

Faculty Senate Meeting
Minutes of
February 20, 2020

William Self, chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of January 23, 2020, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Scott Launier, UFF-UCF President

Reid Oetjen, Associate Professor, Health Management Informatics, College of Community Innovation and Education

Devon Jensen, Associate Dean, College of Graduate Studies

DeLaine Priest, Associate Vice Provost for Student Success and Advising

Theodorea Berry, Vice Provost and Dean of the College of Undergraduate Studies

Jana Jasinski, Vice Provost for Faculty Excellence

ANNOUNCEMENTS

None.

REPORT OF THE SENATE CHAIR

Ad Hoc Committee on Faculty Governance and Subcommittee on Service

Dr. Self informed the senators of an Ad Hoc Committee on Faculty Governance and a subcommittee on Service that has been meeting throughout the academic year. Four resolutions have been formulated for the March Steering and Senate meetings to support shared and faculty governance. Both committees will remain active in the next academic year.

Board of Trustees Meeting

Today, the Board of Trustees (BOT) had a robust discussion concerning enrollment management with recommended actionable items in the upcoming year. The senators may view the BOT meeting online. The board also discussed the new budget model.

Presidential Search

The search is now in the recruitment phase. The survey results can be reviewed at www.ucf.edu/presidential-search/.

REPORT OF THE PRESIDENT

Interim President Seymour thanked the chair for his leadership that is respected by the BOT and for providing critical education for new trustees. A common theme from the enrollment task force has been major readiness for the first time in college students.

President Seymour indicated that he is optimistic about the outcomes of the task force. Bill has advocated for greater faculty and dean involvement in the process. Progress is

being made on the new budget model for greater transparency and support of academic units.

The BOT approved a new master's program in Computer Vision and a doctoral program in Coastal Systems. The Masters in FinTech is still pending with the Florida Board of Governors due to the tuition model for the program.

The board approved tenure with hire for UCF's seventh National Academy member, Carolina Cruz-Neira, a pioneer in virtual reality and interactive visualization. She joins UCF with her research team, which includes her husband, Dr. Dirk Reiners, with the College of Engineering and Computer Science, Department of Computer Science.

UCF has calculated its projected performance-based funding, which will be about the same as last year. UCF believes it will accomplish eight of the metrics for preeminence for the second year in a row.

Next week will launch a climate survey put forward by S. Kent Butler, the interim Chief Equity, Inclusion and Diversity Officer. Interim President Seymour encouraged everyone to participate.

The Lake Nona Impact Forum will be held next week that convenes health innovators around the world. Deepak Chopra, who is focused on suicide prevention, will be on campus Tuesday.

A member questioned what guarantee faculty would have as to transparency regarding the budget at the college level? In response, Interim President Seymour indicated that a structure and budget model is put in place that embraces transparency. There has to be a culture of transparency versus selective transparency. Everyone is justified to call leadership out on transparency issues.

A member questioned faculty involvement in selecting a new chief information officer for the university and the need for faculty input. Interim President Seymour indicated that any retirement is an opportunity to identify a possible beneficial realignment.

A member commented that transparency is encouraging, yet the transparency regarding Provost Dooley's step-down has been less than transparent. In response, Interim President Seymour indicated that this situation is difficult, but he can't comment on an ongoing Personnel issue during the process. Details during the process are inappropriate even though rumors are amiss.

In regards to enrollment, interim President Seymour indicated that UCF needs to decide where to go in the next decade. Today, the graduate and undergraduate mix is 14% graduate with three preeminent universities at 20-29% graduate. The second question is, how does UCF want to mix 4-year and transfer students. 55% of transfer students are from direct connect, which is a relationship in place for 15 years. College readiness comes into play, and what is the proper mix between 4-year and 2-year students. We also

have online students at 5,000+ and growing. These questions will be a top priority of the new President.

REPORT OF THE PROVOST

Interim Provost Johnson had a previously scheduled meeting. Jana Jasinski reported for the Provost. The Climate survey being distributed by Equity, Inclusion and Diversity is the first survey in the past 20-years. Dr. Jasinski encouraged everyone to respond to the 80,000 person survey request.

In response to Faculty Senate Resolution 2018-2019-12 Student Perception of Instruction Accessibility and Improvements, a task force has been formed and is meeting. The task force has been meeting to identify what changes should be made and making the summaries more accessible.

Dr. Janinski recognized the UCF Authors recognition event held every other year, with Dr. Martha Brenckle presenting poetry.

Last week, a faculty committee reviewed mid-career refresh proposals, which represents one million dollars for associate professors to jump-start their careers.

In response to the Student Perception of Instruction task force, a member asked if the task force wanted feedback from faculty. Dr. Jasinski indicated that Grace White is the chair of the task force and welcomes all feedback from faculty. The task force will actively invite any faculty for input. The schedule can be placed on the Faculty Senate website. A member asked that the task force actively invite faculty to participate.

OLD BUSINESS

None.

NEW BUSINESS

Vote on bylaw resolution brought forward by the Steering Committee on November 21, 2019. The resolution is up for possible amendments and votes.

- 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.

Motion and second to approve Resolution 2019-2020-18 Faculty Senate Bylaw Change – Joint Committees and Councils Annual Report. No discussion.

Vote: All in favor; motion passes.

Resolution 2019-2020-20 Automatic and Broadcast Email

This resolution is brought forward by the Information Technology Committee. The resolution requests UCF Policy 4-006.2 Broadcast Distribution of Electronic Mail be amended to require contact information and to provide an opt-out/opt-in procedure.

Motion and second to approve Resolution 2019-2020-20 Automatic and Broadcast Email. Open for discussion. A member questioned if what is being asked for is even possible. Dr. Guldi, chair of the Information Technology Committee, indicated that UCF IT members are active members of the committee and that UCF IT indicated that the request could be implemented within certain parameters. No other discussion.

Vote: all in favor; motion passes.

Resolution 2019-2020-21 University Email Access for Faculty Leaving the University

The resolution is brought forward by the Information Technology Committee and requests UCF provide faculty leaving the university with options on handling their @ucf.edu account and provide a way for faculty to retrieve and save information from the server.

Motion and second to approve Resolution 2019-2020-21 University Email Access for Faculty Leaving the University. Open for discussion.

Motion and second to amend line 51 and 52:

“delivered within 60 days after the end of the academic year to the Chair of the Faculty Senate ~~Personnel Committee~~.”

Vote: all in favor; motion passes.

Motion and second to approve Resolution 2019-2020-21 University Email Access for Faculty Leaving the University as amended.

Vote: all in favor; motion passes.

Advance notification of a resolution brought forward by the Steering Committee for the March 19, allowing 30 days to review before discussion.

- Resolution 2019-2020-22 Faculty Senate Bylaw Change – Resolutions
This resolution reinstates a final appeal of a Senate resolution to the BOT. Dr. Self noted that other Florida universities provide for an appeal to the BOT. The resolution will be discussed at the March 19 meeting.

COMMITTEE REPORTS

Budget and Administrative Committee –Shawn Putnam

The committee did not have a quorum at the last meeting. The committee discussed the library funding shortage and the possibility of journals such as Elsevier being cut in addition to other subscriptions.

At the last meeting, discussed the budget redesign and focused on Student Success, Research, and the cost of instruction. The committee discussed the allocation of the State appropriation across the of cost of instruction, student success, and research.

Information Technology Committee – *Melanie Guldi*

We met three times since the last senate meeting. In the first meeting, we discussed why the internet failed for an hour on what measures are being taken to prevent this going forward. Michael Sink provided some details which appear in the meeting minutes. The committee discussed drafts of the two resolutions that were presented in today's meeting. Stephen King from the Personnel Committee was able to attend this meeting and gave helpful insights from his committee's perspective. In our next meeting, we had a long discussion about cloud storage. Currently, the university's only supported cloud service is OneDrive. The committee heard from UCF IT about reasons why we don't have more options, including that each cloud service would need to be supported (which increases the resources involved), compliance requirements are increasingly complex, and data security, in general, is challenging. Information Security Office also indicated that they are actively working on revamping policy 4-008 (<https://policies.ucf.edu/documents/4-008.pdf>) and are working on incorporating a matrix. Hence, individuals are better able to classify data, including data that is Controlled Unclassified Information (CUI) (see <https://www.archives.gov/cui/registry/category-list>).

Parking, Transportation and Safety Committee –*Ahmad Elshennawy*

The committee unanimously approved a resolution regarding UCF Downtown Handicap Accessible Parking that will be presented to the Steering Committee in March. Also discussed the lengthy exit time it takes from HPA garage C and lot D. Chief Metzger indicated that Orange County would be adjusting the lights to alleviate the congestion. The system is outdated and will be replaced within the year.

Personnel Committee – *Stephen King*

The committee met yesterday. The committee discussed the short meeting schedule ending in March and that the committee may need to meet longer in the semester. The Institutional Knowledge Management team has been in contact with the Personnel Committee regarding the timeline for the Faculty Salary study. Dr. Self noted that a request had been sent to identify faculty for the Faculty Salary study committee.

Research Council – *Nina Orlovskaya*

The committee met twice since the last Senate meeting to select the Excellence in Research Award. A presentation was made to the Union to request three separate Excellence in Research Awards, which is in the process of being bargained.

Graduate Council – *Jim Moharam*

The Graduate Appeals and Curriculum Committees met twice with the Graduate Policy Committee meeting next week. The Program Review Committee met once in the selection of awards.

Undergraduate Council – Robin Back for Peder Hagglund

The Undergraduate Policy and Curriculum Committee met once with an approved certificate from the Rosen College and one minor from the College of Community Innovation and Education. The Honors College updated an academic policy with two revised programs for the College of Business.

CAMPUS CLIMATE REPORT

United Faculty of Florida Update

Scott Launier, President of UFF-UCF, provided an update to the senators. Mr. Launier indicated that UFF represents over 1,700 faculty. The union just closed the 2019-2020 contract negotiations. A ratification email will be forthcoming. The next bargaining session for 2021 Salaries only is scheduled for March 19 from 1:00 – 3:30 p.m. with the goal of completing bargaining before the start of the Fall 21 semester. Immediately after the Fall 21 salary negotiations are followed by a 3-year full book negotiation for 2021-2024. Mr. Launier informed the senators of upcoming grievance training offered March 2, 2020, from noon – 2:00 p.m. at the UCF main campus cafeteria. The union invites members to bring issues to the Tuesday, February 25 from 3:00 – 4:00 p.m. in TCH, room, 349D. Discussed House Bill 7081 and the companion Senate Bill 774 that calls for exemption from the sunshine law for university or college presidential searches.

A member questioned what the argument is for secrecy in presidential searches. In response, Mr. Launier indicated that the thought is strong applicants won't apply until the deadline to avoid the sunshine law, and UFF strongly opposes the bill.

A member asked if the union is optimistic regarding pay raises above 3.75% in September to meet inflation. Mr. Launier isn't confident of an increase of over 0.50%. Right now, the union is looking at other possible non-monetary gains. The union needs to become more organized within the union committees.

A member asked if the union considered talking directly with a Board of Trustee member since, at the last Senate meeting, the chair of the Board was unaware of the negotiation issues. The union is trying to build an organization that can outlive a couple of individuals. The union needs more faculty.

Student Success and Advising Update

DeLaine Priest, Associate Vice Provost for Student Success and Advising in the Division of Student Learning and Academic Success, updated the senators on the strategic alignment of advising. Dr. Priest discussed the four top priorities for the unit, including (1) develop and implement a new advising system, (2) hire 20 new advisors, (3) improve the student to advisor ratio, and (4) redesign the first time in college orientation.

In regards to the student to advisor ratio, a member questioned how adding 25 advisors would make such a significant change in the ratio? Dr. Priest indicated that the number of advisors would go from 46 to 71. With each advisor assisting over 1,000 students, a member asked how much time on average does an advisor spend with a student? Dr. Priest indicated that the advisor interaction with a student averages 15-30 minutes.

Throughout a student's educational career, they will engage advisors through technology but typically meet with their advisor once or twice a semester.

A senator asked how the 71 advisors will interact with the college advisors? Student Success and Advising will work with the colleges to centralize standards in regards to assessments, technology, and other areas. For example, the technology used from EAB called Navigate allows advisors to enter notes in the system that can be seen by any college advisor.

In response to a question, Dr. Priest indicated that the unit will be looking at the drop/fail/withdrawal rate, how to impact retention, and removing barriers. Dr. Berry, Vice Provost of Student Learning and Academic Success, noted that the unit has gathered data on how to track performance.

Dr. Self noted that during the Enrollment Management discussion during the BOT meeting, discussed critical course tracking. When a student chooses a major, a red flag is raised if a student doesn't complete critical courses for the major within a specific time. UCF needs robust mechanisms to advise students at critical check-points.

A brief discussion ensued regarding students taking too many courses at one-time, the lack of understanding that if a course is failed, it has consequences on their graduation date, and entering a major behind.

OTHER BUSINESS

Ad Hoc Committee on Faculty Study Abroad – Update

Linda Walters updated the senators on the Ad Hoc Committee Study Abroad Committee. The committee is composed of 25 faculty members and three administrators with Linda Walters and Margaret Ann Zaho, co-chairing. The committee has met three times with the goals to a) determine how UCF is doing, b) faculty concerns, and 3) identify practices from other universities to improve UCF Study Abroad. The national study abroad rate is 10.9%. Florida State University is at 7.3%, with the University of Florida at 4.1%. UCF is the lowest in the State University System at 0.8%. During 2017, UCF had 548 students study abroad. This year, 379 students are enrolled in 28 abroad programs, with eight courses dropped due to low enrollment. Arizona State University has 73,000 students, with about 2,500 students studying abroad annually at 3.5%. The university offers \$1.4 million in scholarships. UCF is in the process of hiring a new Abroad Director. Dr. Berry attended the last meeting to hear faculty concerns, including:

- no repatriation funds available to handle natural disasters or emergencies,
- faculty responsible for the care of students with mental health issues,
- students being allowed to register for other courses that meet at the same time as a study abroad course,
- scholarship funds received after the course is over,
- lack of marketing, and
- students are paying tuition and faculty not paid for the course.

The committee also discussed best practices identified, including students paying fees, but not tuition for the course, and requiring mental health screenings.

A member commented that if a mental health screening is required, a physical health screening should also be required. A comment made that we run into Americans with Disability Act (ADA) issues once you start excluding students.

A member noted that the most recent Collective Bargaining Agreement covers explicitly study abroad and should be paid. In response, Dr. Walters pointed out that faculty are not being forced and have to sign a waiver.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:45 p.m.



Advising Redesign University of Central Florida

Presented to the Faculty Senate
February 20, 2020

Dr. DeLaine Priest
Associate Vice Provost, Student Success and Advising
Division of Student Learning and Academic Success

Strategic Alignment to Foster Student Success

- Centrally-coordinated advising efforts
- Strengthening the ties between student success and academics
- Strengthen advising, enabled by data analytics
- Develop a process, timeline, and structure to support widespread change related to this new student success alignment

4 Priorities

1. By May 2020, develop and implement a new UCF advising system
2. By March 2020, hire 20 new advisors
3. Improve student to advisor ratios
4. Redesign FTIC Orientation

Priority #1: New UCF Advising System

- **Centralized and coordinated advising system**
 - Shared standards, objectives, communications and programming
 - Professional development, training, assessment, and evaluation
- Supporting university **retention and graduation goals**
- Offering **student-centered** major advising
 - Primary college advisor
 - Cohort-based advising
 - Knights Major Exploration and Transition Center: Undeclared, undecided, and redirected/ major changers

Priority #2: 20 (+) New Advisors

- **25 New Advisors**
 - Funded by Academic Affairs and Reallocation
 - 20 new positions
 - 5 reallocated FYAE positions
- Lines, budget, and fringe
- Posted in January 2020
- Filled by March 2020

Priority #3: Improve Advising Ratio

CURRENT = 1780:1

NEW = 1117:1

GOAL = 1000:1

- Approximately 90% of effort is advising
- Advising FTE excludes administrative effort (e.g. registration, certification, paperwork, etc.)
- Ensuring accountability toward university metrics and priorities



Priority #4: Redesign FTIC Orientation

- **Align outcomes** toward 1st-Yr retention and 4-Yr graduation
- Focus on **major advising and college interactions**
- Emphasize **just-in-time** information
- Coordinate among FYE, FYAE, College Council, Colleges, and SDES

Discussion



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

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

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

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

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

Bylaws Section VIII. Joint Committees and Councils

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

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

Approved by the Faculty Senate on February 20, 2020.

Resolution 2019-2020-20 Automatic and Broadcast Email

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

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

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

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

BE IT RESOLVED that UCF Policy 4-006.2 "Broadcast Distribution of Electronic Mail" be amended as follows:

At the end of the "Procedure" section on page 3 add the following:

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

Be it Further Resolved, that all public, non-essential broadcast lists, such as health advice and departmental public newsletters, must include a method to opt in and opt out. UCF IT, in conjunction with other relevant parties, shall explore approaches and implement an opt-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.

Approved by the Faculty Senate on February 20, 2020.

Resolution 2019-2020-21 University Email Access for Faculty Leaving the University

Whereas, a faculty member's scholarship, teaching, and community and professional service are life-long efforts that transcend employers, and

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

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

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

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

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

BE IT RESOLVED that:

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

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

The action must be maintained by the Administration for two academic years after the academic year of termination. The former employee may opt to change actions during this time.
2. Access to or copies of all the email sent to the former employee's UCF accounts and still stored on UCF servers, as tagged and organized into folders by the employee, in an open standard format that can be read by standard email client software. Also, all contacts, calendar entries, files, and other information stored by the employee on UCF servers or on computing hardware provided for the former employee's use by UCF, except for information the former employee may no longer legally access, due to confidentiality, privacy, license, or similar reasons. Data related to the former employee's non-academic functions (e.g., staff or administrative work) is excluded. The former employee must specifically identify the material to be given and provide the storage media to be used or access to online storage outside UCF that will receive the data. At UCF's option, the

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

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

Since the Collective Bargaining Agreement preempts the Resolution process, the Administration may, at their option, restrict the access of groups of faculty whose post-employment email access is covered in the Collective Bargaining Agreement to the rights 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.

Approved by the Faculty Senate on February 20, 2020.