



Faculty Senate

Steering Committee

Agenda for meeting of Thursday, January 30, 2025, 3:00 pm

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

For those unable to make the in person meeting due to travel, distant locations, or health issues, there is a Zoom option:

<https://ucf.zoom.us/j/94096926927?pwd=b1ZrSVZ4aURtMUMzVWZhUUN0d0pIQT09>

Passcode: 052871

1. Call to Order
2. Roll Call via Qualtrics
3. Approval of Minutes of January 2, 2025
4. Recognition of Guests
5. Announcements
6. Report of the Senate Chair
7. Report of the Provost
8. Unfinished Business
9. New Business
 - a) Formation of the Nominating Committee
 - b) Resolution 2024-2025-5 Bylaw Amendment: Adjusting Constituency of UCF Research Council Membership
 - c) Resolution 2024-2025-6 Bylaw Amendment: Textbook Committee
 - d) Resolution 2024-2025-7 Bylaw Amendment: Establishing the Committee on Committees as an autonomous Faculty Senate operational committee
 - e) Resolution 2024-2025-8 Bylaws Amendment: Faculty Staff Benefits Committee
 - f) Resolution 2024-2025-9 GRA Stipend Resolution Grant Funded Appointments
 - g) Agenda for February 13th Senate Meeting
 - h) Steering Meeting at Rosen College of Hospitality Management on March 27th
10. Committee Reports – Liaisons will be giving committee reports.
 - a) B&A Committee: Aimee DeNeyolles, Steering Liaison for B&A Committee
 - b) IT Committee: Jim Gallo, Steering Liaison for IT Committee
 - c) Personnel Committee: Michael Proctor, Steering Liaison for Personnel Committee
 - d) Research Council: Linda Walters, Chair of Research Council
 - e) Graduate Council: Reid Oetjen, Chair of Graduate Program Review and Awards Committee, Steering Liaison for Graduate Council
 - f) Undergraduate Council: Tina Chiarelli, Chair of UCRC, Steering Liaison for Undergraduate Council
11. Other Business
12. Adjournment

Resolution 2024-2025-5
Bylaw Amendment
Adjusting Constituency of UCF Research Council Membership

Whereas, the University of Central Florida Faculty Bylaws, in Section VI.F.2, define the membership of the Faculty Senate Research Council as follows:

2. Membership. The committee shall consist of twenty-eight faculty members with at least one representative from each of the academic units selected by the Committee on Committees and three additional faculty members from the institutes and/or centers will be designated by the vice president for Research. Academic unit faculty membership shall proportionally represent the number of faculty of the colleges. Only faculty members holding the rank of associate professor or professor or professional librarians of comparable rank shall be eligible for membership; and

Whereas, apportionment of faculty in the Faculty Senate and thus in the Research Council has changed with the faculty housed in the Office of Research now considered part of an academic unit for the purposes of senate representation. Faculty in the Office of Research will now automatically be given representation on both the Faculty Senate and the Research Council, eliminating the need for the vice president for Research to appoint members to the Research Council; and

Whereas, all UCF general faculty (as defined by the University of Central Florida Faculty Bylaws, in Section I.A) that are research active should have the opportunity to serve on Research Council rather than just Associate Professors, Professors, and Librarians of comparable rank; therefore

Be it Resolved, that the UCF Faculty Bylaws be amended in Section VI-F2 to state:

2. Membership. The committee shall consist of twenty-eight faculty members with at least one representative from each of the academic units selected by the Committee on Committees. Academic unit faculty membership shall proportionally represent the number of faculty of the colleges. All research-active general faculty members shall be eligible for membership.

**Resolution 2024-2025-6
Faculty Senate Bylaw Change
Textbook Committee**

Whereas, in 2020, the Bookstore Advisory Committee was renamed the Textbook Committee to broaden its focus; and

Whereas, the Textbook Committee requires broader membership to include expertise and representation for course materials beyond just textbooks; and

Whereas, Florida Statutes and university initiatives place a greater emphasis on course material affordability, accessibility, and open educational resources (OER) and practices (OEP); and

Whereas, the inclusion of both undergraduate and graduate student representatives is critical, as course materials impact students across all academic levels; and

Whereas, the recent institutional reorganization changes the committee's executive sponsor to be the Provost and Executive Vice President for Academic Affairs or designee; therefore

Be it Resolved, that the bylaws for the Textbook Committee be modified to include changing the name of the committee to the "Course Materials Committee" and to update that the committee reports to the Provost and Executive Vice President for Academic Affairs or designee; and

Be it Further Resolved, to amend the Membership section of the Faculty Bylaws of the Textbook Committee to state

"The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), one undergraduate student (nominated by the president of the Student Government Association), one graduate student (appointed by the dean of the College of Graduate Studies based on the recommendation of the president of the Graduate Student Association), one representative from the Faculty Center for Teaching and Learning, the chair of the Affordable Instructional Materials Initiative (or designee), the chair of the Open Education Coordinating Committee (or designee), the administrative project manager for Textbook Affordability & Compliance, and the bookstore manager. The Provost and Executive Vice President for Academic Affairs (or designee) is an ex officio member and administrator for the committee and shall identify additional ex officio members to provide useful expertise related to course materials, affordability, accessibility, and open education. The chair and vice chair shall be elected annually from its faculty membership. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year."

TEXTBOOK COMMITTEE

CURRENT TITLE AND DUTIES

Textbook Committee

1. Duties and Responsibilities.

- a. To review and recommend to the dean of the College of Undergraduate Studies procedures to meet textbook adoption deadlines and reporting requirements.
- b. To promote a culture that values textbook affordability.
- c. To respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.
- d. To develop scholarship selection criteria, review applications, and select scholarship recipients each year to receive free course textbooks and other awards for each semester from the university Bookstore.

PROPOSED TITLE AND DUTIES

Course Materials Committee

1. Duties and Responsibilities

- a. To review and recommend to the Provost and Executive Vice President for Academic Affairs (or designee) procedures to meet course material adoption deadlines and reporting requirements.
- b. To promote a culture that values course material affordability.
- c. To respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.
- d. To develop scholarship selection criteria, review applications, and select scholarship recipients each year to receive free course materials and other awards for each semester from the university Bookstore.

TEXTBOOK COMMITTEE

CURRENT MEMBERSHIP

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), one student (nominated by the president of the Student Government Association), one representative from the Faculty Center for Teaching and Learning, ~~one representative from the University Libraries~~, the bookstore manager, ~~and the dean of the College of Undergraduate Studies (or designee)~~. ~~The dean of the College of Undergraduate Studies (or designee) shall identify ex officio members.~~ The chair and vice chair shall be elected annually from its faculty membership. Terms of service shall be two years, staggered, with the exception of the student ~~member~~, who shall serve for one year.

PROPOSED MEMBERSHIP

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), one ~~undergraduate~~ student (nominated by the president of the Student Government Association), ~~one graduate student (appointed by the dean of the College of Graduate Studies based on the recommendation of the president of the Graduate Student Association)~~, one representative from the Faculty Center for Teaching and Learning, ~~the chair of the Affordable Instructional Materials Initiative (or designee)~~, the chair of the Open Education Coordinating Committee (or designee), the administrative project manager for Textbook Affordability & Compliance, and ~~the bookstore manager~~. ~~The Provost and Executive Vice President for Academic Affairs (or designee) is an ex officio member and administrator for the committee and shall identify additional ex officio members to provide useful expertise related to course materials, affordability, accessibility, and open education.~~ The chair and vice chair shall be elected annually from its faculty membership. Terms of service shall be two years, staggered, with the exception of the student ~~members~~, who shall serve for one year.

Faculty Senate Bylaw Amendment Resolution 2024-2025-7:

Establishing the Committee on Committees as an autonomous Faculty Senate operational committee

Whereas, the Committee on Committees is currently a subcommittee of the Steering Committee, requiring its members to also serve on the Steering Committee; and

Whereas, the duties and responsibilities of the Steering Committee and the Committee on Committees are unrelated, and the skills, experience, and characteristics that make senators effective in one committee may not align with those needed in the other; and

Whereas, separating the Steering Committee and the Committee on Committees would enable a broader range of senators to engage with the Faculty Senate's inner operations and leadership, thereby doubling opportunities for senators from each academic unit to gain valuable experience; therefore

Be It Resolved, that the Committee on Committees shall become an autonomous operational committee of the Faculty Senate, with its members selected from among the senators of each academic unit; and

Be It Further Resolved, that the Faculty Senate Bylaws be amended to remove any reference to the Committee on Committees as a subcommittee of the Steering Committee and to establish the Committee on Committees as an independent operational committee with the following description:

Committee on Committees.

1 Duties and Responsibilities

a To solicit committee preferences from senators for membership on the operational, curricular and joint committees and councils of the Senate, and to review and recommend committee membership.

b To determine the interest of their academic unit faculty (by survey or other appropriate means) in serving on the various operational, curricular and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

c To provide the Office of the Faculty Senate with a list of nominees for all Senate operational, curricular and joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on operational, curricular, and joint committees.

d To provide the Chair of the Committee on Committees and the Office of the Faculty Senate with faculty nominees for additional service opportunities that are requested of the Faculty Senate from across the university.

2. Membership:

Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. The senators from each academic unit shall elect one representative to the Committee on Committees from amongst the unit's Senators. A senator may serve as their unit's representative on both the Steering Committee and the Committee on Committees. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair.

a. Committee on Committees.

1. Duties and Responsibilities: The committee responsibilities are:

- i. To solicit committee preferences from senators for membership on the committees of the Senate, **and to** review and recommend committee membership, ~~and to appoint a Senate liaison to provide monthly committee reports to the Senate.~~
- ii. ~~To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.~~
 - a. ~~The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.~~
 - b. ~~Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.~~
 - c. ~~Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.~~
- iii. To determine the interest of **their academic unit** faculty (by survey or other appropriate means) in serving on the various Senate **operational, curricular** and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.
- iv. To provide **the Office of the Faculty Senate** ~~Steering Committee of the Faculty Senate~~ with a list of nominees for all Senate operational ~~and~~ curricular committees ~~and the responsible university administrator with nominations for~~ **and** joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate **operational, curricular**, and joint committees.
- v. To provide the Chair of the Committee on Committees and the Office of the Faculty Senate with faculty nominees for additional service opportunities that are requested of the Faculty Senate from across the university

2 Membership: Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. The senators from each academic unit shall elect **one representative** ~~their representatives~~ to the Committee on Committees from amongst the unit's **Senators Steering Committee members**. **A senator may serve as their unit's representative on both the Steering Committee and the Committee on Committees.** Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair.

A. Steering Committee

1. Composition.
2. Duties and Responsibilities
3. Meetings
4. Quorum
5. Subcommittees of the Steering Committee

a. Committee on Committees.

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

i. To solicit committee preferences from senators for membership on the committees of the Senate, review and recommend committee membership, and to appoint a Senate liaison to provide monthly committee reports to the Senate.

ii. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.

a. The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.

b. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.

e. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.

iii. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint

~~committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.~~

~~iv. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.~~

b. Nominating Committee.

The Nominating Committee shall be formed at the Steering Committee meeting prior to the March Senate meeting at the latest. This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. The chair of the Nominating Committee shall preside over the election of Faculty Senate officers. For nomination procedures, see Bylaws, Section III.B.

Resolution 2024-2025 -8
Bylaws Amendment Resolution
Faculty and Staff Benefits Committee

Whereas, the current Faculty and Staff Benefits Committee duties and responsibilities include to study fringe benefits and other benefits and services provided to all faculty and staff of the university in relation to those offered in other institutions and to examine, analyze, and make recommendations on insurance and other benefit programs offered for consideration and implementation by the university; and

Whereas, the Faculty and Staff Benefits Committee recent activities have included an enhanced focus on faculty and staff wellbeing, as well as exploring improved strategies for communicating benefit-related updates to the university community; and

Whereas, the current Faculty and Staff Benefits Committee membership does not reflect the UCF Staff Advisory Council updated structure which now includes USPS and A&P employees who are both considered staff classification; and

Whereas, the current Faculty and Staff Benefits Committee Bylaws require the committee Chair be appointed by the vice president for Human Resources instead of electing the Chair from the committee faculty membership; therefore

Be it Resolved, the Faculty Bylaws shall be amended and replaced in Sections I and II with the text detailed below:

Section I. Duties and Responsibilities

- a) Regularly review, compare, and assess university benefits and wellness-related programs and services to ensure they align with the evolving needs and interests of faculty and staff of the university.
- b) Collaborate with university stakeholders to facilitate the development and implementation of initiatives that improve faculty and staff benefits and well-being.
- c) Develop and execute strategies to communicate benefit-related updates, initiatives, and resources effectively across the university community.
- d) To report the results of the committee's findings and recommendations on opportunities for improvement and expansion of benefits and wellness-related programs to the Faculty Senate and/or president.

Section II. Membership

The committee shall consist of at least one faculty member from each academic unit, selected by the Committee on Committees, six staff members selected by the UCF Staff Advisory Council, and two members from the Retiree Association (one retired faculty and one retired staff) nominated by the president of the UCF Retirement Association. A benefits representative from the Office of Human Resources and the associate vice president for Human Resources (or designee) shall serve as ex officio members. The committee chair and vice chair shall be elected annually by its

membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. The committee chair shall be elected annually from the faculty members of the committee.

Resolution 2024-2025-9

Graduate Research Assistant/Associate (GRA) Stipend Resolution for Grant Funded Appointments

Whereas, the current Florida minimum wage is \$13.00 per hour and will increase by \$1.00 until the minimum wage reaches \$15.00 per hour on September 30, 2026; and

Whereas, as of February 2024, the living wage in Orlando, Florida for a single adult with no children was \$23.93 per hour; and

Whereas, UCF's current minimum stipend for a graduate research assistant/associate (GRA) on a .50 FTE academic year appointment is currently \$6,000 per semester for doctoral students (approximately \$16.00 per hour) and \$5,000 per semester for master's students (approximately \$13.00 per hour); and

Whereas, in comparison to other State University System of Florida institutions, UCF has a higher cost of living and a lower minimum stipend for graduate assistantship students. The living wage for one adult with no children is \$20.63 per hour in Tallahassee, FL (FSU), \$20.04 per hour in Gainesville, FL and \$22.70 in Tampa-St. Petersburg-Clearwater, FL (USF) as of December 2024; and

Whereas, [Florida State University](#) pays a minimum stipend of \$18,700 for graduate assistants on a .50 FTE academic year appointment, the [University of Florida](#) pays a minimum salary of \$19,200 for a .50 FTE academic year appointment, and the [University of South Florida](#) pays a minimum of \$21,624 for a doctoral student on a .50 FTE academic year appointment and a minimum of \$15,304 for a master's student on a .50FTE academic year appointment; and

Whereas, to keep research at the highest possible level at UCF and to provide a living wage to attract outstanding applicants, the assistantship stipends for Graduate Research Assistants (GRAs) must increase to a more competitive level; therefore,

Be it Resolved, in an effort to raise GRA stipends to a level comparable with other Florida SUS institutions and to provide a living wage to UCF graduate students, effective Fall 2025, when budgeting for a graduate research assistant/associate (GRA) salary on a sponsored project, proposals must include at least a minimum salary of \$19,200 for a .50 FTE, academic year appointment or \$25,600 for a .50 FTE, 12-month appointment and at least a minimum salary of \$9,600 for a .25 FTE, academic year appointment or \$12,800 for a 12-month appointment at a .25 FTE moving forward; and

Be it Further Resolved, exceptions to the increased GRA minimum stipend being written into proposals for sponsored projects may be granted by UCF's Office of Research if the stipend is not an eligible expense for the funding opportunity or if there is a limit on the student stipend amount by the sponsor; and

Be it Further Resolved, tuition remission should continue to be included for all graduate students in the proposal budget; and

Be it Further Resolved, as new grant proposals are funded, GRAs should be hired with a stipend of at least \$19,200 for a .50 FTE, academic year appointment or \$25,600 for a .50 FTE, 12-month appointment and at least a minimum salary of \$9,600 for a .25 FTE, academic year appointment or \$12,800 for a 12-month appointment at a .25 FTE.

College/Programs	Total GRAs	Average Stipend	Funds Needed to Raise the Avg to \$19,200
Arts & Humanities	21	\$13,000	\$115,200
History MA	8	\$10,000	\$73,600
Texts and Technology PhD	13	\$16,000	\$41,600
Business	20	\$10,000	\$184,000
Sport Business Management MSBM	20	\$10,000	\$184,000
Community Innovation & Education	16	\$13,573	\$77,591
Counselor Education MA/MEd	2	\$10,000	\$18,400
Criminal Justice PhD	1	\$17,000	\$2,200
Education PhD, Curriculum and Instruction EdD, Education PhD Tesol	5	\$15,899	\$16,505
Health Administration MHA	2	\$10,000	\$18,400
Public Administration MPA	1	\$10,000	\$9,200
Public Affairs PhD	4	\$17,000	\$8,800
School Psychology EdS	1	\$15,114	\$4,086
Engineering & Computer Science	66	\$16,257	\$97,726
Civil Engineering MS	5	\$14,833	\$21,835
Civil Engineering PhD	30	\$18,624	\$17,280
Computer Engineering PhD	11	\$18,983	\$2,387
Computer Vision MS	1	\$17,175	\$2,025
Environmental Engineering MS	2	\$13,844	\$10,712
Environmental Engineering PhD	5	\$16,530	\$13,350
Materials Science MSMSE	1	\$12,910	\$6,290
Mechanical Engineering MSME	2	\$14,165	\$10,070
Modeling and Simulation MS	4	\$18,517	\$2,732
Modeling and Simulation PhD	5	\$16,991	\$11,045
Medicine	12	\$12,137	\$84,756
Biotechnology MS	12	\$12,137	\$84,756
Sciences	12	\$16,005	\$51,800
Anthropology MA	4	\$10,375	\$35,300
Psychology PhD	4	\$16,150	\$12,200
Security Studies PhD	1	\$17,000	\$2,200
Sociology PhD	2	\$19,000	\$400
Statistics and Data Science MS	1	\$17,500	\$1,700
Grand Total	147	\$14,836	\$611,073

Table 1 – This table includes GRA appointments within academic departments and the average stipend levels as of December 2024. The last column is the total needed per program to raise the stipends to \$19,200, based on the averages.