries, files, and other information stored by the employee on UCF servers or
39 on computing hardware provided for the former employee's use by UCF, except for
40 information the former employee may no longer legally access, due to confidentiality,
41 privacy, license, or similar reasons. Data related to the former employee’s non-academic
42 functions (e.g., staff or administrative work) is excluded. The former employee must
43 specifically identify the material to be given and provide the storage media to be used or
44 access to online storage outside UCF that will receive the data. At UCF's option, the

45 former employee may be required to do the copying themselves and within a
46 reasonable time.

47 The Provost or President may restrict or alter a former employee's access to protect the
48 interests of the university. In such cases, the reason, manner, and duration of restriction must
49 be written and reported to the former employee. Such cases should be rare. A summary report
50 of the number, nature, and reasons for such restrictions in the past academic year shall be
51 delivered within 60 days after the end of the academic year to the Chair of the Faculty Senate
52 Personnel Committee.

53 Since the Collective Bargaining Agreement preempts the Resolution process, the
54 Administration may, at their option, restrict the access of groups of faculty whose post-
55 employment email access is covered in the Collective Bargaining Agreement to the rights
56 negotiated therein, without restricting the access of other groups.

Approved by the Information Technology Committee on January 29, 2020.

Approved by the Faculty Senate Steering Committee on February 6, 2020.

1 **Resolution 2019-2020-22 Faculty Senate Bylaw Change - Resolutions**

2
3 **Whereas**, when the Faculty Constitution was separated into two separate documents, Faculty
4 Constitution and Bylaws, language regarding the process of adopting Senate resolutions was
5 inadvertently left out of the Bylaws; and

6
7 **Whereas**, Resolution 2016-2017-17 restored the majority of the resolution language except for
8 the right to a final appeal to the Board of Trustees; and

9
10 **Whereas**, the president of the university is accountable to the Board of Trustees in the
11 operation of the university; therefore

12
13 **BE IT RESOLVED** that the Bylaws of the Faculty Constitution be amended as follows:

14
15 **Bylaws, Section IV. Meetings of the Senate**

16
17 I. Resolutions

18 As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon
19 any subject of interest to the university and adopt appropriate resolutions. Resolutions
20 addressing those areas of authority legally reserved to the president and Board of Trustees are
21 advisory. Each resolution adopted by the Faculty Senate is forwarded to the provost and vice
22 president for Academic Affairs who shall act upon the recommendation within 60 days.

23
24 The provost and vice president for Academic Affairs shall have veto power over any resolution
25 by the Senate. The veto with rationale shall be communicated in writing to the Faculty Senate
26 and the chair of the Faculty Senate.

27
28 The Senate, by a two-thirds majority vote, may appeal to the president any resolution vetoed. ~~A~~
29 ~~decision by the president is final.~~ A subsequent veto by the president shall be communicated in
30 writing to the Faculty Senate and to the chair of the Faculty Senate within 60 days.

31
32 The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so
33 vetoed. A decision by the Board of Trustees is final.

Approved by the Faculty Senate Steering Committee on February 6, 2020.