

**Faculty Senate Steering Committee Meeting**  
Minutes of  
**January 15, 2015**

Reid Oetjen, chair, called the meeting to order at 4:04pm. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of November 13, 2014 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Dan Holsenbeck, Senior Vice President of University Relations  
Jennifer Sumner, Director Special Projects Regional Campuses  
Manoj Chopra, Interim Vice Provost and Dean of Undergraduate Studies  
Lyman Brodie, Associate Vice Provost, Faculty Relations  
Lucretia Cooney, Assistant Director Faculty Relations  
Michael Caputo, Professor College of Business Administration  
Diane Chase, Executive Vice Provost of Academic Affairs

**ANNOUNCEMENTS**

Manoj Chopra requested permission to present a Foundation of Excellence (FoE) survey update at the next senate meeting. Jennifer Sumner distributed a handout with updated information. Survey launch is Tuesday, January 20. The faculty-staff survey will be open January 20 through February 16. The student survey will be open from January 20 through February 27. Briefly explained FoE and the purpose of the surveys. Marketing materials will be visible next week. FoE is asking faculty to complete the survey and encourage students to complete the surveys. FoE will be added to the Senate agenda for next week.

Reid Oetjen introduced and welcomed Kevin Coffey as the CECS steering committee replacement for Manoj Chopra for the remainder of the academic year.

**REPORT OF THE PROVOST**

Legislative

Dr. Dan Holsenbeck provided an overview of HB 4005 and SB 176. The bills eliminate in Florida Statute the restriction to carry a concealed weapon or firearm on a college or university facility. By eliminating the exception anyone can carry a concealed weapon or firearm on campus. This bill or variations thereof have been before the legislature on several occasions. None of the university presidents are in favor of the legislation. The State University System (SUS) chiefs of police and general counsels are organized and outspoken in their opposition. Encouraged the Senate to write a statement and get it to the SUS Faculty Senate to endorse the same opposition. State employees are prohibited by law in using UCF resources of any kind to lobby the legislature. There are a number of key legislators from our area that correspondence can be addressed. Senator David Simmons represents Seminole County and is a local attorney. Senator Simmons is chairman of Rules in the Senate. In the past, this bill has been prevented from going to the floor of the house or senate by the Rules chairman. You can also write the House Rules Committee chairman, Rich Workman of Melbourne.

Discussion continued regarding the availability of standard language and documented reasons individuals opposed the bill. Reid Oetjen suggested that it would most effective for the Senate to work through the Advisory Council of Faculty Senates (ACFS). The group is meeting January 30 in Tallahassee. Kathy Robinson is the chair of the ACFS and a faculty member on the Board of Governors. Manoj Chopra agreed. The lobbyist that represent the twelve institutions have already met on the issue and are formulating a strategy. A free website, Online Sunshine provides information on committees, members, meetings, agendas, and bill information at <http://www.leg.state.fl.us/Welcome/index.cfm>.

Dr. Holsenbeck provided an update on the Textbook Affordability Act, which came up last year. The issue will probably come back. The issue is being pushed by the Governor's office. There was outspoken opposition from the institutions last year. Senate can handle the same as HB 4005. Direct correspondence to Representative Marlene O'Toole, Education Committee Chair or Senator Kelli Stargel, Higher Education Committee Chair.

#### Faculty Cluster Initiative

Manoj Chopra, Christopher Parkinson, and Cynthia Young helped facilitate the request for proposals for the faculty cluster initiative. The due date for the four page pre-proposal is February 20. This is step one of the strategic planning process. The website is up as of today and can be found on the Provost home page or <http://provost.ucf.edu/faculty-cluster-initiative/>.

#### Salary Survey

Survey will help us determine how we are positioned in the market to maintain talent and identify what we need to offer in order to get top talent. Provost asked for understanding and patience. We may be behind and need to formulate a plan to catch up. May need help with UFF for using administrative discretionary increases as we address groups.

#### Downtown Campus

Had a critical meeting with Board of Governors. All of our partners attended. Friday, an all-day retreat is scheduled on academic program planning. The 36 units being considered for the downtown campus will make presentations. The rubric is learning opportunities for students and how does the downtown environment enhance the opportunities for students, and how does the units' presence enhance downtown. Should have a draft set of departments by February 1.

#### Foundations of Excellence (FoE) and COACHE survey

These surveys will gather evidence needed to make important policy and resource decisions. Quality of the response rate will indicate the quality of the evidence. The FoE survey will finish in mid-February and the COACHE survey will start February 9.

The COACHE survey has 13 different parts: nature of work, resources and support, interdisciplinary work, collaboration, mentoring, tenure and promotion, institutional governance and leadership, engagement, work and personal life balance, climate culture and collegiality, appreciation and recognition, recruitment and retention, and global satisfaction. The link to the survey will be emailed by COACHE and will be open for two months. Ana Leon from the Senate Personnel committee has agreed to serve on COACHE Steering committee. Survey if focused on pre-tenure, tenure, and tenured faculty and are including lecturers and instructors.

Ida Cook suggested that all senators push and encourage constituents to complete the surveys and follow-up to ensure faculty complete. It's up to the Senate to build enthusiasm for the surveys. The survey is estimated to take twenty-five minutes to complete. Keith Koons suggested that the emails be labeled carefully for the two different surveys. Christine Dellert is working on the communication. Faculty will receive the same report the University receives from COACHE.

#### Partner Benefits

UCF provided a stipend to same sex partners since there was no ability to extend benefits. Due to the change in the law, if same sex partners elect to get married, they can file a change of family status and receive benefits. Human Resources is trying to clarify the status of stipends.

#### Other Updates

TIP, RIA, and SoTL Update – Lyman Brodie indicated that the committees to re-examine awards systems should be complete in the next couple of days.

#### Hiring Initiative Update

3,400 applications, 11 positions hired, 51 still open. Richard Harrison suggested that if a second printing of the Aspire hiring brochure is produced to please include University Libraries.

Spring Enrollment – up 3% over last year. Up about 1.5% this fall.

Federal Free 2-year degree – Impact? Great thought, but too early to plan.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

HB 4005 – Discussed options. Since the Provost and President are also against the bill, no resolution to UCF administration is necessary. Motion to draft a document to authorize the chair of Faculty Senate to work with the ACFS and speak on the faculty's behalf in opposition of the house and senate bill was seconded and passed.

### **LIAISON COMMITTEE REPORTS**

Budget and Administrative Committee—Robert Cassanello

No update.

Graduate Council—Jim Moharam

No update.

Parking Advisory Committee—Norma Conner

No update. Reid Oetjen indicated that lower paid faculty and staff are only allowed to pay for parking permits over ten pay periods. Oetjen asked Curt Sawyer if they could extend a little longer. Will update committee when he receives information. Expecting mother parking went into effect this semester. Total of five spots: three staff, one faculty, and one student.

Personnel Committee—Richard Harrison

Met November 18. Committee discussed Emeritus/emerita rank. Tabled workplace exit survey due to the COACHE survey. Discussed COM tenure and rank proposals with Dr. Gibson and Dr. Pepler. Lyman Brodie updated the committee on COACHE survey. Resolution on parental leave is anticipated at the February Steering committee meeting. Committee deferred the salary compression survey to Human Resources, which is undertaking a University-wide salary compression survey.

Undergraduate Council—Bill Self

Long meeting in December with the deadlines for the catalog. Martha Marinara was elected Vice Chair of the Undergraduate Council and chair of the Undergraduate Course Review Committee, replacing Jeff Kaplan. Discussed in previous meetings grade distribution. That is, grade distribution amongst a course versus other courses, departments or colleges.

Mike Caputo from the College of Business Administration discussed the concern regarding grade discrepancies. Dr. Caputo recommends providing a median grade and total number of students in the course on student transcripts for context. Discussion continued. Reid Oetjen referred the issue to the Undergraduate Council. Discussion continued regarding correlation between grades and instructor/course evaluation. Looking for the report from the Academic Rigor taskforce and sharing with Provost and Undergraduate Council.

**OTHER BUSINESS**

Bill Self indicated the COM is looking for policy regarding spousal hiring or nepotism. This is a University Policy and can be found at <http://www.policies.ucf.edu> and <http://www.regulations.ucf.edu>. Rhonda Bishop can help the COM with information. Notifications on the policies website can be set up so you are informed of changes.

Senate agenda item will be added giving chair authorization to address concealed weapons with ACFS. Motion was made and to add FoE update with Jennifer Sumner to the Senate agenda and seconded. Motion passes.

**ADJOURNMENT**

Motion to adjourn made and seconded. The committee adjourned at 5:40 p.m.

## UCF Foundations of Excellence Updates for Faculty Senate

- 1) **Additional Survey Questions.** Additional questions, specific to UCF, were reviewed by the Executive Council and by our WESS Administrators for applicability and redundancy. The surveys are now complete.
- 2) **Survey Dates.** Both the Faculty-Staff and the Student surveys have been built and are ready for distribution and data collection. The dates that the surveys will open/close are:
  - a. Faculty-Staff Survey: January 20<sup>th</sup> thru February 16<sup>th</sup>
  - b. Student Survey: January 20<sup>th</sup> thru February 27<sup>th</sup>
- 3) **Survey Access.** The survey will be accessible to Faculty-Staff and to students using the following methods:
  - a. Faculty-Staff: The survey will be sent out via a hyperlink embedded into emails. The surveys will be anonymous, and have no way to track respondents. The email chain will come from the President and Provost offices and will include information on survey completion. There will then be multiple emails to follow to encourage participation. The survey will also be accessible to faculty through the webcourses announcement section.
  - b. Student Survey: The survey will be sent out to students via an email with an embedded hyperlink. The surveys will be anonymous, and have no way to track respondents. The survey will also be accessible to students, for the duration, inside the portal using a hyperlink, with notices posted on the webcourses announcement section and in the myUCF "to-do list."
- 4) **Survey Communication.** The messaging/communication about the surveys will include:
  - a. Faculty-Staff. The faculty and staff will receive several rounds of emails, starting from the President and Provost Offices and trickling down to the College Deans and Chairs. The FoE Co-Leads will also be attending multiple and various meetings in January and February to continue to spread the word to the faculty and staff, and to encourage their participation to complete the survey.
  - b. Students. The student will have a varied communication plan that will include the following:
    - i. Five Rounds of Emails: two emails from President Hitt, one email from the Registrars' Office, and two emails from SGA and "Knightro" to remind students about the survey and to encourage participation. Please see sample/DRAFT e-mails attached from President Hitt.
    - ii. Marketing Flyers and Printed Material: The Office of Student Involvement has crafted a marketing campaign, utilizing student input, which will be distributed around campus and via social media. This marketing campaign is attached for your review.

\*For questions, please contact the FoE Project Co-Leads: Manoj Chopra (Manoj.Chopra@ucf.edu)  
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