

Faculty Senate Meeting
Minutes of
January 24, 2019

Michelle Kelley, chair, called the meeting to order at 4:05 p.m. after a short audio delay. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of November 15, 2018 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Vice Provost for Faculty Excellence

Allison Hurtado, Assistant Director of Marketing and Communications, Faculty Excellence

Lucretia Cooney, Associate Directory, Faculty Excellence

ANNOUNCEMENTS

Bill Self and Provost Dooley are unable to attend the Senate meeting due to the Board of Trustees meeting being held at the Rosen College. Vice chair Michelle Kelley chaired the Senate meeting.

New Senators

Dr. Kelley welcomed Richard Harrison with the University Libraries back to the Senate after a short break and Manoj Chopra as an Engineering senator, completing the remaining term for Waldemar Karwowski. Dr. Kelley also welcomed Scott Warfield as a College of Arts and Humanities senator completing the remaining term for Pavel Zemliansky and Saiful Khondaker for completing the remaining term for Jennifer Sandoval who is on sabbatical this semester.

2017 Faculty Salary Equity Study

In November 2017, Institutional Knowledge Management, at the request of the Personnel Committee gave a presentation on the Faculty Salary Equity Study. At the time, Provost Whittaker committed to bringing salaries up to the lowest predicted level for faculty who are at the 90% confidence level, and to close the female and underrepresented minority equity gap demonstrated in the study. Dr. Kelley informed the senators that the commitments have been kept and the salary adjustments are complete.

Standing Union Update

At the November Senate meeting, senators requested a standing agenda item for a union update along with an administration bargaining team update. Since this request requires a change to the Bylaws in Section IV. Meetings of the Senate, the item will be given to the Ad Hoc Committee on Bylaw Revisions to consider.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Since the Provost was unavailable, Jana Jasinski, Vice Provost of Faculty Excellence provided the report of the Provost.

Constellation Fund

Last month, President Whittaker created a historic \$40 million dollar Constellation fund. A scholarship investment task force is determining how to best direct and administer these funds to advance student success. The task force recommendations are expected in February. Some students will benefit this Spring with the bulk being distributed over four to five years benefiting undergraduate, graduate, and doctoral students.

Insights Team

Dr. Dooley created an Insights team, including several deans to explore ways to advance excellence and impact in academics, research, and scholarship. Recommendations are expected early next month.

NEW BUSINESS

Resolution 2018-2019-8 Student Perception of Instruction (SPoI) Processing

This resolution was brought forward by the Information Technology Committee and requests UCF IT process and distribute SPoI reports at the end of the course, regardless of when the semester ends. Based on a report, UCF has 69 out of 10,748 sections in the Spring 2019 semester with abbreviated or custom course date. This translates to 3,552 surveys. Some of these sections include cooperative internships, clinical field education, honors study abroad, and experiential learning internships.

Motion and second made to approve Resolution 2018-2019-8 Student Perception of Instruction Processing. Open for discussion.

Question: How the data will be averaged with the data compiled at the end of the semester?

Answer: This question wasn't discussed, but presumably the information would be averaged at the end of the semester.

Question: What is the rationale in having the data compiled in real-time?

Answer: Courses that last six weeks may be taught multiple times within a semester. The faculty is not receiving feedback until after the second course is taught.

No other discussion.

Vote: all in favor; motion passes.

Resolution 2018-2019-9 UCF Conference Rooms

This resolution was also brought forward by the Information Technology Committee and requests administration to identify and take responsibility for generally available conference rooms and make user support services available for all conference rooms.

Motion and second to approve Resolution 2018-2019-9 UCF Conference Rooms. Open for discussion. Briefly discussed the possibility of including a deadline for implementation; no amendment proposed. A member questioned the extent of the problem and being uncomfortable approving without any knowledge of the cost to implement. Discussed the need to collaborate and video conference with common tools due to faculty distribution across multiple campuses. Discussed outdated technology in many generally available rooms, the cost responsibility falling on departments, and inability to maintain and upgrade the rooms.

Point of Information: Is there a way to table the resolution bring back later once determined if the request is feasible? The Senate can vote to table the resolution, revise and bring back at a later meeting. Comment made that the Senate is communicating what is needed and UCF IT can research and respond to the resolution.

Comment: Line 28 seems to contradict the request of UCF IT taking responsibility for the rooms when a specific unit is already responsible for the room and equipment.

Response: The resolution doesn't include rooms that are scheduled and used specifically for a unit only. This resolution refers to generally available rooms that units let others schedule and use.

Question: Is there a different way to communicate the need without passing a resolution? Motion made to call the question and close discussion.

Vote: 2 opposed; remaining in favor; discussion is closed.

Motion and second to approve Resolution 2018-2019-9 UCF Conference Rooms.

Vote: Too close; hand count requested.

Vote by hand: 40 in favor; 11 opposed; 2 abstained; motion passes.

Advanced Notification of Bylaw Resolutions Brought Forward by Steering

Two Bylaw change resolutions were distributed with the agenda to allow time to review and discuss the potential changes in advance of discussion at the February meeting.

- Resolution 2018-2019-7 Faculty Senate Bylaw Change – Graduate Council Membership
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The membership requirements in the Bylaws don't match the requirements of Graduate Faculty in the Graduate Catalog. This change eliminates specific titles and refers to qualified Graduate Faculty for eligibility to serve on Graduate committees.
- Resolution 2018-2019-10 Faculty Senate Bylaw Change - Research Council
This resolution elevates the Research Council from a Joint Committee or Council to a Senate Operational Committee. This means the council will meet at least monthly and regularly report to the Steering and Senate.

These resolutions will be up for discussion at the February Senate meeting and up for possible amendment and vote at the March meeting.

COACHE Survey Update – Jana Jasinski

Dr. Jasinski discussed the COACHE survey process started in 2015. Identified the areas UCF rated high and identified areas for improvement from 2015 survey results. Discussed the response rate and benchmarking. Identified overall areas UCF did well, areas for improvement, and the 25 domains of the survey. Dr. Jasinski indicated that the priority setting committee identified four to six areas to work on. Encouraged senators to review the Provost Preview Report and Comparison Report on the Faculty Excellence website. Invited any interested faculty member to participate on the Strategy Setting committees that will be formed to build strategies for improvement.

Question: Did UCF do any worse in any areas?

Answer: UCF rated slighter lower in tenure policies over the 2015 survey, but it is still in the green area, in addition to tenure expectations-clarity.

Question: Was there any effort to analyze by gender or rank?

Answer: Yes, the Provost report has the details.

Question: Slide 6 shows low numbers for pre-tenure and associate professors as compared to the others. Does the response rate impact the results on slide 6?

Response: The overall response rate of 47% includes 56% for pre-tenure, 48% for associate professor, and 45% for professors. The comparison file provides two comparisons, one by demographic groups and one by discipline area.

COMMITTEE REPORTS

Budget and Administrative Committee – Qian Hu for Kimi Sugaya

Committee met January 16 with Suzette Turner, Directory of the Creative School and David Pavlonnis, Assistant Vice President of Student Development and Enrollment Services answering follow-up questions regarding the Creative School. The buildings are old and in 2015-2016 cost \$300,000 for maintenance. The committee will meet in February to discuss options.

Information Technology Committee – Sumanta Pattanaik

The committee met three times and submitted two resolutions. Discussed the 60-day password reset rule being ineffective. UCF IT will get back to the committee after reviewing State guidelines. Also discussing improving the mobile application for navigation and directions on campus.

Parking, Transportation and Safety Committee – Heath Martin

The committee met in November with University Compliance and Ethics regarding golf cart speed limits. Golf Carts is transitioning to University Compliance and Ethics from a different office. There currently is no official policy, and the office would need to develop a policy that would be posted for comment. The committee members expressed an interest in a 10MPH on sidewalks. Also discussed how carts are numbered, there is no obvious way to report driving violations.

Personnel Committee – Stephen King

The committee has been discussing the promotion of non-tenure faculty. Currently, some non-tenure earning faculty go through the University Promotion and Tenure committee where others skip the committee. The committee is working on a resolution to eliminate these faculty from going to the University Promotion and Tenure committee.

Graduate Council – Jim Moharam

All committees have met at least twice. The Graduate Program Review Committee approved a new master's program in Systems Engineering in the College of Engineering and Computer Science. The Graduate Policy Committee met and discussed Conditional Retention Plans (CRP) for students on probation and how to calculate Graduate GPA. The committee also approved including position 9160 Scholar/Scientist/Engineer, 9161 Associate Scholar/Scientist/Engineer, and 9162 Assistant Scholar/Scientist/Engineer as Graduate Faculty.

Undergraduate Council – Nina Orlovskaya

Both committees have been very active with course revisions and approval of new courses. This year the university is allowed to charge, or change laboratory fees. The committee received many requests from different departments regarding the fee and would like to know if such fees can be used to support salaries for undergraduate teaching assistants to help with large undergraduate courses.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 4:50 p.m.

COACHE 2018



UCF

2015 COACHE Survey Results



Areas UCF Did Well

Quality of colleagues

Tenure policies and clarity

Support for engaging undergraduates in research

Support for obtaining and maintaining grants



Areas for Improvement

Nature of work, including research, service and teaching loads

Personal and family policies

Recognition and appreciation

Departmental leadership, quality and collegiality

Promotion policies

Survey Administration	Benchmarking	Results
<p>Response rate: 47%</p> <p>Mean completion time</p> <ul style="list-style-type: none">• 22 minutes	<p>Five comparison peers</p> <ul style="list-style-type: none">• Auburn• Florida International University• Florida State University• Georgia Tech• North Carolina State University <p>Cohort of 109 institutions</p>	<p>2015-18 comparisons</p> <ul style="list-style-type: none">• UCF <p>Benchmarking</p> <ul style="list-style-type: none">• Peers and Cohort



Areas UCF Did Well

Leadership: Faculty

Leadership: Senior

Tenure Expectations: Clarity

Tenure Policies



Areas for Improvement

Departmental Collegiality

Nature of Work: Teaching

7

domains in the **top**
30%

13

domains in the
middle 40%

5

domains in the
bottom 30%

The five domains in need of most improvement?

- Nature of Work: Teaching
- Promotion to Full
- Departmental Leadership
- Departmental Collegiality
- Departmental Engagement

Where UCF has improved out of 25 domain areas:

According to **All Faculty**: 23 of 25

According to **Pre-Tenure**: 15 of 25

According to **Associate Professors**: 16 of 25

According to **Women**: 23 of 25

According to **Faculty of Color**: 20 of 25

What is the one thing your institution can do to improve the workplace for faculty?

- 29% Facilities and Resources
- 23% Culture
- 19% Nature of Work: General
- 17% Compensation/Benefits
- 14% Leadership: General



Best Aspects

29 % Geographic location

26 % Quality of colleagues

15% Support of colleagues

14% Academic freedom



Worst Aspects

22% Compensation

15% Lack of support for research/creative work

14% Too much service

14% Teaching load

Next Steps



Priority Setting

Review results recommend 4-6 areas of focus

- Priority Setting Committee
- Faculty Excellence Advisory Committee
- FCTL Winter Conference session



Strategy Setting

Identify and develop strategies to address priorities

facultyexcellence.ucf.edu



Resolution 2018-2019-8 Student Perception of Instruction Processing

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

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

Whereas, the Registrar's Office defines the opening and closing of the SPoI survey based on each specific course end date, regardless of the semester end date; and

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

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

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

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

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

Approved by the Faculty Senate on January 24, 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

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

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

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

1. Provide remote voice and real-time, on-site user support in conference rooms.
2. Post instructions for use, troubleshooting, and how to get immediate on-site support in conference rooms.
3. Provide (or, with consent of a unit, delegate) conference-room scheduling, with an immediate response to meeting requests (accepted or declined); and

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

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

Approved by the Faculty Senate on January 24, 2019.