



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, January 6, 2022, 3:00 pm

YouTube Link to access recording: <https://youtu.be/TYW-gtatSoA>

- 1) Quorum reached and meeting called to order at 3:00 p.m.
- 2) Roll Call via Qualtrics – Faculty Senate Chair Joseph Harrington, Vice Chair Stephen King, Secretary Kristine Shrauger and Past Chair William Self were present. (*see meeting materials Attachment A for list of participants*)
- 3) Approval of Minutes of *November 18, 2021*
 - a) Minutes were approved as submitted.
- 4) Recognition of Guests
 - a) Joe Adams, Senior Communications Director, Academic Affairs
 - b) Allison Hurtado, Director of Communications, Faculty Excellence
 - c) Jana Jasinski, Vice Provost, Faculty Excellence
- 5) [00:02:00] Announcements – *Joseph Harrington*
 - a) The Faculty Senate has received two requests to speak at Senate: one from Cyndia Muniz, Assistant Director for Multicultural and Academic Support Services regarding Hispanic Serving Institutions (HSI) and David Zambri, Chief Information Security Officer, regarding Multi-Factor Authentication (MFA).
- 6) [00:03:15] Report of the Provost – *Jana Jasinski, Vice Provost for Faculty Excellence for Interim Provost Michael Johnson*
 - a) Vice Provost Jana Jasinski spoke about COVID-19, KN95 masks, search updates and COACHE (*see meeting materials Attachment B for full report*).
 - b) Several Steering Committee members had questions regarding remote work, release to work forms, sick leave options and COVID 19 testing. Information was provided in the chat (*Attachment C*) with links to the release form and appointments for COVID testing.
- 7) [00:30:00] Old Business
 - a) COVID on Campus Discussion – no further discussion
 - b) Modality for February 3, 2022, Steering Meeting
 - i) Motion to hold the meeting online via Zoom (Senator Semrad), second (Senator Oetjen), vote taken electronically via Zoom, 15 Zoom/0 in person. Meeting will be held via Zoom only.
- 8) [00:34:00] New Business
 - a) Newsletter and Senate Communications discussion and Senate Agenda Item – *Joseph Harrington*
 - i) Chair Harrington talked about the newsletter that went out recently. Motion to put newsletter discussion on senate agenda (Senator Walters) second



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- (Senator Argenti), vote taken electronically via Zoom, 17 yes/0 no, motion passes.
- ii) Senator Self talked about his time as chair and that the challenges are still the same with getting faculty involved, noting that only about 20% of faculty are engaged on a regular basis.
- b) [00:43:00] Strategic Planning Update discussion and Senate Agenda Item – *Stephen King*
- i) *See Attachment D for full report.*
 - ii) The Steering Committee members had several questions and comments: meetings were administration heavy, so faculty were uncomfortable speaking freely; faculty felt timing was bad at end of semester; and a suggestion for members of the Strategic Planning Work Group to come to faculty meetings at the college level. Discussion regarding white paper process and receiving feedback on submissions. Motion made to provide a strategic planning update at senate meeting (Senator King), second (Senator Walters), vote taken electronically via Zoom, 17 yes/0 no, motion passes.
- c) [01:10:00] Agenda Items for January 20, 2022, Senate Meeting
- i) Request for Austin Wilson, SGA VP to Speak at Senate Re: Student Attendance Modality Preferences – *Kelly Semrad*
 - (1) Senator Semrad explained she has been noticing that students do not want to attend her classes in person but prefer to attend via Zoom. She made a motion to request SGA Vice President Wilson to speak at the next Senate meeting.
 - Senator Dow confirmed that she was having the same issue in her classes. She suggested that studies could be done to define what other universities are doing and what UCF can do to retain students and give them a meaningful experience. She seconded the motion.
 - Considering the agenda topics already on the January agenda, Senator Semrad made an amendment to her motion to invite SGA VP Wilson to prepare for February Senate meeting instead, second (Senator Dow), vote taken electronically via Zoom, 17 yes/0 no, motion passes.
 - ii) Other Agenda Items
 - (1) Overview of other agenda items that have been requested since agenda was sent out
 - David Zambri, Chief Information Security Officer regarding MFA for faculty email. Motion made (Senator King) to a lot 2-5 minutes for the announcement during the January Senate meeting, second (Senator Dow), vote taken electronically via Zoom, 14 yes/3 no, motion passes.
 - Cyndia Muniz, Assistant Director for Multicultural and Academic Support Services regarding an HSI campus climate report. The Steering Committee would like to invite Andrea Guzman, Vice President, Diversity, Equity and Inclusion to speak jointly with Director Muniz. Senator Proctor made a motion to move this report to the



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February Senate meeting, second (Senator Walters), an amendment is put forward to decide at the February Steering Committee meeting whether to invite them for February or March Senate meeting, vote taken electronically via Zoom, 17 yes/0 no, motion passes.

9) [01:33:00] Committee Reports

a) *See Attachment D for full reports.*

10)[01:33:00] Other Business

- a) A discussion was had regarding the proposed full constitutional revision that the Ad-Hoc Bylaws Committee is considering. Senator Self explained the reasoning behind this item and noted that they need more committee members to meet multiple times between now and spring to bring changes to the Steering Committee by end of spring semester.
- b) Senator Walters reported on the University Promotion & Tenure Committee. She said that the committee will be having a debrief meeting with the Provost at the end of January. A discussion was had regarding resolutions to fix several issues that have arisen with the process.
- c) Chair Harrington will be posting a series of blog posts regarding several topics of interest, such as the presidential bonus and faculty raises.

11) Meeting adjourned at 4:56 p.m.

Reviewed and submitted for approval by

Kristine J. Shrauger
Kristine Shrauger
Faculty Senate Secretary

01/25/2022
Date

Faculty Senate Steering Committee Attendance
January 6, 2022

First Name:	Last Name:	College/Unit:	College/Unit: - Other	Meeting Role:	Meeting Role: - Guest
Keith	Koons	CAH		Steering	
Keri	Watson	CAH		Steering	
Reid	Oetjen	CCIE		Steering	
Nina	Orlovskaya	CECS		Steering	
Mike	Proctor	CECS		Steering	
Shawn	Burke	CGS		Steering	
Tina	Dow	COM		Steering	
Stephen	King	COM		Steering	
Bill	Self	COM		Steering	
Dawn	Eckhoff	CON		Steering	
Luca	Argenti	COS		Steering	
Joseph	Harrington	COS		Steering	
Linda	Walters	COS		Steering	
Jim	Moharam	CREOL		Steering	
Kelly	Semrad	RCHM		Steering	
Missy	Murphey	UL		Steering	
Kristine	Shrauger	UL		Steering	
Joe	Adams	Other	Office of the Provost and Academic Affairs	Guest	Senior Communications Director
Allison	Hurtado	Other	Faculty Excellence	Guest	Director of Communications
Jana	Jasinski	Other	Faculty Excellence	Guest	Vice Provost

Faculty Senate Steering

Thursday, January 5, 2022, 3 p.m. to 5 p.m., Zoom

Some good news:

- Pegasus Professor Greg Welch, UCF's AdventHealth Endowed Chair in Simulation, has been named to the National Academy of Inventors
- He specializes in simulation and modeling and is UCF's 17th NAI fellow — the highest professional distinction accorded solely to academic inventors
- A team from UCF has developed the world's first optical oscilloscope, an instrument that can measure the electric field of light
 - This device converts light oscillations into electrical signals
 - Important for major advances in communication technologies, such as for phones and internet connections
 - The team's findings were published recently in the Nature Photonics Journal
 - UCF postdoctoral scholar Yangyang Liu was lead author about this endeavor, led by the College of Sciences

COVID-19

- The latest COVID-19 surge is topping the news.
 - Cases have been surging nationally and in our state
 - we expect our case numbers to go up, possibly dramatically, this week and perhaps the coming weeks. But still stress the point the duration of this wave is expected to be short.
 - If forecasts hold up, the current wave is expected to last weeks, not months
- You probably saw the messages from the president and provost earlier this week about the start of the spring semester.
- The university is closely monitoring conditions and this spring and, among other things, will continue:
 - increased cleaning and classroom disinfections,
 - access to hand-sanitizer stations
 - mask distributions during the spring semester
 - wastewater testing and genomic sequencing on campus

- providing free COVID testing in Garage A to faculty, staff and students
- and providing free vaccines and booster shots as available at the Student Health Center

Info at: <https://www.ucf.edu/coronavirus/>

KN95 masks

- We currently have a limited number (3,000) in stock that are being distributed to the distribution points used previously during the Fall.
 - An additional 20,000 KN95 masks have been ordered. They should be arriving by next week.
 - The focus will be to distribute to faculty teaching in-person and staff with frequent interactions with students and visitors first.
 - We also still have 100,000 disposable masks in stock available to distribute around campus. You can find specific locations using the UCF App – In the map section
- To help reduce the spread of the virus
 - UCF continues to encourage students, faculty and staff to become fully vaccinated and to wear masks indoors, in accordance with CDC guidelines.
 - As the provost noted, we have heard some requests for making vaccinations and masks mandatory
 - These options are not available to us under state law and policy
 - But we can strongly encourage students to do so
 - Classes begin next week – to prepare, the provost has asked:
 - That faculty refrain from requiring attendance during the first few weeks of the semester so ill students don't feel compelled to come to class
 - Messaging to students, faculty and staff encourages everyone not to come to campus if they are ill
 - In coming weeks, many students likely will miss some classes due to illness or quarantine.
 - We are encouraging students to stay home if they feel sick
 - During this time, please make an extra effort to make course information available to absent students so they can remain in class
 - Faculty teaching face-to-face courses will be notified if a student is unable to attend due to testing positive for COVID- students will be provided with a

clearance form to show faculty they are able to return to class (note: The form is actually a clear to return to campus email)

- Our public health professionals will determine whether other steps are needed for the class
- If faculty are ill, we ask they please stay home and notify their chair.
 - Those who test positive should call the UCF COVID Line (407-823-2509)
 - 7 days a week 8:30-5pm.
 - For those who required to be home but are feeling ok, they can temporarily teach remotely if that will work well for their classes.
- This can only be temporary; modalities can't be switched without permission from the Office of the Provost and Academic Affairs.
- Managing classes in a pandemic isn't easy. Thank you for the care and compassion offered our students.

Search updates

- The search next dean of the College of Community Innovation and Education is very active right now; search committee is evaluating applicants
 - Glenn Lambie currently serves as the interim dean
 - The search for the associate provost for UCF Downtown is winding up.
 - FCTL director search, anticipating bringing finalists to campus in February; open forum(s) expected

COACHE

- Priority setting team is finalizing their work to identify a few key areas in which we can focus
- Next step will be to get groups of faculty together for each of the identified areas to think about strategies to address them
- Lindsay Neuberger is facilitating this process

This concludes my report.

00:32:47 FS Keith Koons: Jana, there should be some impressive mathematical formula on that whiteboard behind you, haha.

00:49:43 G - Allison Hurtado: Here's a link to the form:
https://hr.ucf.edu/wp-content/uploads/sites/17/COVID-MEDICAL-RELEASE-FORM.pdf?utm_source=provost_email&utm_medium=email&utm_campaign=coronavirus

00:50:51 G - Allison Hurtado: They do take appointments for testing:
<https://www.ucf.edu/news/covid-19-testing-site-to-open-at-ucf-monday-in-partnership-with-aventus-biolabs/>

00:54:49 G - Allison Hurtado: I had to fill out an intent to return to work after my FMLA. So it is an HR process.

01:02:05 G-Jana Jasinski (she/her):
<https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>

01:02:54 FS - Keri Watson (she/her): Thank you

01:15:40 FS - Reid Oetjen: Steve has the FS Strategic Planning Committee held any meetings yet?

01:38:43 G-Jana Jasinski (she/her):
<https://analytics.ucf.edu/performance/preeminence/>

01:42:39 FS - Keri Watson (she/her): I have a question related to Kelly's comment: I was told that if no one comes to my class f2f that I am supposed to live-stream it. Is this true? Alternately, I've been told that you wait 20 minutes and if no one comes then you leave. Just wanting to know what I'm supposed to do. Thanks!

01:43:11 G-Jana Jasinski (she/her): You are not required to live stream a face to face course

01:43:18 FS - Keri Watson (she/her): Thanks, Jana.

01:43:44 FS - Keri Watson (she/her): Do I stay in the classroom for an hour and fifteen minutes and wait to see if anyone shows up?

01:47:42 FS - Keri Watson (she/her): To be clear: I have heard that you have to zoom/live stream from the assigned classroom. I have a ll my materials in Webcourses, but I want to make sure I understand the policy.

01:49:00 G-Jana Jasinski (she/her): if you class is scheduled face to face there is no policy that you need to livestream.

01:49:46 FS - Keri Watson (she/her): Thanks, Jana.

01:50:06 FS Kelly Semrad: Hi Jana,

01:50:32 FS-Steve King: Kelly and Tina: I wrote one white paper so that there would be sample for other to compare to. That white paper addressed this exact issue, tying the idea of developing certain online classes and programs, to the idea of an interesting way to increase high impact experiences for students. I know its my own topic, but I think its an interesting idea to consider that would keep UCF relevant into the future

01:52:35 FS Tina Dow: Thank you, Steve!

01:54:28 G-Jana Jasinski (she/her): I did it already (MFA) for email was ok

01:54:43 FS Keith Koons: Perhaps the provost could bring in Zambri for a few minutes as part of the provost report

01:54:46 FS - Keri Watson (she/her): newsletter

01:57:31 FS - Keri Watson (she/her): I think her HSI presentation last time was pretty long

01:58:50 FS Keith Koons: Let's remember that often the March meeting is filled up with last minute resolutions

Strategic Planning Update
Vice Chair Stephen King
January 6, 2022

The day-long Board of Trustees ad hoc strategic planning workshop gave feedback to Ron Piccolo and the Strategic Planning working group that will be acted on this semester. The working group will continue to meet and guide the development of the strategic plan through the spring semester.

The key point I want to stress about strategic planning with this audience here is getting feedback from the entire University, critically including faculty. Faculty need to be involved at each stage of the process and to know that their voices are not only being heard, but also being acted upon. There are going to be multiple ways for faculty to do this.

First, a white paper submission portal was completed just before winter recess. This is now open and is where all UCF stakeholders can develop their ideas in 2 page long white papers. A key part of this process is that submitted white papers be viewed by the UCF community (faculty staff, students etc with logins), so the entire UCF community can see what has been submitted. Furthermore, this allows an iterative process for people to build upon and/or adapt ideas that are already being presented.

Second, the working group is in the process of working with the Deans on campus to have individual meetings with faculty from those particular units. Basically, the working group wants to reach out and go to each unit to hear their thoughts, ideas, and concerns about strategic planning.

Third, we will be setting up forums in the spring that will be targeted differently than in the fall. One example, we plan a forum to address concerns by faculty in the positions of Lecturers and Instructors. We will identify a small number of faculty in those positions to help lead a panel discussion at the forum. I welcome ideas for members that could serve on that forum panel, as well as ideas of additional forums we can consider in the spring.



Faculty Senate

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Committee Reports
January 6, 2022

Budget and Administrative Committee

Chair – Tina Buck; Vice Chair – Adam Wells

Request to Speak at Senate/Steering

No Update

Information Technology Committee

Chair – Glenn Martin; Vice Chair – Lee Dotson; Steering/Senate Liaison – Joseph Harrington

Request to Speak at Senate/Steering

December 14, 2021

Committee did not meet quorum. Members in attendance did not take up any agenda items. Members participated in an open discussion for about an hour. Topics included future deployment of MFA for Office 365 applications and questions relating to Common Good software.

Personnel Committee

Chair – Edwin Torres; Vice Chair – Adam Parrish

Request to Speak at Senate/Steering

No Update

Research Council

Chair – Linda Walters; Vice Chair – Shawn Burke

Request to Speak at Senate/Steering

No Update

Graduate Council

Chair – Stacy Barber; Vice Chair – Valeriya Shapoval

Request to Speak at Senate/Steering

No Update

Undergraduate Council

Chair – Jeffrey Kauffman; Vice Chair – Tina Dow

Request to Speak at Senate/Steering

December 14, 2021 – Undergraduate Policy and Curriculum Committee (UPCC)

The UPCC met and approved several new and revised certificates, minors, and programs.

December 7, 2021 – Undergraduate Course Review Committee (UCRC)

As Kuali continues to run smoothly, the UCRC approved 19 Consent Agenda and 47 Action Agenda items.

Ad Hoc Bylaws Committee



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Chair – William Self

Request to Speak at Senate/Steering

December 8, 2021

- 1) Library representation on committees (graduate faculty status of librarians) was discussed, and the issue was tabled until after the senate leadership has time to discuss this issue as part of a conversation with the new Dean of the Libraries
- 2) Discussion of the issues around membership in joint committees (representation of colleges, expertise, flexibility). Broad themes of flexibility and representation (fairness) emerged, as well as a set of questions that will be posed to committee chairs to guide future bylaw changes. These questions will go out to chairs in spring semester to give input on bylaw and constitution revisions.

3) Big question – are we moving toward a full constitution revision? Answer – Yes.

Timeline: Based on the need for more members for the committee, the amount of time needed to do this right and the timeline outlined in the constitution, we are moving forward with a constitution revision that would be targeting early Fall 2022, potentially as a faculty assembly in September of 2022. This allows for expansion of the committee, review of the constitution and best practices in the SUS, and strategic planning on the mechanism for revision at the meeting (i.e. how to break up the various changes to make sense for voting and discussion).

Ad Hoc Committee on Civil Discourse

Chair – William Self

Request to Speak at Senate/Steering

No Update

Ad Hoc Health and Safety Crisis Response Committee

Chair – Stephen King; Vice Chair – Victoria Loerzel

Request to Speak at Senate/Steering

December 7, 2021

The committee discussed the extreme likelihood of the omicron variant coming to Florida and campus. At that time, we did not have enough information about omicron to understand how best to prepare.

The next committee meeting will be on Tuesday January 11th. We will examine the impact of the Omicron variant in Florida and on campus and consider the campus recommendations provided by the Provost up until that point.

Ad Hoc Equity, Inclusion and Diversity Committee

Chair – Kristine Shrauger

Request to Speak at Senate/Steering

No Update