

# MEMORANDUM

**Date:** January 21, 2016  
**TO:** All Faculty Senate Members  
**FROM:** Keith Koons  
Chair, Faculty Senate  
**SUBJECT:** Faculty Senate Meeting on January 28, 2016

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Meeting Date: Thursday, January 28, 2016  
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 12, 2015***
4. **Announcements and Recognition of Guests**
  - Automatic updates to the Constitution and Bylaws
5. **Report of the Provost**
6. **Old Business**

None.
7. **New Business**
  - UCF Latino Faculty and Staff Association (LaFaSa) presentation – *Dr. Cyndia Muñiz*
  - 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads
8. **Committee Reports**
  - Budget and Administrative Committee – *Joseph Harrington*
  - Personnel Committee – *Ana Leon*
  - Parking Advisory Committee – *Bari Hoffman-Ruddy*
  - Undergraduate Council – *Kelly Allred*
  - Graduate Council – *Annette Khaled*
9. **Adjournment**

**Faculty Senate Committee Meeting**  
Minutes of  
**November 12, 2015**

Keith Koons, chair, called the meeting to order at 4:04 p.m. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of September 24, 2015 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Lyman Brodie, Associate Dean, College of Arts and Humanities  
Lucretia Cooney, Assistant Director, Faculty Excellence  
Kristy McAllister, Academic Affairs Information and Publication Services  
Binita Devkota, Student Government Association  
Elizabeth Dooley, Vice Provost for Teaching and Learning, and Dean of the College of Undergraduate Studies

**ANNOUNCEMENTS**

The provost will be late; arriving at the conclusion of a previous meeting. The report of the provost will be delayed until his arrival.

Welcomed Dr. Waldemar Karwowski to the Senate, replacing Dr. Yunjun Xu as a senator for 2015-2016. Dr. Karwowski represents the College of Engineering and Computer Science. Also welcomed Binita Devkota to the Senate as the Student Government Association (SGA) representative. As the appointed SGA representative, Ms. Devkota has automatic speaking privileges and may participate in debates.

Dr. Koons announced that the Senate Joint Committee and Council annual reports for 2014-2015 are available for review on the Faculty Senate website and can be found under Minutes and Reports.

Resolution 2013-2014-2 Compliance Check for Awards Program

An email was sent recently sent to faculty regarding a courtesy compliance check for various faculty awards. This is in response to a Senate resolution approved in 2013-2014 requesting the courtesy review by colleges to reduce faculty being eliminated due to non-substantive errors. Non-substantive errors refers to word limit, binder size, etc. The check does not refer to content or qualifications. The college offices need sufficient time to allow for the review. Please follow the directions from the college rules regarding deadlines.

Advisory Council of Faculty Senates (ACFS) Meeting

The Council consists of two representatives from each State University System Faculty Senate. The council typically meets three times a year. The chair of the council represents all Faculty Senates on the Board of Governors. The ACFS met at UCF on October 2. During the meeting, the council paid tribute to Dr. Ida Cook for her long service to the ACFS and discussed the

Board of Governors performance metric and how the metrics are unfair to the smaller universities. Also discussed legislative action to allow guns on campuses.

## **OLD BUSINESS**

There is no old business.

## **NEW BUSINESS**

### 2015-2016-2 Declaration of Support for the Advisory Council of Faculty Senates Resolution

Motion made to discuss Resolution 2015-2016-2 Declaration of Support for the Advisory Council of Faculty Senates Resolution on Opposition to Concealed Weapons or Firearms on State University Systems Campuses or Facilities. The resolution was brought forward by the Steering committee and therefore does not require a second. The resolution was distributed with the agenda.

Opened the floor for comment and discussion. Dr. Chopra explained the process as the previous chair of the ACFS. Dr. Chopra indicated that the ACFS resolution will be presented at an upcoming Board of Governors meeting as the collective sense of the State University System Faculty Senates. Encouraged healthy debate prior to voting. The ACFS was unanimous in the support of the resolution. Dr. Koons indicated that similar bills are passed each year. In the past, the University Presidents and Police Chiefs collectively opposed allowing weapons on campus, yet the bills are filled each year.

Question: Has the Student Government Association passed any resolutions? Ms. Devkota indicated that the Student Senate might have passed a resolution a couple of months ago. She offered to find out and pass it along. A comment was made that we shouldn't let Student Government's opinion guide the Faculty Senate vote. It was then clarified that having the information is helpful, but doesn't sway the vote. It's helpful to know what other positions are taken on the issue.

Question: Do we know if other universities have voted on the issue? About three or four have voted on their own resolutions. Voting on the ACFS resolution is currently underway.

With the discussion closed, Dr. Koons made a motion to vote on the resolution. All in favor 50; Opposed 1; Abstained 0. Motion passes.

## **COMMITTEE REPORTS**

### Budget and Administrative Committee – Robert Cassanello on behalf of Joseph Harrington

Committee has met twice. Met with Mr. Merck and Ms. Clark to discuss the budget. Looked at the possibility of improvements being handled internally instead of on a bid. Decided not to act on issue. Instead, Dr. Harrington joined a committee that will be looking and addressing the issues in a positive way. Also looked at overhead benefiting the library. Still gathering information on this issue.

### Personnel Committee –Ana Leon

The Committee meets next week. Formed an ad hoc committee to work on the issue surrounding Resolution 2008-2009-1 Appointment and Evaluation of School Directors and Department

Chairs. A resolution from the ad hoc committee will be reviewed next week and will be forwarded to the Steering committee when finalized. The committee will also be discussing Joint appointments next week. Thanked the members of the ad hoc committee for all their support and work.

Parking Advisory Committee – Bari Hoffman-Ruddy

Dr. Hoffman-Ruddy is out of town. No report available.

Undergraduate Council –Kelly Allred

Discussed posthumous degrees or recognition for students that need more than 15 credits to complete in order to graduate. The committee had a lively debate on the issue. Currently those students that need more than 15 credits to graduate go through the Eternal Knights Memorial Service program. Committee determined that the Eternal Knights program was sufficient recognition.

Committee also discussed repeat course grades when grade forgiveness is not used. The current system takes the best grade from all attempts. The degree audit system requires someone to specify if the last grade or best grade should be used. Committee still discussing.

Graduate Council – Deborah Breiter Terry for Annette Khaled

The Graduate Policy committee is formulating a new policy regarding the 7-year rule and students having to maintain continuous enrollment prior to graduation. The new policy being formulated will reinforce the 3 credit hour requirement until the student meets the minimum required credit requirements for the degree, then they can enroll in 1 credit hour until they graduate with the understanding they are no longer full-time students in regards to financial aid. Other committees continue to meet and complete work.

**OTHER BUSINESS**

Standard Committee Meeting Day/Time

The beginning of the semester presented problems for committee staffing. The process of staffing committees over the summer, then having the committees establish a meeting time in the fall resulted in many faculty members being replaced due to course conflicts. Bill Self, Vice Chair of the Senate and Chair of the Committee on Committees has been looking into the issue.

Bill Self updated the senators with the tentative plan for the next round of committee staffing for 2016-2017. In the late spring, all Senate Operational and Curricular committees will establish a fixed meeting day and time prior to staffing in the summer. The Committee on Committees college representatives will be given the standard meeting day and time for each committee prior to staffing in the summer. It will be up to the colleges to ensure each faculty member is able to meet on a specific day and time. Hopefully, if the faculty member identifies a conflict early enough, maybe there will be enough time for the college chairs to make scheduling adjustments to allow service. This is not a guarantee, but hopefully it will reduce the number of replacements and enable the committees to meet sooner.

Comments: It's a good idea, but conflicts will always happen. It's unlikely that courses will or can be adjusted. A senator asked if there is an opportunity to re-visit when the Senate meets due

to traffic and conflicts. It's much harder to change the Senate as the same day and time has been set for many years. Bill Self will look into the Senate meeting day and time.

#### Ad Hoc Constitution/Bylaws Committee

The committee was established last year to consider changes to correct inconsistencies and improvements. The committee has met several times and will have changes to present to the Senate in the spring.

### **REPORT OF THE PROVOST**

#### Strategic Planning

The second open forum for Strategic Planning was held this morning on campus; co-hosted by the Faculty Senate Strategic Planning Council. The forum solicited feedback in three areas: philosophy, value, and areas of distinctive impact. Well over one hundred people were in attendance. Earlier this week there was a forum held in Cocoa. Next week a forum will be held at Leu Gardens and in Osceola. On December 1 a forum will be held at Seminole State College in Lake Mary. A student forum is still being scheduled. A streamed forum will be scheduled with innovators Jim Duderstadt, President Emeritus of the University of Michigan and Michael Crow, President of Arizona State University. The meeting will be facilitated by Thad Seymour, the senior consultant to the Provost on Strategic Planning.

Input to the committees will be through surveys or any other input you wish to provide. Stay up-to-date through the process on the Academic Affairs website (<http://www.ucf.edu/strategic-planning/>) on Strategic Planning which is continuously updated. The goal is to have a document to the Board of Trustees in May. The commission will have a retreat in January.

#### UCF Downtown

Postponed the Board of Governors presentation until the next meeting in order to answer fundamental questions surrounding enrollment projections and philanthropy. The enrollment questions centered on online versus face-to-face and hybrid students. This mix is fairly unique to UCF. The Board of Governors thought the students taking online courses really belong to other universities and have different numbers regarding total students physically on campus. The Board of Governors also wants to see more progress on the private philanthropy side. UCF has committed to \$20 million in philanthropy, \$20 million in non E&G funds, and requested \$20 million from the state. We feel very confident on our progress. Next presentation tentatively planned for January.

#### COACHE survey

The COACHE steering committee is meeting and reviewing the survey findings. The group is currently acting as a priority setting group. The committee is focusing on the following areas: departmental leadership; nature of work; nature of the interactions of teaching, research and service; personal and family policies; appreciation and recognition; and promotion. By the end of the semester, the group will identify three of these areas that we will spend the next two semesters implementing policies for improvement. The COACHE survey results are posted at <http://facultyexcellence.ucf.edu/coache/>. Feel free to provide the committee with input.

### Position Searches

The Dean for the College of Arts and Humanities position is still open and seeking applicants. A search firm is not being used. Asked the search committee to make a list of individuals to invite to apply. Contact Mike Frumkin if you have a candidate you would like to see invited to apply.

The position for the Vice Provost for Faculty Excellence and International Affairs and Global Strategies has closed and applicants are being reviewed.

### Campus Safety

All the stakeholder groups have gone on record to opposing guns on campus. This includes collectively the Student Government Association of Florida, the Chiefs of Police, the Vice Presidents for Student Affairs, and the Presidents. The legislation is progressing and we are monitoring closely.

### Automated External Defibrillator (AED) Training

We continue to encourage faculty and staff to get CPR training being offered by the Department of Environmental Health and Safety. Please make yourself aware of the location of these AED devices in the buildings in which you work and teach. If you have a question as to the location, contact the Office of Emergency Management. UCF is ensuring that every police vehicle and every person on patrol will carry an AED that is maintained and charged. The Office of Emergency Management and the Vice President's cabinet are reviewing the consistency in where the devices are located on campus. Also many of the devices are purchased by departments and not under Emergency Managements maintenance.

### Collective Bargaining

Tentatively agreed on all items and will go to the Board of Trustees for approval next Thursday followed by the UFF for ratification. Some agreed on items include a 3% salary increase; 1% across the board and 2% merit. This includes a 1 ½% administrative discretion increase (ADI); excluding retention. ADI in the past was used for two purposes; equity and market and retention. This year we have the ability to use the 1 ½% for market adjustment. Paid parental leave was negotiated at one semester to be deducted from sick leave when the faculty member leaves the university. Also agreed to increase the number of sabbaticals by 50% to tenured employees.

### Partnership Building in Research Park

On Tuesday, we presented the Partnership Building for Purchase in the Research Park to the Governor and cabinet. The purchase was approved. The Modeling and Simulation industry in the research park is vulnerable in the next round of government re-alignments. The government has many sites that have been vacated in Virginia and Alabama which could result in relocation without the cost of rent. Asked the State to help UCF purchase the fourth Partnership building to keep the industry in the community.

### TIP, RIA, SoTL Award Submission

The deans were asked to provide the candidates with a courtesy check if turned-in 2-days prior to the deadline. This allows faculty time to correct non-substantive changes.

## Questions

The College of Health and Public Affairs had an African American student subjected to racial slurs and trash thrown in the direction of the student. Will you or the President be taking a stance on this issue? Hateful actions and words are not tolerated and a separate issue from freedom of speech. UCF recently launched the Respect UCF campaign and SDES has been proactive in advancing a respectful culture. Karen Morrison is tracking statements being made by university leaders to determine where we are. Not sure if issuing a statement would be productive or non-productive at this point. Everyone knows where Dr. Hitt stands on the topic because of his history. Karen Morrison will review and advise administration. The Provost's office would be interested in hosting a forum with the Senate for faculty and staff if interested to have a discussion on the issue.

Can we get an update on the status of the Hotel? The hotel was approved by the Board of Governors and will proceed with a contract. The continuous care facility on McCulloch was approved by the County Commissioners. What about the faculty lounge in the hotel? Yes, but not an exclusive lounge. Faculty clubs that are membership clubs are on a steep decline, and not a sustainable business model. What works well is a place where faculty and guests can convene. The hotel will be on Centaurus Drive. UCF has no financial risk. If the hotel is not kept in class "A" condition, then the facility reverts to the University. The hotel will have about 130 rooms. The hotel is not a chain, more of a boutique hotel.

What about the hotel near the Center for Emerging Media? The hotel was sold at auction.

Is the use of administrative discretion increases going to be negotiated with UFF? The use of ADI in the past was used for market and retention. It was limited to .75% to 1%. This expands ADI significantly and takes out retention. Where the college or department has the authority to now make the adjustments, it's still a budget issue.

## **ADJOURNMENT**

Adjourned at 5:06 p.m.



**Faculty Senate**  
January 28, 2016  
4:00-5:00PM

### **MISSION**

The University of Central Florida's Latino Faculty and Staff Association (LaFaSA) is an organization dedicated to raising awareness and advocating for the needs and goals of Latino faculty and staff at UCF. LaFaSA seeks to advance educational and work opportunities that would enhance the status of Latinos/as within the university community. LaFaSA's mission is to promote a family environment that embraces and respects the various identities within the Latino/a culture through quality, bilingual programming, networking opportunities and guidance, to UCF's Latino students, faculty and staff; and the greater UCF community.

### **VISION**

LaFaSA will organize educational, cultural and social events that will bring the Latino community together at UCF. As an emerging Hispanic Serving Institution (HSI), LaFaSA is committed to utilizing our collective expertise to further advance the strategic goals of our University.

### **2016 GOALS**

- ❖ Data collection
- ❖ Recruitment
- ❖ Establishing Partnerships
- ❖ Securing Sponsorships
- ❖ Launch CREAR FUTUROS (Student Mentoring Program)
- ❖ 1 Cultural; 1 Networking and 1 Professional Development Event/Per Semester

### **MEMBERSHIP**

- ❖ \$25 Annual Dues (January 1- December 31<sup>st</sup>)
- ❖ LaFaSA membership is open to current UCF Faculty and Staff who support the mission and goals of LaFaSA, as outlined in the Bylaws, regardless of race, gender, creed, nationality, religion, or sexual orientation.

### **SPRING 2016 EVENTS**

- ❖ January 22, 2016, Board Elections
- ❖ February 25, 2016, Civic Engagement/Leadership Week Program
- ❖ March 25, 2016, *Asamblea* (General Assembly)
- ❖ April 2016, End of the Year Reception

### **CONTACT**

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## **Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads**

**Whereas**, the University of Central Florida seeks to sustain growth, productivity, and excellence in education and research; therefore

**Be it Resolved** that the Faculty Senate endorses the following guidelines for appointment and evaluation of department chairs/unit heads, and that these guidelines be incorporated into university policy.

### **Service Eligibility**

All schools/departments must have a full-time department chair/unit head. A school/department's regular (non-interim) chair/unit head typically serves a term of five years. The appointment is renewable annually. Normally, a department chair/unit head will not serve more than two successive five-year terms. Except under special circumstances, no one with another administrative appointment should serve concurrently as a department chair/unit head, and no department chair/unit head should serve concurrently in any other administrative position.

### **Appointment**

Each college dean/hiring official, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the appointment of department chair/unit head. These procedures must be filed with and approved by the Office of Faculty Excellence. For appointment of a new department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths and weaknesses of candidates to the search committee. The search committee will make a recommendation to the dean/hiring official. After due consideration, the dean or hiring official will select a candidate for department chair/unit head. If applicable, the faculty of the department/unit will vote on the award of tenure to the selected candidate following established University procedures. The final appointment of the candidate is subject to approval by the provost and the president.

### **Review & Reappointment**

Each college dean, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the annual review and reappointment of department chair/unit head by the faculty. These procedures must be filed with and approved by the Office of Faculty Excellence. Department/unit faculty and others whom the dean deems appropriate will conduct the review. If the chair wishes to stand for reappointment, a full review for reappointment will take place during the fifth year. The dean can institute an interim review at his or her own initiative or as a consequence of a request by the department faculty. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths and weaknesses of the chair/unit head to this review committee. The reappointment process shall include a confidential retention vote by faculty. That vote will be unrecorded and the results will be known only to the dean. Eligible voters include all full-time non-visiting faculty, but eligibility may be extended by vote of all eligible faculty.