

Faculty Senate Meeting
Minutes of
February 25, 2016

Keith Koons, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of January 28, 2016 was made and seconded. Motion to amend the Graduate Council report to: "Policy committee passed two changes. The first change is to allow those students that completed all coursework and thesis/dissertation hours to enroll for one credit hour per semester until they graduate. We also currently have a 3-year and 7-year certificate; we eliminated the 3-year certificate. Both policy changes are being reviewed by Graduate Studies." The minutes were approved as amended.

RECOGNITION OF GUESTS

Valerie Storey, School of Teaching, Learning, and Leadership in the College of Education and Human Performance

Kristy McAllister, Academic Affairs Information and Publication Services

Binita Devkota, Student Government Association

Zachary Lampman, Student Government Association

Peter Larson, History Department College of Arts & Humanities

William Phillips, Instructional Designer, Center for Distributed Learning

Francisca Yonekura, Associate Department Head, Center for Distributed Learning

Bayiun Chen, Instructional Designer, Center for Distributed Learning

Nancy Swenson, Instructional Designer, Center for Distributed Learning

Joel Hartman, Vice President, Information Technologies & Resources

ANNOUNCEMENTS

Dr. Koons announced that the Human Resources Department is offering some free CPR and First Aid classes. The next class offered is March 10. For more details go to the Human Resources website.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Dr. Koons introduced Diane Chase for the report of the Provost and congratulated Dr. Chase for her new appointment as Executive Vice President and Provost for the University of Nevada, Las Vegas followed by acclamation. Dr. Chase thanked the group for their collegiality over the years.

Faculty Hiring

We are now hiring another 100 faculty for Fall 2016. Of the 50 positions allocated to colleges: 31 positions are currently open, nine positions are closed, seven are filled, and

three are not yet posted. There were 2,856 applicants for the positions to date. Of the 33 cluster hires, we have had 498 applicants with no hires yet.

Research and Graduate Education

The Provost plans to combine the two positions and will be charging the search committee to find a new leader by March 1. The search committee will develop the advertisement, job description, and the title for the position. Parker Search will be involved in the process. The agenda for the external review team is being finalized. An open forum is planned for faculty on March 29 from 10:30 a.m. to 11:30 a.m. in Colbourn Hall, room 146.

COACHE Survey

The strategy committee has been formed with five sub-committees, each having two co-chairs. The committees are populated by faculty who mainly responded to a survey indicating interest. The goal is to have strategies recommended to the Provost by the end of the Spring semester.

Questions

Any details on the membership of the search committee for the Vice President for Research and Graduate Studies? I do not have any details with me at this time.

NEW BUSINESS

Proposed Revisions to the Constitution and Bylaws

Dr. Koons introduced the proposed revisions to the Faculty Constitution. Last year, an Ad hoc committee was formed to work on proposed revisions. The Ad hoc committee was composed of Norma Conner, Reid Oetjen, Keith Koons, William Self, and Joe Harrington. The committee worked throughout the Fall semester on the revisions and the revisions proposed today were put forward to the Senate by the Steering committee. The Senate has had 30-days to review the proposed changes. The Constitution specifies that once the amendment is passed by the Senate, the amendment is subject to a 14-day review by the general faculty. Any proposed changes to the amendment from the general faculty would go to the Steering committee for consideration prior to a vote by the Faculty Assembly. If no changes are presented by the general faculty, the Faculty Assembly would be held March 31, just prior to a regularly scheduled Senate meeting. If changes are submitted to Steering, then the Faculty Assembly would be held April 21, just prior to a scheduled Senate meeting.

The floor is open for comments and changes to the set of proposed changes.

Suggested changing provost and executive vice president to just provost to be more consistent going forward since the title changes. Constitution allows for automatic updates to position titles, therefore this change is not necessary.

Motion and second to change to word “appointments” to “modifiers” on page 14 of the Bylaws, Section I.A. Titles. Academic Affairs does not use the term appointment, instead refers to modifiers.

1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research ~~appointments~~ modifiers).

Discussion. Don't know that the word modifier is necessarily a problem. Academic Affairs uses the terminology of modifier instead of appointment to describe research or clinical faculty.

Vote: all in favor; motion passes. [*This motion was later ruled out of order*]

Suggested page 24 under Information Technology Committee change the title from vice president for Information Technology and Resources to vice provost to reflect the promotion. This change can be handled in automatic updates to titles. The promotion was from vice provost to vice president; title is correct.

I, Senator Linda Walters on behalf of Thomas Bryer request an exemption be granted to our Faculty Senate Constitution. This amendment would allow for the inclusion of the Instructional Designers (Instructional Specialist, Assistant In Instructional Design, and Associate In Instructional Design) within the Center for Distributed Learning into the UCF Faculty Senate, with full membership rights and responsibilities.

Members of this team are classified as Full Time, 12-month, In-Unit Faculty. Similar to UCF Librarians, Instructional Designers meet the characteristics of faculty stated in Section 1 of the Faculty Senate bylaws; they are hired through a nationally competitive process; are retained and promoted using national, peer-reviewed criteria; participate to some degree in teaching, research, and service; are full-time faculty with multi-year appointments; they are increasingly expected to hold terminal degrees in their field; and are hired by their faculty peers. I ask your support of this request. The request, if approved, would require an amendment to Section 1 of the bylaws and a vote by the full membership of the Senate.

Motion and second to include Instructional Designers from the Center for Distributed Learning in Section I. Definition of Faculty.

1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).
2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws*, Section I.A.1).
3. Senior Lecturer, Associate Lecturer, or Lecturer.
4. Senior Instructor, Associate Instructor, Instructor, or Instructor Librarian.
5. **Instructional Specialist, Assistant In Instructional Design, or Associate In Instructional Design.**

Motion open for discussion.

One of the criteria for faculty from the Southern Association of Colleges and Schools (SACS) is that faculty have a terminal degree or equivalent. The Center for Distributed Learning indicates they are being encouraged to obtain a terminal degree; sounds like a terminal degree is not consistent. SACS doesn't require all faculty have a terminal degree; requires we demonstrate that faculty qualifications for the level in which they teach.

Ad hoc committee member summarized the committee decision to not include the request in the proposed revisions. The purpose of the Faculty Senate is to give a voice to the people that produce the primary product of the university which is teaching students, conducting research, and providing service. The faculty in the CDL are not student facing faculty nor responsible for the content of a course. The CDL does provide a valuable service to faculty.

Question: Does CDL faculty work in any capacity with students? The designers do work with students in terms of facilitating pedagogical or technical issues that faculty might have as the course is taught. A number of designers are involved in adjunct teaching and student mentoring through internships.

Question: What is the CDL's research? Our professional assessment of daily responsibilities and promotion plan requires professional service and research. The CDL staff routinely participates in peer review research.

Question: What percent of work is in teaching, research, and service? 90% professional responsibilities, 5% research, and 5% service.

Question: How many faculty are the principal investigator on a research project? Three of the 15.

Question: In terms of membership on the Senate, how is the CDL impacted by Senate actions? As the faculty voice of the university, CDL would like to be included.

Conversation turned to instructors with terminal degrees that are not members of the Senate. Several senators supported the inclusion while others debated the change. Comments on the various positions and titles in the university. There seems to be two parts to this request, inclusion in the bylaws as a definition of faculty and serving on the Senate.

Question: How many other faculty are in the university in a similar situation? Instructors and Lecturers are included in apportionment but not members of the Senate, so that is one group. Would need someone else to gather the data.

Clarified how instructors and lecturers are included in apportionment as general faculty, but are excluded from Senate membership.

Question: Do CDL faculty develop their own courses and are they faculty of record or do they assist faculty developing their courses? We are not the instructor of record. We teach in an adjunct role. They sometimes co-teach or appear as a guest speaker. Is the adjunct teaching an extra job or included in their job? Extra job.

Comment: CDL should not be members of the Senate if instructors and lecturers can't. It would be too inconsistent.

Question: Does the CDL want to be included in the definition of faculty and have representation on the Senate? The CDL wants recognition as faculty and membership.

Clarification: The motion and second on the table adds Instructional Specialist, Assistant In Instructional Design, or Associate In Instructional Design to Section 1. Definition of Faculty. Section II. General Eligibility specifies Senate membership and specifies exemptions. The motion does not exclude the CDL from Senate membership like the instructors and lecturers.

Question: If the CDL is apportioned, what academic unit are they apportioned to? Each apportioned academic unit also receives a minimum of two senate seats. We have many in-unit faculty titles that are not represented in apportionment or as senators. Suggested that maybe the CDL can be represented by the Library since they are managed within the same division.

Question: Has this issue gone to committee before coming to the Senate floor? The Ad hoc committee on the Constitution revisions considered the request and decided not to include the change in the proposed revisions. When the instructors and lecturers were considered, they were not included in Senate membership since they did not perform teaching, research, and service. One mechanism to allow CDL to service is to combine CDL and Library, giving CDL the ability to serve under the Library.

Question: Is there a chance if CDL faculty disagree with someone of power that it could result in their contract not being renewed? Don't know the answer; we are in-unit faculty members.

Point of Order: Article 8.A. states any amendment to be considered has to be recommended by the Faculty Senate Steering committee or written request by 15% of the general faculty. The text of the proposed amendment must be made available electronically to the members of the Faculty Senate at least 30 days prior to the meeting at which it will be considered. We have not met that threshold today. Point of Order deferred to Parliamentarian. Ruling: table until amendment goes through the Steering committee. So, the proposed set of revisions is not subject to change and is an up or down vote? Parliamentarian ruling: correct. Previous changes voted on are ruled Out of Order since the amendment was not provided 30 days in advance. Comment: All changes brought forward by the ad hoc committee and Steering committee are open for discussion.

Confusion over Constitutional changes versus bylaw changes. At this meeting we are changing the Constitution and Bylaws at the same time. Constitutional changes require a vote by the general assembly where bylaw changes do not require the Faculty Assembly vote. Questioned if the additional motion to include CDL can be withdrawn and addressed at a later time. The ruling by the Parliamentarian is that no changes can be made, so any amendments are null and void.

Called the main question: Pass or fail vote on the proposed revisions to the Constitution and Bylaws. Parliamentarian: After determining that the Steering committee moved the proposed changes as a whole to the Senate; ruling changed indicating the entire document is subject to change.

Continued confusion regarding what can and can't be amended and voted. Recommendation made to vote on the Constitution and come back to the Bylaws. Due to the confusion regarding the rules, suggestion made to table all until procedural clarity can be made. Recommendation to vote on the Constitution and Bylaws since the proposed revisions went through the 30 day review. Then the Senate can consider the proposal for the CDL as a separate Bylaw change.

Dr. Koons clarified that the Ad hoc committee made changes to the Constitution and Bylaws and decided to follow the Constitutional process since it is subject to a higher level of scrutiny. Discussion on how the CDL change is a substantive change and can't be separated from the Constitution. Discussed how Article II.A. of the Constitution defines academic units as each college and the University Libraries. Therefore, the CDL issue can't be separated as the change impacts the Constitution.

Motion and second to vote on the amendment to add the CDL to Section I. Definition of Faculty 1.5.

Vote: all opposed; 1 abstained; motion is defeated.

Motion and second to vote on the proposed Constitution and Bylaws as sent forward from the Steering committee.

Open for discussion.

Motion to change Article II.A. Membership, second paragraph. Change "Academic units shall be each college and the University Libraries" to "Academic unit shall be any unit that has the authority to grant tenure and the University Libraries." Point of Order: motion ruled out-of-order. Confusion expressed on the process between Constitutional changes versus Bylaw changes. Dr. Koons clarified that Constitutional changes are voted by the Senate followed by a vote by the Faculty Assembly. Only Bylaw changes require two senate agendas prior to a vote. Question of the timeline. Dr. Koons restated the timeline after the Senate vote. More confusion expressed.

Motion and second to call the question. All in favor; motion passes.

Motion and second to vote on the Constitution and Bylaws as presented by the Steering committee. Point of Order: Does this include the change from Academic units to tenure granting units? That was ruled out of order.

Vote: one in favor; all others opposed; motion is defeated.

Resolution 2015-2016-4 Family Emergency Leave Policy and Procedures for UCF Faculty

The resolution was submitted by the Personnel committee. Extra copies of the resolution are provided at the sign-in table. The resolution was approved and put forward by the Steering committee, therefore no second is needed. Open for discussion.

Quorum call: quorum established.

Vote called: all in favor; motion passes. The resolution as approved read:

Resolution 2015-2016-4 Paid Family Emergency Leave Policy and Procedures for UCF Faculty

Whereas, it appears that current UCF policies do not provide for consistent paid family emergency leave for faculty; and

Whereas, provision of family emergency leave for faculty has been inconsistently given and allowed on an ad hoc basis and a variety of options have been used (see Attachment 2); and

Whereas, UCF, along with UF, USF, FAU, and FSU all now have paid parental leave policies showing UCF's commitment to faculty and career-life balance; and

Whereas, having a paid family emergency leave policy for faculty at UCF is needed for the competitive recruitment, hiring, and retention of faculty; therefore

Be It Resolved that the Faculty Senate of UCF encourages the administration to work with UFF-UCF to develop equitable, consistent policies and procedures to provide paid family emergency leave for faculty; and

Be It Further Resolved that the Faculty Senate of UCF recommends that any development of Paid Family Emergency Leave Policy consider and address the list of examples and conditions identified in Attachment 1: Paid Family Emergency Leave Examples and Conditions.

Attachment 1: Paid Family Emergency Leave Suggested Definitions, Examples and Conditions

The following are offered as examples of conditions and specifications to be considered as part of Policy on Family Emergency Leave for faculty experiencing a family crisis, and do not represent as an exhaustive set of conditions that may be incorporated into the Paid Family Emergency Leave Policy and Procedures.

Definitions:

The UCF definition of family can be found in UFF handbook.

Types of leave: Expected emergencies, for example, include caring for a family member with a terminal illness or end-of-life for elderly family members. Unexpected emergencies, for example, include family member hospitalized after injury or family member reported as missing to law enforcement or loss of family home to fire.

Eligibility: Such paid leave be available to all UCF faculty irrespective of length of employment at the university who are on contracts for a minimum of 0.75 time.

Funding and Duration: a maximum of 1 semester of paid leave (up to 19.5 weeks).

- a. The faculty member will not be expected to use their accrued leave or sick leave pool days for paid family emergency leave.
- b. Faculty member will need to complete appropriate paperwork in collaboration with supervisor and have paperwork approved.
- c. If both partners are employed UCF faculty, the ability for both to be on paid family emergency leave simultaneously or sequentially will be at the discretion of the University.

Obligations:

- a. After receiving paid family emergency leave, the faculty member is expected to rejoin the university for a minimum of one year.
- b. Upon separation from the university, the paid family emergency leave will be deducted from any accrued unused sick/annual leave before reimbursing the faculty member.

Attachment 2: Paid Family Emergency Leave Examples of Current Procedures

1. Regarding eligibility for family emergency leave, the variety of requirements associated with their duration of employment at the university that have been used on an ad hoc basis include the following:
 - a. A faculty member must have:
 - i. Been employed at UCF for a minimum of one year prior to eligibility for leave and/or
 - ii. Accrued leave must be available for use in order to be eligible for leave.
 - b. Either of these requirements creates an eligibility disadvantage for recently hired faculty.
2. Regarding performance of all or partial regular UCF duties, an inconsistent set of requirements that have been used on an ad hoc basis include the following:
 - a. A faculty member must:
 - i. Continue to perform all regular UCF duties
 - ii. Find their own no-cost replacement for duration of emergency
 - iii. Continue only non-instructional duties such as research/grant work and/or service or
 - iv. Agree to a plan for modified instructional duties (MID)
 - v. Or modified instructional duties have not been allowed as an option.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Joseph Harrington

Committee met February 17 and discussed the staffing model in departments. Discussion included if given a new hire, should a faculty member be hired or is it better to hire support staff, and how to assess what departments are doing. Also discussed procedures for handling external complaints against employees with respect to a certain instance in

which many people felt the university did not do a good job resolving the issue. Both topics are still under discussion.

Parking Advisory Committee – Bari Hoffman-Ruddy

The committee met February 15. Received an update on a signage issue at the College of Medicine Lake Nona location; seems the issue is resolved. Also received updates on construction projects and the student park-n-ride at the softball field. Next meeting is in April.

Personnel Committee – Ana Leon

Committee discussed criteria for joint appointments and determined no further action is necessary since the cluster hire appointment remains a secondary joint and not a primary joint. The evaluation of faculty already has joint appointments clearly defined. Also reviewed and provided recommendations to content changes for the promotion and tenure dossiers at the request of Faculty Excellence. Tabled the Faculty Salary Study results and Emeritus criteria.

Graduate Council – Deborah Breiter Terry for Annette Khaled

Policy committee is scheduled to meet in March and the Appeals committee continues to meet. The Curriculum committee will meet a couple of more times.

Undergraduate Council – Kelly Allred

February meeting was canceled; next meeting in March.

OTHER BUSINESS

None.

ADJOURNMENT

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

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