

MEMORANDUM

Date: January 30, 2020
TO: All Faculty Senate Steering Committee Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: STEERING COMMITTEE MEETING on February 6, 2020

Meeting Date: Thursday, February 6, 2020
Meeting Time: 4:00 - 6:00 p.m.
Meeting Location: Student Union Pensacola Boardroom, 222

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *January 9, 2020***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Resolution 2019-2020-20 Automatic and Broadcast Email
 - Resolution 2019-2020-21 University Email Access for Faculty Leaving the University
 - Resolution 2019-2020-22 Faculty Senate Bylaw Change - Resolutions
8. **Committee Reports**
 - Budget and Administrative Committee – *David Mitchell*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Nicole Dawson*
 - Personnel Committee – *Linda Walters/Kristine Shrauger*
 - Research Council – *Nina Orlovskaya*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Peder Hagglund*
9. **Other Business**
10. **Adjournment**

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of January 9, 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 7, 2019, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Stephen King, Faculty Senate Personnel Committee chair
Jana Jasinski, Vice Provost for Faculty Excellence
Joe Adams, Senior Communications Director, Academic Affairs

ANNOUNCEMENTS

Dr. Self welcomed Peder Hagglund with the Rosen College of Hospitality Management. Dr. Hagglund is serving as an interim Steering Committee, Committee on Committees member, and Undergraduate Council Senate and Steering liaison for Kelly Semrad during the Spring semester.

The bylaws have been updated to reflect the changes in Resolutions 2019-2020-2, -3, -4, -6, -7, and -9 through -12. Dr. Self noted that the changes in Resolution 2019-2020-1 regarding promotion procedures for non-tenure earning faculty would be updated once UCF Regulation 3.0175 is updated. The Provost approved Resolution 2019-2020-14 Creative School for Children.

Dr. Self provided the members with viewing statistics of the Senate live streams as of December 3, 2019: October 3, 2019, had nine views; October 24 had 49 views, and the November 21 meeting had 17 views.

The Advisory Council of Faculty Senates holds a teleconference meeting the Monday before the scheduled Florida Board of Governors (BOG) meeting to discuss potential issues. Dr. Self indicated the members would receive an email when the meeting materials are available to review and communicate any possible issues.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Academic Alignment for Student Success

The Division of Teaching and Learning has been renamed to the Division of Student Learning and Academic Success to reflect the scope of the division better. The Faculty Center for Teaching and Learning (FCTL) has been moved to Faculty Excellence. The

alignment ensures greater synergy. Dr. Theodorea Berry started this week as the new vice provost for the division and dean of the College of Undergraduate Studies. Dr. Berry and her team have been charged with creating a blueprint for student success. Other units that impact student success have been shifted to the Division of Student Learning and Academic Success. The 1st Year Advising, Transfer and Transition Services, the Student Academic Resource Center (SARC), and the Registrar's Office have all been moved from Student Development Services to the Division of Student Learning and Academic Success.

Interim Chief Financial Officer

Dennis Crudele is unable to continue serving as the long-term interim Chief Financial Officer. The interim President has identified Joseph Trubacz as the long-term interim. Mr. Trubacz will start Monday with Mr. Crudele working part-time through March. A member questioned if the President has the authority to appoint a long-term interim without the typical vetting within the UCF community. The Provost believes there is a rule or statute that allows the President to appoint an interim. The Provost will provide Mr. Trubacz's resume for review. Dr. Self noted that the Personnel Committee was assigned an issue regarding the annual review of the vice president's. Many years ago, the Personnel Committee was involved in the annual review of the vice president's. In response to a question, the Provost indicated that the President has the authority to create a vice president position.

Enrollment Task Force

Discussions continue with recommendations placing academics at the center. The task force is looking at all potential programs that allow opportunities to grow and increase revenue. The group is trying to determine if UCF should become more active in non-resident recruitment. Questions are being asked regarding why UCF is funding international students through scholarships. The group is having conversations regarding the timing of reducing transfer students and increasing the first time in college population. The transfer population needs to be major ready, which may mean additional courses after receiving an associate's degree before enrollment at UCF. Also looking at the strategy for increasing graduate student enrollment. An update will be given to the Board of Trustees (BOT) and the Senate in February. Dr. Self indicated that he would be making a recommendation to involve faculty and academics in admissions and enrollment management.

Classroom Space Utilization

Some faculty have been asking why courses are being prevented from being scheduled within a specific teaching block. The Provost would like members from the Faculty Senate, Theodorea Berry, and Brian Boyd to discuss classroom space utilization. Lab courses remain a concern. In response to a question, the Provost indicated that Space Administration under Joel Hartman handles facilities. When it comes to classroom space, Brian Boyd has the tools and data regarding classroom utilization.

Resolution 2019-2020-16 In Memoriam – Dr. Mathilda van Niekerk

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 faculty are very public with the information where others want to keep matters in confidence and therefore don't believe a university policy should be created. Instead, the Provost will communicate with the deans to be receptive and sensitive to health situations.

NEW BUSINESS

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 to administer procedures that enable graduate faculty to apply for a supplemental E&G summer appointment. This resolution refers to faculty that have thesis or dissertation students not supported by external research funding seeking enrollment in one or more summer Restricted Registration courses, and the faculty member does not have a summer supplemental appointment.

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes for the January 23, 2020, Senate meeting. Open for discussion.

Dr. King indicated that the Collective Bargaining Agreement states that faculty not on a summer contract should not work over the summer. Students required to be continuously enrolled are required to complete thesis and dissertation courses with their graduate faculty member even if the faculty member is not on a summer contract.

Members briefly discussed clinical doctoral students required to take zero credit courses for a doctoral capstone. A member expressed concern that since the capstone is not a dissertation that they would be excluded from the resolution.

A member asked if Restricted Registration courses could also mean graduate-level independent study or directed research courses. Dr. King noted that independent study courses were not discussed. Dr. Jasinski pointed out that the Graduate Policy requires continuous enrollment, which is different than independent or directed research courses that are not required.

A member asked why on line 11, there is a distinction of students supported or not supported by external research funding? Members don't think it matters how the student is funded.

A member reiterated that the Graduate Policy requires graduate thesis and dissertation students to be continuously enrolled and must enroll over the summer. Dr. King noted that zero credit hour courses were not included. The thesis and dissertation courses are

required; the students pay tuition, providing a revenue stream. Therefore the instructor on record should be paid for the work over the summer.

A member asked how wide-spread the issue is across the university. Dr. Jasinski provided a handout indicating that for Summer 2019, 23 faculty taught thesis and dissertation required hours without a summer contract.

A member asked if the Personnel Committee addressed the trickle-down impact on the departments when it comes to summer funding and the potential push-back. Dr. King indicated that the resolution asks the Provost and Dean of the College of Graduate Studies to develop a compensation policy. A member asked if a department can assign a summer dissertation advisors to cover students that don't have a faculty member on summer contract. Dr. Self noted probably, but it would be an unintended consequence.

A member indicated that the resolution might not be perfect, but it does identify the issue and asks for a solution. The resolution needs to be presented and amended on the Senate floor or returned to the Personnel Committee. The Personnel Committee is meeting on January 16, 2020. The committee will address all the issues raised to determine amendments. The Provost commented that the resolution needs to be clear what it is solving for in the two populations (funded vs. unfunded). A member indicated that the expectation would be to eliminate the "students not supported by sponsored research" throughout the resolution. Another member commented that the requirement is not just restricted but for a master's thesis. The bargaining agreement already covers a thesis and dissertation for faculty with a summer contract. This resolution refers to faculty with no summer contract that has students enrolled in required courses to maintain graduate status.

Brief discussion if the capstone should be included with a thesis or dissertation. A capstone can mean something different based on the program. Correct the typographical errors, including line 38, "to fore."

A member asked if the Personnel Committee can circulate changes to the Steering members before the Senate meeting to make sure all concerns are addressed. All proposed changes are presented on the Senate floor. Everyone should be prepared to make wording changes. Dr. Self clarified that if the Senate returns the resolution to the committee for work, the resolution must be submitted to Steering again.

Motion and second to approve Resolution 2019-2020-19 Supplemental Summer Appointments for Graduate Restricted Registration Classes for the January 23, 2020, Senate meeting.

Vote: 1 opposed, remaining in favor; motion passes.

Dr. King requested members email ideas to him before Wednesday to make sure they are addressed at the Personnel Committee meeting.

Appointment and selection committee for the University Excellence in Professional Service Award

The selection committee is comprised of the chair of the Senate and three Steering members. Binders are due to the Faculty Senate Office by January 24, 2020. Each member will individually review and rate each binder in the Faculty Senate Office by February 7, 2020. A one-hour meeting will be scheduled before February 13, 2020, to discuss the results and select the awardee. Margaret Ann Zaho, Nina Orlovskaya, and Peder Hagglund volunteered.

LIAISON REPORTS

Budget and Administrative Committee – David Mitchell

The December meeting was canceled due to several members being absent. The committee is discussing the university budget regarding overhead versus operational funds. The Library staff will be making a presentation at the next meeting regarding funding for the Library.

Information Technology Committee – Joseph Harrington

The committee met on December 9, 2019, and on January 6, 2020. At the December 9, 2019 meeting, the committee discussed with Sherry Andrews with the General Counsel's Office options for continued email use for faculty that leave the university. Changes to the email policy for retirees are bargained and can only be changed by the union and administration.

Parking, Transportation and Safety Committee – Nicole Dawson

The December meeting was canceled. The next meeting is scheduled for Monday. Noted that the committee is looking into the new scooters that will be on campus. A member commented that several students commented on how emergency phones are not working. Dr. Dawson indicated that the committee had conversations regarding burnt out light bulbs in the garages and other maintenance issues. The committee was told that daily inspections are completed on the entire campus, and those types of issues are corrected immediately with other issues having a work order submitted.

Personnel Committee – William Self for Linda Walters

The December meeting was canceled. A few members met to work on suggestions for announcing deceased faculty and discussing out-of-unit 9-month faculty.

Research Council – Nina Orlovskaya

The committee met on December 9, 2019, and discussed proposed changes to 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. The review of the policy was removed from the website for comment, and the committee is unsure when it will be posted again. The director of EH&S is invited to speak at the next

meeting. The committee also discussed EH&S's responsibility in the Office of Research and problems now that EG&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.

A member asked what the difference would be between a Research IT committee versus the current IT Committee. The Office of Research already has an IT Committee that is research specific like International Traffic-in-arms Regulations (ITAR) and export control. Dr. Harrington noted that there is currently a faculty committee dealing with research related items and probably overlap. When IT is divided up, the committees become weaker, not knowing what the other committees are doing. A member suggested that the Senate IT committee should attend the Research Council meeting to present the areas covered to identify any overlap and how to interact.

Graduate Council – Jim Moharam

The Graduate Policy Committee has not met since the previous meeting. The Appeals, Curriculum, and Program Review committees met once since the last meeting. The Program Review Committee is reviewing a new master's program for Computer Vision. Some changes were suggested and will be up for discussion at the next meeting.

Undergraduate Council – Peder Hagglund

The Undergraduate Course Review met on January 7, 2020, with nine items on the consent agenda requiring course revisions were approved. The committee approved two special topic courses, 17 new courses, and four revisions. The Curriculog issues have been fixed; however, the university is still seeking a new vendor. They are in the process of forming an evaluation committee.

A member asked if the limitations for course submissions have been lifted. Dr. Self suggested contacting Tim Letzring to determine if the limitations have been lifted.

OTHER BUSINESS

Update on Faculty Governance Ad Hoc Committee – Bill

The committee has met several times. The committee is working on a series of recommendations to be submitted to the Steering Committee in addition to a resolution.

Hispanic-Serving Institution update

Cyndia Muñiz would like to provide the Senate updates at the January 23, 2020 meeting regarding Hispanic-Serving Institution/Minority-Serving Institution funding opportunities and policies in addition to providing information on a proposal being submitted to the U.S. Department of Education for the Developing Hispanic-Serving Institutions program.

A member asked if the presentation would fall under the new Campus Climate Update. The members preferred the presentation be under the Campus Climate Update instead of a separate agenda item.

A member asked if the union should be invited to provide an update at the February meeting. Dr. Self will contact the union.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:15 p.m.

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.

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

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

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.