



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, January 2, 2025, 3:00 pm

Location: In person in the Charge on Chamber, Student Union Room 340

Zoom recorded Link:

https://ucf.zoom.us/rec/share/P9t9qg9gjL4og1E3wJbWRTyp_14fQndcGvCUHu5q4pWyI0nPvK_5N_DzEKIYehJV.MS-EEIPiFhzC|pnI

Passcode: eS3FL#9.

1. [00:00:05] Call to Order 3:00 p.m.
2. [00:00:13] Roll Call via Qualtrics – Faculty Senate Chair Stephen King, Faculty Senate Vice Chair Jeffrey Kauffman, and Faculty Senate Secretary Daniel Seigler.
3. [00:00:22] Approval of Minutes of November 21, 2024 – Minutes approved.
4. [00:00:39] Recognition of Guests

Michael Johnson, UCF Provost

Joe Harrington, Interim Associate Vice President for Research and Scholarship

Joe Adams, Senior Communications Director

5. [00:00:52] Announcements

Chair King shared the following:

- Senate Meeting Schedule and Deadlines:
 - i) Three Senate meetings remain for considering resolutions.
 - ii) Bylaw resolutions must be submitted to the Senate office by January 22.
 - iii) Non-bylaw resolutions must be submitted by February 19.

- Acknowledgment:

Chair King expressed gratitude to Dr. Tim Letzring for his efforts in meeting the BOG attestation requirement, visible this semester through Simple Syllabus.

- Upcoming Meetings:

Chair King will attend the BOG meeting on January 30 and return for the steering meeting.

The steering meeting on March 27 will be held at the Rosen Campus.

6. Report of the Senate Chair

- a) Behind the scenes information about elections:

Date	Action need to complete
1/6	Senate office will compile a report on who is eligible to run for Senate and who is not – these reports will be sent to each College/Unit by 1/8
1/17	Colleges and units need to review these reports and have them back to the Senate office for apportionment

1/21	Apportionment will be completed by the Senate office and Colleges and units notified
1/28	Colleges and units need to report back to the Senate office their units votes on internal allocation of Senators – (e.g. by individual department or at-large)
1/31	The Senate office will have the final report back to the colleges and units for elections
February and March	Colleges and units will hold elections (must be completed by first day of March) and new Senators will begin at the April meeting

(Please see materials for full report)

7. [00:02:31] Report of the Provost

- Provost Johnson shared the following:

Student Success Initiatives:

- Reorganizing advisors has been a key effort to prioritize student success.

GEP Recommendations:

- Recommendations on the General Education Program (GEP) structure have been made. Members are encouraged to review these before final decisions are made.

Textbook and Course Material Attestation:

- Simple Syllabus now includes a checkbox at the bottom of the page to attest to textbook and course materials, meeting BOG regulations.

(Please see materials for full report)

8. Unfinished Business – No unfinished business

9. [00:22:28] New Business

- January 16th Senate Meeting Agenda:
 - Motion to add Facilities Update by Jon Varnell, Vice President for Facilities and Business Operations. Motion was approved.

10. [01:17:55] Committee Reports

- Committee liaisons present provided their reports.

11. Other Business –

Discussion on Senate Representation Across Units:

1. Representation Concerns:

- Discussion focused on representation on Steering and in Senate and opportunity for new units joining the Senate.
- Concerns were raised about representation disparities, particularly the ratio of representation between smaller new units and larger existing units.

2. Motions:

- A motion to have the Bylaws Committee address these concerns was moved,

seconded, and debated (see Zoom recording for exact wording).

- A motion to amend by removing the merging of DDL, OR, and Library units was moved, seconded, and passed.
- The updated motion was passed.

12. [01:29:05] Adjournment – 3:47 p.m.

Daniel Seigler

Daniel Seigler
Secretary, Faculty Senate

01/8/2025

Date

January 2nd steering committee chair announcements and report

my Announcements:

1st: we only have three remaining senate meetings to consider resolutions. And I am aware of somewhere between 4 and 6 resolutions that are in progress!

This means that for a Bylaw resolution...

Your committee needs to send an approved Bylaw resolution to the faculty senate office by Jan 22nd at the latest....If you send it later, you will miss the ability for us to approve any bylaw amendment.

This means for a normal (non-Bylaw) resolution...

Your committee needs to send an approved resolution to the faculty senate office by February 19th at the latest....If you send it later, you will miss the ability for us to approve any resolution this senate term.

One last note on resolutions...if you are writing or planning to write a resolution, our senate web course has an entire module on resolutions, with a newly added page with suggestions on how to write a resolution.

2nd: I want to thank Tim Letzring and his team on finding an efficient way to do our sudden BOG-mandated course attestation for appropriate materials. I found the new system very easy to do within simple syllabus...one click and done! Great Job

3rd: there is a Board of Governors meeting on January 30th, I plan to go for some of it then get back to UCF in time for the steering meeting that afternoon. Right now, I have no idea what may be coming down the pipe from the BOG.

Last announcement: please make sure you put on your calendars that the March 27th steering meeting will be at the Rosen campus. I'll start working on some details and bring those to you at the next steering meeting on January 30th.

For my report today, I want to share information about the behind the scenes steps required to set up senate elections every year.

First, here are three key dates that are written into the constitution and Bylaws:

- 1) A count is made of all UCF employed general faculty as of the first day of the spring semester. ***That's Jan 6th this year***
- 2) Each senate eligible unit will be given information on what elections to run as of the fourth week of the spring semester. ***this is January 31st this year***
- 3) All elections must be completed by March 1st.

Here is more detail:

First day of spring semester: January 6th: we run a workday report to identify all faculty employed at UCF. We have to make sure we include those eligible to run for the senate, and exclude those that are not eligible for senate such as visiting professors or

those faculty that have higher level administrative positions. For example, the provost is a full-time faculty employed by UCF. Due to his administrative position, however, he is not eligible to run for a senate seat or to participate in any senate voting.

There are always errors in any such report so we send a unit specific version to each college so that they can double check the report for faculty within their own college. We plan to send this out by January 8th this year. The units have a deadline of returning that to the senate by Friday January 17th. This is a point where I will emphasize that a single unit that is slow in returning their double-checked faculty headcount can stop us from finalizing apportionment across the campus.

Once we have the official totals of faculty from every college unit, we calculate how many senators to apportion to each academic unit for the coming senate session- the 2025-2026 session. Three simple rules are written into the constitution and bylaws:

- 1) Every unit gets a minimum of 2 senators
- 2) No unit can have more than 20% of the total senators...since we have 75 senators, this means no unit can have more than 15 total senators.
- 3) After we do steps 1 and 2, we apportion all remaining senators based on the proportion of faculty they have relative to other units.

Once we finalize the number of senators each college unit will have, we send that count of senators to each unit, so that each college unit can have an internal vote to approve how senators will be elected from their unit. This is not voting for the actual named senators, **instead**...this is a college wide vote **OF THE FACULTY** to determine how the unit will fill senate seats and its not a decision by a dean or other college administrator.

For example, some units may vote to have

- one senator per department,
- or all seats to be college-wide at-large seats,
- or some combination of departmental and at-large seats.
- Or seats based on the proportional size of departments,
- Or something else that each unit decides is best for them.

We hope to send that out to all units on January 21st...those votes for internal allocation must be completed by January 29th.

Once this information is returned to the senate office, we have just two days, until January 31st to provide specific information to each unit so they know which elections to run for which seats. During the month of February, faculty within each unit should have an open call for nominations, including self-nominations so interested faculty can run for the open seats.

The elections need to be completed by March 1st...and the newly elected senators will be a part of the 2025-2026 session starting at the April 10th senate meeting

OK, that was a whole lot of information there. I am writing this up to go into the senate website so faculty can see how all these steps occur each and every year.

UCF Faculty Senate Steering Update from Provost Michael D. Johnson

Thursday, January 2, 2025 | 3 p.m. to 5 p.m.

Student Union, Charge On Chamber, Room 340

- Provost Johnson led off by addressing student success – the top priority for him and UCF – and the General Education Program.
- He has asked a small task force – which includes Chair King and the chairs of the two main undergraduate curriculum committees – to review UCF’s General Education Program structure with advancing student success in mind.
- Recommendations include simplifying the structure – decreasing the subject areas from 12 to 5 and giving students more flexibility in satisfying the requirements, he said. Their proposal will go before the appropriate committee this semester, and Johnson encouraged senators to review it carefully. He said there could be more to come – policy changes, for instance, to establish guardrails that will help students more toward graduation.

Course Materials Attestation

- Johnson said faculty may have noticed a requirement in Simple Syllabus to confirm they have reviewed their textbooks and course materials. This compliance step stems from a new Board of Governors regulation, he said.
- Johnson said he thought this regulation was unnecessary, as reviewing course materials is a professional norm. But the regulation is required, he said, and Simple Syllabus offers the easiest way to comply.

Better Research Space Planning

- Johnson said the university-wide Space Utilization Study, launched last year, has identified opportunities to repurpose underused classrooms and offices.
- The findings have enabled UCF to convert some spaces into dry research labs and also pull some university offices out of rented space in the research park and back to campus – freeing up about \$4.5 million so far in recurring funding to invest in the academic side of the university, he said.
- Remaining classroom space is sufficient for current needs, supported by stricter adherence to grid scheduling, Johnson said. He noted UCF is hiring more faculty and has existing faculty with rapidly expanding research funding and space needs. Optimizing existing research space is critical, he said, particularly given the need for specialized facilities like wet labs.
- To assist, he said UCF’s space team has developed guidelines and a rubric for deans and research center directors to assess current research spaces and faculty needs.
- These tools, detailed on the Research Space Guidelines webpage, standardize assessments while allowing flexibility. Colleges and research centers must complete their assessments by Feb. 28, he said, and may be asking faculty for help.

Survey results

- Johnson said data from the latest COACHE survey can be found on the [Faculty Excellence website](#). A university-wide priority-setting faculty committee is reviewing and will provide recommendations by the end of spring on ways the university can better support faculty. Results from the recent Faculty and Staff Experience Survey are pending, he said.

Retirement and transition to next provost

- Johnson said he will retire at the end of this academic year as previously announced. He said the faculty's engagement in the search process ahead is vital. He said he has much more to accomplish as he concludes his tenure and that he looked forward to working with the Senate to achieve the university's goals.