

MEMORANDUM

Date: January 17, 2019
TO: All Faculty Senate Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on January 24, 2019

Meeting Date: Thursday, January 24, 2019
Meeting Time: 4:00 - 6:00 p.m.
Meeting Location: Student Union Key West, Room 218

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *November 15, 2018***
4. **Announcements and Recognition of Guests**
 - Recognition of Guests
 - Announcements
 - Senate Chair Update
5. **Report of the Provost**
6. **Old Business**

None.
7. **New Business**
 - Resolution 2018-2019-8 Student Perception of Instruction Processing
 - Resolution 2018-2019-9 UCF Conference Rooms
 - Advanced notification of resolutions brought forward by Steering for the January 24 Senate meeting, allowing 30 days to review prior to discussion.
 - Resolution 2018-2019-7 Faculty Senate Bylaw Change – Graduate Council Membership
 - Resolution 2018-2019-10 Faculty Senate Bylaw Change Research Council
 - COACHE Survey Update – *Jana Jasinski*
8. **Committee Reports**
 - Budget and Administrative Committee – *Kimi Sugaya*
 - Information Technology Committee – *Sumanta Pattanaik*
 - Parking, Transportation and Safety Committee – *Heath Martin*
 - Personnel Committee – *Stephen King*
 - Graduate Council – *Jim Moharam*

- Undergraduate Council – *Nina Orlovskaya*

9. **Other Business**

10. **Adjournment**

Faculty Senate Meeting
Minutes of
November 15, 2018

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 October 25, 2018 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Lisa Guion Jones, Associate Provost for Strategy and Special Assistant to the President
Melody Bowdon, Interim Vice Provost for Teaching and Learning and interim dean of the College of Undergraduate Studies
Joe Adams, Senior Communications Director, Office of the Provost
Allison Hurtado, Assistant Director of Marketing and Communications, Faculty Excellence
Jana Jasinski, Vice Provost for Faculty Excellence
Matthew Matusiak, Assistant Professor, Department of Criminal Justice, College of Community Innovation and Education

ANNOUNCEMENTS

Board of Trustees Investigation

A Board of Trustees meeting was held today. Trustee Seay is in charge of the investigation into the inappropriate funds used to build Trevor Colbourn Hall. Trustee Seay reported that the investigation is ongoing and they are in the process of completing two document requests made by the investigators for the Bryan Cave Leighton Pasiner firm. More than 30 interviews have been completed with more interviews scheduled. The expectation is to have a report ready for the January Board of Trustees and Board of Governors meetings.

Florida Board of Governors

The Florida Legislature passed Senate Bill 4 last year that called for the Board of Governors to develop a new plan for performance funding metrics. In response to the language in the bill, the Advisory Council of Faculty Senates (ACFS) passed a resolution asking for the ACFS to have a voice in the development of new performance based funding metrics standards. In response to the resolution, the Chancellor reached out to some Board of Governors members, legislators, and leaders of the ACFS. The ACFS was involved in the plan presented last week which removes the requirement that the universities in the bottom three lose funding. Dr. Self explained each year all universities are ranked based on the metrics. The top three universities receive additional funding on top of the base funding while the bottom three lose significant funding. When this happens, presidents, chief financial officers, and provosts are more nervous to hire additional faculty in fear of losing recurring funds. The new plan on the Board of Governors website indicates universities will not lose core funding unless the ranking goes down for more than 2-years in a row.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Provost Dooley stated she firmly believes that academics sits at the core of the university. As the provost, Dr. Dooley wants to make sure she hears the voice of faculty. One way to hear the voice of faculty is through college visits to gather insights with high faculty and department chair presence. As the university strives for preeminence, the provost will rely on partners including Jana Jasinski, Lisa Jones, and Melody Bowdon, and others to capture ideas. We want to personalize what it means to reach preeminence in terms of advancing faculty research, student success, and partnering with students in research labs. Student success has to be elevated to the same level as teaching and research. Also indicated that UCF gets to define what it means to be a model for 21st-Century higher education.

Textbook Affordability

The State requires that 95% of instructional materials be submitted and listed at the bookstore 45 days prior to the start of the classes. Some students will go through the semester without a textbook due to the price. We should be giving students choices with open educational resources and determine how we can make higher education more affordable to students. Right now we are at 91% and must reach 95% by Friday.

Provost Forum on Student Success

At the recent forum on Student Success, there was standing room only at the Morgridge Center with almost 300 individuals online. Four students were highlighted during the forum and indicated they did not know what “preeminence” means, and that they are not sure why the 4-year graduate rate matters. The next forum is on Faculty Excellence. A member questioned if there are any plans to get statistics on the qualifications of our students (types of jobs, graduate schools attending, acceptance rate to elite schools, etc.) and how long it would take. Dr. Dooley indicated that UCF has some of the data and suggested that Paige Borden be invited to present some of the data.

NEW BUSINESS

Resolution 2018-2019-5 Faculty Senate Bylaw Change – Senate Operational and Curricular Councils Membership

This bylaw change was brought forward by the Steering Committee due to the difficulty in finding a senator to chair each committee and removes the requirement on the operational and curricular committees. It also allows the Committee on Committees to appoint a senator already serving on each committee as the Senate liaison to provide the Senate with monthly reports. The resolution is up for discussion and vote today.

Motion and second made to approve Resolution 2018-2019-5 Faculty Senate Bylaw Change – Senate Operational and Curricular Councils Membership. No discussion. Vote: all in favor; motion passes.

Collective Impact Strategic Plan Update

Dr. Self introduced Dr. Lisa Guion Jones, Associate Provost for Strategy and Special Assistant to the President. Dr. Jones provided handouts to show the status of each preeminence metric, priority metrics, myKnight Star, and Pegasus path. Discussed how preeminence benefits students, faculty, and alumni. Provided the Collective Impact website address at www.ucf.edu/strategic-plan/ for up-to-date information. Dr. Jones encouraged applicants and nominations for the Spring Marchioli Collective Impact Innovation Award due February 28, 2019. A senator questioned if the metrics are static or are the metrics always changing. Dr. Self indicated that the preeminence metrics are static, but the performance based funding metrics do change.

COMMITTEE REPORTS

Budget and Administrative Committee – Qian Hu for Kimi Sugaya

The committee met yesterday to continue discussing the capacity issues for the Creative School for Children. The committee is asking the director additional questions and will determine next steps at the next meeting.

Information Technology Committee – Sumanta Pattanaik

The committee has not met since the last Senate meeting.

Parking, Transportation and Safety Committee – Heath Martin

The committee has not met since the last Senate meeting. Dr. Self noted that the issue of campus safety is still a highly talked about issue with the Advisory Council of Faculty Senates.

Personnel Committee – Stephen King

Discussed summer work assignments and compensation. Looked at the enactment of the travel policy across the university and discovered it is very diverse in regards to what is allowed and followed. The committee provided Faculty Excellence with suggestions regarding procedures for the renewal of endowed chairs.

Graduate Council – Mathilda Van Niekerk for Jim Moharam

The Curriculum committee met on November 7 and discussed revisions to the PhD accounting, finance, and marking tracks. Also discussing a name change from eLearning Professional Development Certificate to eLearning Design, Development, & Delivery Certificate. The Policy committee meeting on November 14 was canceled. The Appeals committee had two meetings in October and the Program Review and Awards committee will meet tomorrow.

Undergraduate Council – Nina Orlovskaya

Both committees have been meeting and conducting normal business. Committee was informed that the university can now charge new lab fees.

OTHER BUSINESS

A senator asked, not knowing what the relation is between the faculty union and the Senate, what is the Senate's position is in regards to the Board of Trustees position in response to the unions offer? The senator noted a communication from the UFF-UCF president indicating the university's position. Dr. Self indicated as the chair of the Senate he does not take a position on any matter. His role is to lead the Senate and discuss the issues brought forward. Dr. Self appreciated the comments. In general, the Senate allows the faculty union to negotiate with the administration and tries not to interfere with the process.

Comment: Top university leaders nor top faculty members are involved in the bargaining process. Faculty need to step-up and participate. The Senate should invite the union leader to all Senate meetings and senators should attend bargaining sessions. False statements communicated to the public and the trustees hurt the faculty position. There are better ways to capture accurate data.

Comment: As the chair of the Senate and a trustee representing faculty, the chair should be communicating the viewpoint of the Senate to the Board of Trustees. Additional comments regarding the university hiring adjuncts, canceling classes, and overloading faculty with high enrollments in courses. Students are taking courses they don't want or the only course offered in order to progress to graduation resulting in low Student Perception of Instruction results. Noted that the Collective Strategic Plan has many inputs, but the outcomes are critically important to faculty.

Dr. Self noted that at today's Board of Trustees meeting they discussed bringing the details of the carryforward and educational and general (E&G) funds from the December meeting forward and that he asked for the ratio of the funds used to pay faculty and staff relative to the carryforward funds. Core E&G funds should be used for faculty and staff. Dr. Self indicated that he does make comments at the meetings knowing that a lot of faculty are angry regarding E&G funds being used for other purposes.

Comment: Steering needs to help the chair articulate some of the issues and that the law firm indicated they conducted a narrow review and did not look at the impact of using the funds.

Comment: The Budget and Administrative Committee should have this as a high priority in regards to where did the money go, where should it have gone, and where is it going now. Maybe the Senate needs an investigation of its own.

Comment: Their needs to be an external National Academy of Sciences Member on the Board of Trustees. Would like to see university leadership come to the Senate meetings. Response: The Florida Constitution dictates that the Governor and the Board of Governors appoints members of the Board of Trustees. The Governor appoints all of the Board of Governors members.

Comment: A senator in the bargaining session today indicated what the union has as a priority, invited all faculty to attend if they care about the issues, and indicated that the next meeting is scheduled for November 27.

Dr. Self noted that the Faculty Senate and Bargaining sessions are open meetings.

Comment: The union and the Senate have always been separate although many senators are members of the union and many senators serve in leadership positions for the union. We are all faculty and part of the same unit. The union is always fundamentally outmatched and out-resourced. Many volunteer hours with no credit for service. The union and the Senate are not faculty against each other, we just have different roles based on the Florida Constitution.

Dr. Self indicated if the concern is here, if possible, he will commit to attending the bargaining sessions for the rest of the year.

More comments made regarding more notices being sent to faculty regarding the bargaining sessions, more surveys on issues important to faculty, the high cost of union dues, inviting the union president to make a presentation, changing the Constitution to allow a union member as an ex officio member like the Student Government.

Motion and second to ask the Steering Committee approve a standing agenda item for a union update along with an administration bargaining team update. Need both perspectives.

Comment regarding the union discussion stems back to unregulated growth. We always discuss how to improve the quality of education and research funding. There is no discussion regarding how to address growth rate and increased workload. Don't know what the role of the Senate is in holding the university, the Board of Governors, the Governor realistic with unhealthy growth.

Response: Dr. Self indicated we have an opportunity to hear about the COACHE survey results in January. Teaching workload is still an issue and should be discussed at the Steering Committee meeting.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

1 **Resolution 2018-2019-7 Faculty Senate Bylaw Change**
2 **Graduate Council Membership**
3

4 **Whereas**, the bylaws of the Graduate Council state committee members of the Graduate
5 Council (and all graduate committees) must be tenured or tenure-earning faculty holding the
6 rank of assistant professor, associate professor, or professor; general faculty of comparable
7 rank with multi-year appointments; or professional librarians of comparable rank; and
8

9 **Whereas**, the membership criteria further specifies that all members must meet the
10 qualifications for participating in graduate education as specified by the Council and published
11 in the Graduate Catalog; and
12

13 **Whereas**, the qualifications in the Bylaws for the council do not match the qualifications
14 specified in the qualifications of Graduate Faculty in the Graduate Catalog; therefore
15

16 **Be it resolved** that the *Bylaws* for the Graduate Council membership be amended to make the
17 only requirement for serving refer to the qualifications of Graduate Faculty in the Graduate
18 Catalog as follows:
19

20 Graduate Council

21 b. Membership.

22
23 The council shall consist of all of the members of the committees of the Graduate
24 Council and the vice president for Research and dean of the College of Graduate Studies
25 (ex officio). ~~All members of the Council must be tenured or tenure-earning faculty~~
26 ~~holding the rank of assistant professor, associate professor, or professor; general faculty~~
27 ~~of comparable rank with multi-year appointments; or professional librarians of~~
28 ~~comparable rank.~~ All members of the Graduate Council must meet the qualifications for
29 participating in graduate education as specified ~~by the Council~~ and published in the
30 Graduate Catalog as Graduate Faculty. The Committee on Committees shall select the
31 faculty members for all committees of the Graduate Council and shall solicit nominees
32 from the deans of the respective academic units as well as from the vice president for
33 Research and dean of the College of Graduate Studies, among others. The council chair
34 and vice chair must be current Faculty Senate members and are elected annually by the
35 membership of the council at the first meeting after the new committee is constituted,
36 normally early in the fall term. The elected chair of the council will serve as the chair of
37 the Graduate Policy Committee. The vice chair of the council will serve as the chair of
38 the Graduate Curriculum Committee.

Approved by the Faculty Senate Steering Committee on January 17, 2019.

1 **Resolution 2018-2019-8 Student Perception of Instruction Processing**
2

3 **Whereas**, the purpose of the Student Perception of Instruction is primarily to provide feedback
4 to faculty in order to continually improve courses and teaching methods; and
5

6 **Whereas**, *Resolution 2011-2012-7 Student Perception of Instruction Administration Period* was
7 approved by the Senate and the provost to specify that the online Student Perception of
8 Instruction (SPoI) survey be administered during the last 15 days of instruction in each term,
9 closing one hour before the official final exam period opens; and
10

11 **Whereas**, the Registrar’s Office defines the opening and closing of the SPoI survey based on
12 each specific course end date, regardless of the semester end date; and
13

14 **Whereas**, many courses have an abbreviated or customized course length that ends prior to the
15 end of a semester (such as a 7-week course); and
16

17 **Whereas**, UCF IT processes SPoI data at the end of each semester resulting in faculty teaching a
18 course with an abbreviated or customized course date waiting until the end of the semester for
19 data to improve instruction; and
20

21 **Whereas**, UCF IT has requested that a change in the processing of the SPoI survey be voted on
22 by the Faculty Senate; therefore
23

24 **Be it resolved** that the Faculty Senate requests that UCF IT process and distribute all SPoI
25 reports for abbreviated or customized courses based on the course end date, regardless of when
26 the semester ends.

Approved by the Faculty Senate Steering Committee on January 17, 2019.

Resolution 2018-2019-9 UCF Conference Rooms

Whereas, collaboration and participation in virtual meetings is required for the normal and effective functioning of the university; and

Whereas, UCF, its programs, its faculty, and its faculty's external collaborators are progressively more interdisciplinary and geographically distributed, resulting in greater demand for teleconferencing and technologies to support distributed meetings and collaborative work; and

Whereas, delays in room scheduling and collaboration software failures result in wasted faculty and support-staff time as well as embarrassment and lost opportunities for UCF; and

Whereas, UCF conference rooms have inconsistent teleconference technology, with many providing no or inadequate teleconference technology; and

Whereas, many faculty and staff lack the technical knowledge to operate the ever-expanding array of conferencing hardware and software, and many conference rooms lack instructions for using the conference systems and obtaining help with their technology; and

Whereas, like all technology, teleconference hardware and software experience various failures - they break, become misconfigured, require updates and upgrades, and generally require regular maintenance and, at times, immediate troubleshooting and support; and

Whereas, over 40% of the main-campus conference rooms are available to all units to schedule and be used for meetings; and

Whereas, the majority of those schedulable conference rooms are assigned to a specific unit, requiring that unit to fund all technology and furniture; and

Whereas, using unit funds to supply the needs of non-unit users is an inappropriate use of a unit's funds; therefore

Be it resolved that the administration identify and take responsibility for generally available conference rooms and:

1. Develop a minimum standard for items to be installed in each conference room, including at least:
 - a. A computer
 - b. A video camera viewing the audience
 - c. Microphones that cover all potential speakers
 - d. Powered loudspeakers
 - e. Software for document collaboration, including simultaneous group editing
 - f. Software for reliable and consistent audiovisual remote participation that enables viewing and hearing of remote participants as well as remote presentations
 - g. Display devices that make a presentation visible to all in the room

46 The standard may specify additional or better elements for larger or special-
47 purpose rooms. Compliance with the Americans with Disabilities Act and other
48 requirements is necessary. Periodic revision is necessary to track changing
49 technology.

50 2. Supply technology, maintenance, and upgrades consistent with item 1 in each generally
51 schedulable UCF conference room; and

52

53 **Be it further resolved** that the administration make available user support services for all UCF
54 conference rooms and:

55 1. Provide remote voice and real-time, on-site user support in conference rooms.

56 2. Post instructions for use, troubleshooting, and how to get immediate on-site support in
57 conference rooms.

58 3. Provide (or, with consent of a unit, delegate) conference-room scheduling, with an
59 immediate response to meeting requests (accepted or declined); and

60

61 **Be it further resolved** that nothing in this resolution should be construed as an intention to
62 reduce or change the scheduling priority that units may have over conference rooms.

Approved by the Faculty Senate Steering Committee on January 17, 2019.

1 **Resolution 2018-2019-10 Faculty Senate Bylaw Change**
2 **Research Council**
3

4 **Whereas**, UCF strives to become the recognized leader among 21st century universities; and
5

6 **Whereas**, a key metric for research in the Collective Impact Strategic Plan is to double research
7 awards from \$133 million to at least \$250 million; and
8

9 **Whereas**, the Research Council is a university-level joint committee that annually reports to the
10 Senate and doesn't reflect the high faculty interest needed to achieve the key metric; and
11

12 **Whereas**, the membership of the Research Council consists of faculty, while most joint
13 committees have a broad membership; therefore
14

15 **Be it resolved** that the *Bylaws* for the *Faculty Constitution* be amended to elevate the Research
16 Council to a Senate Operational Committee with automatic updates to the Faculty Constitution
17 as follows:
18

19 Research Council

20 1. Duties and Responsibilities.

- 21 a. To recommend ~~to the Faculty Senate such~~ policies as it deems necessary and
22 appropriate with respect to research activities, facilities, personnel, and patents
23 to the vice president for Research and dean of the College of Graduate Studies.
24 b. To consult with and advise the vice president for Research and dean of the
25 College of Graduate Studies on the stimulation of and support for research
26 activities, including policies for allocation of monies to be invested in UCF
27 research endeavors.
28 c. To assist in the evaluation of research programs within the university and advise
29 on new research centers and institutes and the evaluation of performance of
30 existing centers and institutes.
31 d. To recommend policies that will foster a strong, mutually productive relationship
32 between research centers and institutes and departments.
33 e. To speak for the faculty on governmental, industrial, and other private sector
34 and foundation support of the research programs of the university.
35 f. To review the activities of the committees that deal with the use of human
36 subjects or animals in research.
37 g. To review the activities of the committee that deals with copyrights and patents.
38 h. To review and make recommendations to the vice president for Research and
39 dean of the College of Graduate Studies on internal research grants and awards.
40 i. To work with the vice president for Research and dean of the College of
41 Graduate Studies in establishing guidelines for submissions and review of
42 research proposals.

43 j. To recommend policies to promote the responsible conduct of research by UCF
44 faculty, staff, and students.

45 k. To make recommendations to the Faculty Senate Steering Committee of the
46 Faculty Senate.

47

48 2. Membership.

49 The committee shall consist of ~~eighteen~~ one faculty members with at least one
50 representative from each of the academic units ~~(selected by the Committee on~~
51 ~~Committees, in consultation with the vice president for Research and dean of the~~
52 ~~College of Graduate Studies and the college deans)~~ and two additional faculty members
53 from the institutes and/or centers ~~(will be~~ designated by the vice president for Research
54 and dean of the College of Graduate Studies). Academic unit faculty membership shall
55 proportionally represent the number of faculty of the colleges. Selection criteria shall
56 ~~include a productive record of research/scholarly activity.~~ Only faculty members holding
57 the rank of associate professor or professor or professional librarians of comparable
58 rank shall be eligible for membership. The vice president for Research and dean of the
59 College of Graduate Studies (or designee) shall serve as an ex officio member. Terms of
60 service shall be three years, staggered. The chair and vice chair of the council shall be
61 elected annually by its membership.

Approved by the Faculty Senate Steering Committee on January 17, 2019.