

MEMORANDUM

Date: January 4, 2018
TO: Members of the Steering Committee
FROM: William Self
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on January 11, 2018**

Meeting Date: Thursday, January 11, 2018

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *November 2, 2017***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Resolution 2017-2018-9 Faculty Participation on University Committees
 - Resolution 2017-2018-10 Faculty Senate Bylaw Change, Faculty Staff & Benefits Committee Membership
 - Resolution 2017-2018-11 Guidelines for Centers and Institutes at the University of Central Florida
 - Appointment of selection committee for the University Excellence in Professional Service Award
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Bari Hoffman-Ruddy*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Margaret Ann Zaho*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Kevin Murphy*
9. **Other Business**
10. **Adjournment**

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of November 2, 2017**

William Self, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion and second to approve the minutes of October 5, 2017. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Kristy McAllister, Information/Publication Services, Academic Affairs

ANNOUNCEMENTS

Dr. Self informed the senators that the second phase of the Student Union construction includes a Senate chamber with electronic voting. The Senate chamber will be used by the Student and Faculty Senates. The construction should be completed by Fall 2019.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Dean Searches

The Burnett Honors College dean search has concluded. Dr. Sheila Amin Gutiérrez de Piñeres will start July 2, 2018. The provost thanked the search committee and Martin Dupuis for serving in an interim role and maintaining the positive momentum.

Rosen College of Hospitality Management dean search committee has identified semi-finalists. Comment made that Skype interviews will start next week.

Chairman Marchena has charged the Presidential Search committee. Bill Self nominated faculty members to the committee. The search committee meetings will be open to the public and a presidential search website has been created at www.ucf.edu/leadership/presidential-search/ to keep everyone informed. Chairman Marchena would like to have a new president starting by July 1, 2018 with Dr. Hitt's retirement scheduled for June 30, 2018.

Task Forces

The Academic Health Sciences Center (AHSC) task force held open forums in October. The Urban, Innovation, and New Media task force are starting to draft organizational charts. Updates can be found at <https://www.cohpa.ucf.edu/envisioning-academic-future/>.

UCF Downtown is offering tours every Friday morning. The tours target the faculty scheduled to be relocated to the downtown campus. The private residence tower has been approved. Construction is scheduled to start next month.

Collective Impact Community Challenge

There is a section in the Collective Impact Strategic Plan about choosing an issue that is acute in our community that can be scaled or replicated for global impact. The first challenge was an integrated educational ecosystem going from birth to sixteen, which is the Parramore PS-8 School and OCPS Academic Center for Excellence partnership. We are now looking for a second challenge. Applications can be submitted at <https://www.ucf.edu/strategic-plan/> until November 17. Some ideas expressed so far are human trafficking, homelessness, hunger, educational equity, and violence against women.

Bill and Melinda Gates Foundation

We had been planning for a visit from the President and CEO of the Foundation since September. However, we were pleasantly surprised last week when both Bill and Melinda Gates visited the campus for a day and a half. While at UCF, they met mostly with students. This bodes well for future partnership projects with the Foundation.

NEW BUSINESS

Two resolutions were brought forward by the Personnel Committee relating to the emergency Steering Committee meeting over the summer regarding the University Promotion and Tenure Committee workload. The first resolution will likely result in a UCF Regulation change that requires the Board of Trustees (BOT) approval prior to the next promotion and tenure cycle. Dr. Self explained the normal process for bylaw changes would place the resolution on the November Senate agenda for a 30-day review. The January meeting would be discussion only followed by a possible amendment and vote at the February meeting. To expedite the process, a Special December 7 Senate meeting can be held to allow adequate time to debate the resolutions and if passed allow time to formulate a regulation change for BOT approval.

Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and Tenure Committee and Procedures

This resolution will result in unanimous positive votes at the department and college level bypassing the committee for review.

Motion and second to place the resolution on the November 16 Senate agenda. Open for discussion.

Question: Why are the changes necessary? Why can't the committee just complete a cursory evaluation?

Response: The committee doesn't feel they can make this change.

Question: Are there written rules that dictate the committee process?

Response: Yes, the rules state all applications will be reviewed.

Comment: Since the resolution came from the Personnel Committee, the full Senate should have the opportunity to review and comment.

Question: Does unanimously positive votes on line 33 include abstained votes?

Answer: Yes.

Comments: This change can cause departments and colleges to vote a certain way to force a review. In addition, an individual that may abstain due to a conflict might decide to vote positively to prevent the review because of his/her abstention.

Motion and second to place the resolution on a newly scheduled December 7 Senate meeting. Vote: All in favor; motion passes.

Resolution 2017-2018-8 Faculty Senate Bylaw Change, University Promotion and Tenure Committee - Membership

This resolution adds an elected representative among tenured professors overseen by the Office of Research (ORC) if the ORC is the primary tenure home for any tenure-line faculty.

Comment: We have been informed that the eighteen tenure and tenure-track faculty in the nanoscience center will be moving their tenure to different departments. When this happens, this change will only affect two faculty in the Institute of Simulation and Training. This resolution was probably written without that knowledge.

Motion and second to table the resolution. Open for discussion.

Question: The intent of the language is to add a faculty member from ORC every year, not just when a faculty member has applied for promotion or tenure.

Answer: This is correct, but if there were no applications, they would not need to attend.

Question: Provost, do you know if the nanoscience faculty will be moving to departments?

Answer: I think the point of the change is to give ORC faculty representation on the committee. He knows the faculty have had a discussion, but is not aware of the status of the process to redistribute their tenure into existing academic departments. This was precipitated by the Academic Guidelines and Structure passed last year.

Comment: An Ad Hoc Committee is working on definitions and recommendations regarding Centers and Institutes. There is no urgency on this resolution.

Motion and second to table the resolution .Vote: all in favor; motion passes.

Faculty & Staff Benefits Committee – Membership

In the committee's 2016-2017 annual report, the committee is requesting an A&P faculty member be added to the membership. The current membership includes 11 faculty, 7 USPS Staff, 2 retirees (1 faculty and 1 staff retiree).

Motion and second to change the bylaws to add one A&P employee to the committee membership. Vote: all in favor; motion passes.

Ad Hoc Committee – Undergraduate Curriculum Handbook

The Steering Committee has formed an Ad Hoc Committee through email requests to develop a handbook to communicate processes, structures, and rationales. Kevin Murphy, Richard Harrison, Nina Orlovskaya, Pavel Zemliansky, Kristen Schellhase, and Rosa Cintron make up the committee.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Nina Orlovskaya

The committee met yesterday and discussed the need for additional teaching assistants and support staff. Received data on graduate assistants and graduate research assistants by college. Learned of several fellowships available to students. The chair will invite resources from the colleges to answer additional questions. Briefly discussed the Travel Awards Program and the lack of funds. The average for the fund is \$31,000 to \$34,000 per year. Tracy Clark suggested that an Exceptional Budget Request might need to be submitted to request additional funding. Bill Self noted that right now Exceptional Budget requests go through a vice president. Bill has asked administration to allow the Faculty Senate the ability to submit requests although the change has not been completed yet.

Information Technology Committee – Joseph Harrington

The committee met October 23. Discussed teleconference and telecommunication technology; mostly personal devices. Skype for Business being pushed as a replacement to desk phones in the future. There were questions regarding the quality of Skype for Business. Skype for Business provides better quality than regular Skype. Some discussion on other meeting technology ranging from the phones in meeting rooms to google docs for collaborative editing. UCF has a policy against using google docs. Discussed unfunded IT mandates. Chris Vakhordjian, the Information Security Officer explained Multi-factor authentication. Many questions regarding why the Multi-factor authentication wasn't tested better to identify issues. Discussed teaching assistants required to complete the authentication and unable to register for classes due. Chuck Dziuban will be at the next meeting to discuss the Student Perception of Instruction (SPoI) response rate and collecting data.

Parking, Transportation and Safety Committee – Margaret Ann Zaho

No update available.

Personnel Committee – Linda Walters

Reminded the Steering Committee members of the Faculty and Family Fun Sunday event scheduled for November 12 from 12:30 – 3:00 p.m. at the Arboretum. The Senate office will send the information to the senators. The committee discussed the Emeritus policy and possibly changing the application timeline. Discovered other units working on modifications to the policy. Formed a sub-group to review all potential changes.

Graduate Council – Jim Moharam

Committees are meeting and conducting normal business.

Undergraduate Council – Kevin Murphy

Committee approved a curriculum flowchart that shows the process of curriculum changes. The committee members questioned why lab fees are not allowed. It is starting to impact courses with a lab with no means of supporting the lab. Dr. Self indicated that this is a Governor Scott initiative to keep student costs down across all State Universities. Also questioned UCF online course security in regards to student testing. Trying to create a testing center, but it would require an increase in student fees. The provost suggested checking with Tom Cavanaugh regarding individual proxy technology, which is free. The new budget model helps the colleges get discretionary money that to subsidize lab fees or a testing center.

OTHER BUSINESS

High Impact Educational Practices at UCF – Presentation

Dr. Dooley and Kim Schneider would like to make a presentation at the November 16 Senate meeting.

Motion and second to schedule the presentation for the November 16 Senate meeting.
Vote: all in favor; motion passes.

Faculty Salary Equity Study - Presentation

The presentation originally scheduled for the October Senate meeting was delayed. The presentation is scheduled for the November 16 meeting.

Governance in Academic Units Working Group

Now that Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance in Academic Units has been sent to the Senate, the working group is officially retired. Thanked Kevin Coffey for leading this effort and the other members including Damla Turgut, Richard Harrison, Joe Harrington, Bari Hoffman-Ruddy, and Nin Orlovskaya.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:20 p.m.

1 **Resolution 2017-2018-9 Faculty Participation**
2 **on University Committees**
3

4 **Whereas**, the University of Central Florida and its Faculty Senate strive for open communication and
5 shared participation on university committees; and
6

7 **Whereas**, it has been recommended to improve faculty morale through broad communication,
8 particularly by faculty involvement in decision making that affects them, and developing a
9 communication plan that considers how faculty get information; and
10

11 **Whereas**, aspiring institutions maintain a clearinghouse of university committees to promote
12 participation, communication, and visibility; and
13

14 Whereas, it is the role of the Faculty Senate to serve as the voice of the faculty in university matters; and
15

16 **Whereas**, many university committees do not consult or use the Faculty Senate as a vehicle to identify
17 or solicit the faculty most directly impacted by the committee's charge for university committees, task
18 forces, and/or working groups; therefore
19

20 **BE IT RESOLVED** that the Faculty Senate highly recommends that the administration develop a process
21 for:

- 22 1. Identifying all university committees, task forces, and working groups.
- 23 2. Creating a clearinghouse of all university committees, task forces, and working groups as
24 identified in 1 above.
- 25 3. Soliciting faculty participation on university committees, task forces, and working groups as
26 identified in 1 above with the approval of the Faculty Senate Committee on Committees.

1 **Resolution 2017-2018-10 Faculty Senate Bylaw Change, Faculty**
2 **Staff & Benefits Committee Membership**

3
4 **Whereas**, the Faculty & Staff Benefits Committee makes recommendations on policies and programs
5 and other benefits and services provided faculty and staff; and
6

7 **Whereas**, the current membership includes a faculty member from each academic unit, seven USPS staff
8 members, and one retired faculty member and one retired staff member of the UCF Retirement
9 Association; and
10

11 **Whereas**, the Faculty & Staff Benefits Committee recommends modifying the committee membership
12 to include an A&P employee to enable their input to discussion and decisions; therefore
13

14 **BE IT RESOLVED** that the Bylaws of the Faculty Constitution be amended as follows:
15

16 Faculty and Staff Benefits Committee

17 2. Membership

18 The committee shall consist of one faculty member from each academic unit, selected by the
19 Committee on Committees, seven staff members selected by the USPS Staff Council, one A&P
20 employee selected by the Associate Vice President & Chief Human Resources Officer, and two
21 members from the Retiree's Association (one retired faculty and one retired staff) nominated by
22 the president of the UCF Retirement Association. ~~The A~~ benefits coordinator representative
23 from the Office of Human Resources and the Associate Vice President & Chief Human Resources
24 Officer (or designee) director of Human Resources shall serve as ex officio members. The chair is
25 appointed annually by the Associate Vice President & Chief Human Resources Officer ~~director of~~
26 Human Resources from the faculty members of the committee. Terms of service shall be two
27 years, staggered.

1 **Resolution 2017-2018-11 Guidelines for Centers and Institutes at the**
2 **University of Central Florida**

3
4 **Whereas**, in 2016-2017 the Faculty Senate passed resolution 2016-2017-14
5 Guidelines for Academic Structure at the University of Central Florida; and

6
7 **Whereas**, these guidelines emphasized the need for tenure to be granted in
8 Departments and Schools within the academic unit structure at UCF (Colleges); and

9
10 **Whereas**, faculty traditionally have tenure homes in academic departments or
11 similar units; therefore

12
13 **BE IT RESOLVED** that the Faculty Senate supports tenure being granted only within
14 established Departments or Schools that fall within an academic college (including
15 Graduate Studies and Undergraduate Studies) at UCF, in line with the previous
16 resolutions of the Faculty Senate. The Faculty Senate urges the administration to
17 work with faculty who are tenured or tenure-earning in a research center or
18 institute to find a tenure home within an academic unit (Department or School
19 within a College); and

20
21 **BE IT FURTHER RESOLVED** that the Faculty Senate supports the following
22 guidelines for centers and institutes at UCF, and that these guidelines be appended
23 to the original guidelines for academic structure at the University of Central Florida.
24 In addition these guidelines are supplementary to the definitions of centers and
25 institute in [BOG Reg 10.015](#) and [UCF Reg 2.035](#).

26
27 **Definitions of Centers and Institutes**

28
29 **Existing Definitions from [BOG Reg 10.015](#) (repeated in [UCF Reg 2.035](#))**

- 30 a) State of Florida Institute or Center: An entity with statewide mission, that
31 may include two or more State universities, established to coordinate inter-
32 institutional research, service, and teaching across the State University
33 System. State of Florida institutes and centers must be approved by the
34 Board of Governors. State of Florida institutes and centers' operational
35 budgets reside within the bases of their host institutions; additional budget
36 requests must be reviewed by the Council of Academic Vice Presidents
37 (CAVP), and only those with a positive recommendation are carried forward
38 to the Board of Governors for consideration.
- 39 b) University Institute or Center: An entity that is generally established by a
40 single university to coordinate institutional research, service, and/or
41 educational/training activities that enhance existing instruction, research,
42 and service at the university. The budget of a university institute or center
43 and any requests for additional funding are wholly within the purview of the
44 host university.
- 45 c) Exclusions: There are entities that use the term "Institute" or "Center" in
46 their titles, as well as some other service units, that are excluded from this

47 policy. Examples of these units include the Institute of Food and Agricultural
48 Sciences (IFAS); the University of Florida Health Sciences Center; the
49 University of South Florida Health Sciences Center; the Florida State
50 University Health Sciences Center; the Florida Mental Health Institute;
51 incorporated institutes and centers with university affiliations, such as the
52 Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer
53 Center and Research Institute; and university advising, student health,
54 computing, and certain other centers. However, excluded entities such as
55 IFAS and the health sciences centers may have institutes or centers under
56 their purview that are covered by the policies referenced in this document.
57

58 *Note that exclusions listed include major university medical divisions and student*
59 *service units. The definitions also exclude faculty support units and auxiliary units.*
60

61 **Proposed Criteria and Definitional Language for Centers and Institutes**

62 UCF's centers and institutes are formally recognized university entities established
63 to enhance research and possibly educational and/or public service efforts to fulfill
64 the university's mission and goals. They generally meet the following criteria:

- 65 ✓ The unit coordinates and supports research and/or creative activities (and,
66 accordingly, fits the definition of an organized research unit), and can also
67 conduct instruction/training, public service, and/or other activities.
- 68 ✓ The unit has a distinct mission and activities that are closely tied to the
69 university's mission and goals.
- 70 ✓ The unit conducts continuing work in a well-defined area, and work that
71 would be more difficult to undertake if the unit did not exist.
- 72 ✓ The university has existing strengths aligned with the unit.
- 73 ✓ The unit's budget and operations are overseen by the university, and the unit
74 is typically supported, at least in part, by recurring external funding (e.g.,
75 from grants/contracts or legislative appropriations).
- 76 ✓ Faculty are not tenured in the unit unless it is also an academic unit such as a
77 college or school.

78
79 UCF uses the following definitions to generally distinguish between centers and
80 institutes:

- 81 • **Centers** are single or multidisciplinary units organized to support research
82 and, in some cases, other interdisciplinary activities around a specific topic
83 or issue. They are typically characterized by a narrower scope and less
84 autonomy than institutes, they are typically located within colleges/schools
85 or institutes, and they typically have recurring external funding. Some also
86 have dedicated administrative staff, commitments from faculty (FTE), and
87 evidence of long-term sustainability.
- 88 • **Institutes** are generally multidisciplinary units organized to support
89 research and, in some cases, other interdisciplinary activities around a
90 cluster of related topics or issues. Institutes are generally characterized by
91 more organizational stability, research program autonomy, and a broader

92 scope of focus than centers. They often have recurring external funding from
93 multiple sources, dedicated administrative staff, commitments from faculty
94 (FTE), and evidence of long-term sustainability.

95

96 **Types of UCF Centers and Institutes**

97 UCF acknowledges the following four types of centers and institutes, distinguished
98 in part by their levels of registration and oversight.

99

100 ***Type 1: State of Florida Centers and Institutes***

101 These centers and institutes meet the definition and requirements listed in “a” from
102 BOG Regulation 10.015 (see above). In some instances they are established as a
103 result of legislative intent. If hosted by UCF, they must be approved by the Office of
104 Research and Commercialization (ORC), the UCF provost, the UCF president, the
105 UCF BOT, and the BOG. They must be registered with the BOG, and are overseen at
106 UCF by ORC. They must submit annual reports to the BOG and to ORC and the UCF
107 provost (or designee), and they must undergo cyclical review at least every five
108 years.

109

110 ***Type 2: State University System (SUS) Centers and Institutes***

111 These centers and institutes meet the definition and requirements listed in “b” from
112 BOG Regulation 10.015 (see above). They must be approved by ORC, the UCF
113 provost, and the UCF president. They must be registered with the BOG, and are
114 overseen at UCF by ORC. They must submit annual reports to the BOG and to ORC
115 and the UCF provost (or designee), and they must undergo cyclical review at least
116 every seven years. These units generally have a primary research, development or
117 capacity building, and/or commercialization mission; some may additionally have a
118 service delivery mission. They are generally supported by legislative line-item
119 appropriations and/or other recurring external funding.

120

121 ***Type 3: UCF Recognized Centers and Institutes***

122 These units are recognized by UCF as centers and institutes and meet UCF’s criteria
123 (see above), but they do not meet the BOG definition and therefore are not
124 registered with or report to the BOG; accordingly they do not submit annual BOG
125 reports or undergo BOG-required cyclical review.

126

127 They must be approved by ORC. They must submit annual reports to UCF
128 accounting for their mission and location; ORC determines with their home colleges
129 (and other units, if applicable) the appropriate lines of reporting and oversight.

130 Their range of primary missions includes research and/or creative activity, public
131 service/outreach, and dual research and public service.

132

133 ***Type 4: Exclusions***

134 Because they do not meet BOG and UCF definitions and criteria, UCF views these
135 units as centers or institutes in name only. Accordingly, they do not require state or
136 university-level registration or oversight. However, any unit not already using and
137 wishing to use the term “center” or “institute” in their names must seek and receive

138 approval from Academic Affairs to do so. They are overseen by and report to their
 139 UCF home unit (e.g., college, school, and/or department).

140
 141 Examples of excluded centers and institutes include service units that primarily
 142 provide services to the UCF community, research support units for UCF faculty,
 143 units that provide student awards and exchanges, public service units without a
 144 significant research element, auxiliary units, and buildings or facilities. Existing
 145 excluded centers and institutes, and units wishing to use the term “center” or
 146 “institute” in their names are strongly encouraged to consider whether the unit
 147 meet’s UCF’s definitions and criteria (see above) and whether one of the following
 148 designations would be more suitable:

- 149 • **Research groups, collaboratives or alliances** are generally groups of
 150 investigators aligned around a shared topic or set of topics, but are less
 151 formally and tightly connected than clusters.
- 152 • **Initiatives** are generally units organized to complete limited-term projects
 153 or efforts with specific foci and objectives. They typically do not have
 154 separate administrative structures but can involve members of multiple
 155 units and distinct resources, budgets, and lines of funding. (*e.g., UCF Literacy*
 156 *Initiative*)
- 157 • **Offices** are generally permanent units organized to oversee and administer a
 158 specific set of ongoing duties and/or services. They can range from
 159 university-level administrative or support units to units that support colleges
 160 or departments.
- 161 • **Consortia** are generally partnerships among institutions (higher ed, public,
 162 private) that cooperate and/or combine resources around a shared problem
 163 or issue. (*e.g., Florida Consortium of Metropolitan Research Universities*)
- 164 • **Programs**
- 165 • **Laboratories**

166
 167 The following table summarizes UCF’s types of centers and institutes and their
 168 corresponding registration, approval, oversight, and reporting requirements:

<i>Level</i>	<i>Registered with BOG?</i>	<i>Approval/Disbandment</i>	<i>Oversight</i>	<i>Reporting</i>
State of Florida	Yes	ORC/Provost/President/CAVP/BOT/BOG	ORC/Provost (Designee)	BOG, Annual & 5
SUS	Yes	ORC/Provost/President (Notify BOG)	ORC/Provost (Designee)	BOG, Annual & 7
UCF Recognized	No	ORC	ORC/College	Annual (Internal)
Exempt	No	AA	Internal Unit	Internal Unit