



Faculty Senate

Steering Committee

Agenda for meeting of July 22, 2020, 2:00 pm

Zoom Meeting for Senators and guests:

<https://ucf.zoom.us/j/96541021167?pwd=UjhrRFBjUW5rWGdtbk1zRlVLenZXQT09>

Meeting will be recorded and streamed live at: <https://youtu.be/3xiVRVGDeMI>

1. Call to Order
2. Roll Call via Qualtrics: http://ucf.qualtrics.com/jfe/form/SV_7OKSdlWOOwclxfL
3. Approval of Minutes of *June 25, 2020*
4. Recognition of Guests
5. Announcements
6. Report of the Provost
7. Committee Reports
 - a) Ad Hoc Budget and Labor Crisis Response – Reid Oetjen
 - b) Ad Hoc Campus Equity, Inclusion and Diversity Actions and Programs Committee – Joe Harrington
 - c) Ad Hoc Health and Safety Crisis Response – Stephen King
 - d) Ad Hoc Internal Communications – Joseph Harrington
8. Old Business
 - a) Senate planning: Senate topics management
 - b) Expert standing committees (e.g., IT and possibly Equity, Inclusion and Diversity (EID))
 - c) Senator “onboarding”
9. New Business - none
10. Other Business - none



Faculty Senate

Steering Committee

Minutes for meeting of June 25, 2020, 2:00 pm

YouTube Link to access recording: <https://youtu.be/tPMk01fnwK0>

1. Call to Order at 2:05 pm
2. Roll Call via Qualtrics
3. Approval of Minutes of *April 2, 2020*
 - a) Motion to approve minutes, second, minutes approved
4. Recognition of Guests
 - a) Michael Deichen, Student Health Services
 - b) Michael Johnson, Office of the Provost
 - c) Jana Jasinski, Office of the Provost
 - d) Kent Butler, Office of Diversity and Inclusion
 - e) Lucretia Clooney, Faculty Excellence
 - f) Carly Mc Carthy, Communications and Marketing
 - g) Alexander Cartwright, Office of the President
 - h) Rich Gause, University Libraries
5. Announcements
 - a) Chair Harrington reviews the duties of the Steering Committee and charges the committee.
 - b) He states that the Faculty Senate continues to nominate faculty to university committees, both through the Committee on Committees and through administrative requests.
 - c) He attended the Board of Trustees meeting last week where the fall reopening plan was approved. They also approved a one-time expense for ERP, which will replace PeopleSoft. This will be paid from carry forward funds, which will be allocated for this project. Other items they approved were the building priority list, the Master of Science in Themed Experiences and the continuation of spending, which will likely be changed soon.
 - d) He also attended several ACFS meetings and approved a measure to mandate a statement against racism.
6. Report of the Provost
 - a) On Tuesday the BOG approved the fall teaching plans for UCF. IT is a working document and includes hybrid and face-to-face classes. This will accommodate any students that fall ill so they can finish classes remotely. HR has sent out a survey to determine any employees at high risk. Hoping to finalize fall schedule by July 1st. Teaching contracts begin August 8th and school starts on August 24th. After the Thanksgiving break remaining classes in the semester will finish remotely.

- b) He acknowledges that social justice and equity issues are at the forefront at the university and the nation. Administration is working on an improved search process for faculty hires. They are developing training for advocates, chairs, and committee members. They will soon be approving training for senior leadership.
 - c) Interviews are continuing with students coming forward regarding Dr. Negy's classes. They have opened a second section of the current summer course providing instruction by a different instructor.
 - d) Despite difficult circumstances we've been in, there are a number of accomplishments to celebrate: Collegiate Cyber Security team placed 2nd for third year in a row; Peter Delfyett has been chosen as the recipient of the IEEE Photonics Society William Streifer Scientific Achievement Award for 2020; Mariana Pensky from mathematics was recently inducted as a fellow of the Institute of Mathematical Statistics; Sudipta Seal has been named a 2020 Fellow of the American Ceramic Society (ACerS). He thanks the members of the Steering Committee for their hard work and opens to questions.
 - e) Senator Proctor states that he has seen UCF to be an inclusive university and states several faculty members that have won awards and received promotions. He wonders if their successes are the exception at UCF.
 - f) Senator King asks a question about the HR survey and wasn't sure how to fill out some of the questions.
 - g) Senator Scott also stated that several faculty members had confusion on how to fill out the HR survey.
7. Motion to move item 8B to next on the agenda in order to maximize Dr. Butler's time, second, motion passes.
8. Old Business
- a) Response to racism – Ad-hoc/standing Equity Inclusion and Diversity committee?
 - i) Chair Harrington states he is feel they should focus not how to solve the problem, but who should solve the problem. Diversity action plan signed by previous administration already has many items that can be reviewed and used. Dr. Cartwright has stated that the senior leadership will be trained and that determination for how faculty, staff and students are trained will be left up to the units. There is not a clear structure for addressing this, so a suggestion was made to have a standing committee of the Faculty Senate. It is quite a process to establish a standing committee, so he is suggesting that an ad hoc committee be established in the interim to establish what type of committee this should be. This committee would come up with a resolution over the next few months.
 - ii) Senator Scott feels this is a good idea and volunteers to serve on the ad hoc committee.
 - iii) Senator Orlovskaya mentions how, when she first joined the senate, they did a study on salaries and the disparities for minorities and women and suggests reviewing these figures and see if they have changed. She also suggests using previous trainings/surveys and update them for present circumstances. Also, suggests hiring doctoral students to increase diversity.

- iv) Chair Harrington suggests gathering information and ideas regarding UCF's diversity. Equity and Inclusive Excellence Action Plan to work with university leaders and other stakeholders to determine the right structure(s) to finalize, monitor the implementation of, and evaluate the actions and programs in that plan. Formalize appropriate resolutions and other documents to set up this structure and report them to the Steering Committee.
 - v) Senator Proctor suggests that there are two other committees that would be working on similar issues and shouldn't overlap what those committees are doing.
 - vi) Senator Oetjen suggests looking at SAT and ACT tests for bias.
 - vii) Dr. Butler states that there is a lot of reflection involved when discussing race issues. Please take into consideration how to engage faculty in having these discussions. Most people are not coming from the point of view of the marginalized people. Important to open the door to the conversation and understand it will be uncomfortable. Enter the discussion with an open mind and determine to understand. He stresses we need to act. He wants to see us start doing the work, and not just having committees and statements.
 - viii) Senator Zaho suggests requiring students to take a GEP course addressing racism. She states that she would happy to devote one or two classes to race issues. She would like to know if there is an expert that could come in and have these discussions.
 - ix) Dr. Butler states that the office of Diversity and Inclusion is going to be restructured and they would be a good resource.
 - x) Motion to move to temporarily tabling this agenda item and come back later in the meeting. Second and approved.
- b) COVID response/Fall campus reopening – Deichen/Johnson
- i) We have proposed a plan that the BOT and BOG have approved. Try to have some face to face classes on campus. Educational quality is taken under consideration. He is not sure of the percentage of which classes will be in which form. Registrar is working to fit face-to-face classes in available spaces. Some classes will be moved into larger rooms and other classes may have a percentage of students coming to the class and others attending online. Encourage students not to attend face to face if sick by offering online option. The plan can change as it needs to.
 - ii) Dr. Cartwright expresses appreciation for the Steering Committee/Senate working on the diversity and inclusion issues. There are a lot of things that we must think about with our students so that they can be successful and make more resources available.
 - iii) Senator King asked about whether a hurricane would affect the closure of the campus after Thanksgiving and whether students going to a shelter or home would affect students coming back. Dr. Cartwright explained that they are expanding the number shelters available so they would not necessarily need to go home.
 - iv) Senator Scott asked about the metrics that would be used to trigger closing of classes. Dr. Deichen states that it is hard to give a specific answer and he is in discussions with universities around the country. He feels that when the

caseload is such that they don't have sufficient resources to contain it, that is the time to take a step backwards to presence on campus. They do want to be transparent in their discussion and are in the process of developing a dashboard for the university. There are a lot of factors that would influence closing, inside and outside of the university.

- c) Response to racism, continued
 - i) Motion to cut off debate, second, motion carries
 - ii) Vote on forming Ad Hoc Committee on Campus Equity, Inclusion and Diversity Actions and Programs, motion carries

9. Committee Reports

- a) Ad Hoc Budget and Labor Crisis Response – Reid Oetjen
 - i) Senator Oetjen states committee has met via Microsoft Teams and they came up with eight guiding principles. Health and safety of the staff; transparency; diversity and inclusion, academic freedom and privacy, empathy;
 - ii) Looking to add to the survey that the Health and Safety Crisis Response Committee is working on.
- b) Ad Hoc Health and Safety Crisis Response – Stephen King
 - i) Senator King shares the principles that the committee came up with.
 - ii) Developed a survey that the committee developed to get a sense of how the faculty and staff are feeling about the return to campus and how processes can be improved for the future. He shares and gives an overview of the survey. Senator Murphey states that there are some large units around campus and wondered if there was any chance of expanding the list. Would like to see library on the list of choices. Senator Semrad asked if there could be grant questions added.
 - iii) The committee has been reviewing the Purdue University pledge for returning to campus. They are making a subgroup to modify for UCF.
 - iv) Senator Zaho noticed that there is not a differentiation between online and remote. Senator Oetjen stated that several of their committee members had the same point. Senator Semrad described the differences between the modes of classes that UCF is using:
 - (1) W: World Wide Web - W courses are conducted via Web-based instruction and collaboration. Some courses may require minimal campus attendance or in-person/proctored examinations.
 - (2) M: Mixed Mode/Reduced Seat Time - M courses include both required classroom attendance and online instruction. Classes have substantial activity conducted online, which substitutes for some classroom meetings.
 - (3) V or V1: Video - V or V1 courses are online with extensive use of digital video, which may be supplemented by additional online activity, projects, or exams. Video may be in scheduled class meetings with real time participation, or asynchronously via video on demand.
 - (4) RS: Video Streaming/Reduced Seat Time - In these courses, classroom-based content is available over the web via streaming video and some classroom attendance may be required. Activities that supplement video

instruction may include any of the following elements: web activity, in-person or proctored examinations, and labs. Classroom activities are limited to no more than 20% of the instructional time over the course of the semester. See course notes for details. Note: Additional classroom attendance is required for international students in F-1 or J-1 status.

- (5) RA: Active Learning/Reduced Seat Time - RA courses utilize web-based learning technologies as the primary instructional medium within a blended course combining required face-to-face and online elements. Classes have substantial activity conducted online, and classroom activities are limited to no more than 20% of the instructional time over the course of the semester.
- (6) P: Face-To-Face Instruction - P courses have required classroom attendance and meet on a regularly scheduled basis. Students may encounter online, video, or adaptive elements as part of the instruction, thus requiring a computer.

10. New Business

- a) Resolution 2020-2021-1 Faculty Senate Bylaw Change – Resolutions
 - i) Overview of resolution by Chair Harrington. Motion to put resolution on July 9th Senate agenda as a 30-day notice for review, second, no discussion, vote taken, and motion passed.
- b) Resolution 2020-2021-2 Faculty Senate Bylaw Change – Undergraduate Common Program Oversight Committee
 - i) Overview of resolution by Chair Harrington as a 30-day notice for review. Motion to put resolution on July 9th Senate agenda, second, vote taken, and motion passed.
- c) Resolution 2020-2021-3 Faculty Senate Bylaw Change – Faculty Center for Teaching and Learning Advisory Committee Duties
 - i) Overview of resolution by Chair Harrington. Motion to put resolution on July 9th Senate agenda as a 30-day notice for review; discussion regarding who is doing the assessment; Jana Jasinski explained that all units at the university have an assessment process; a question is raised as to why this group would not review the assessment.
 - ii) Motion made to amend to keep in “review of the assessment of the Faculty Center for Teaching and Learning”, second, discussion: do they then make a document showing what they concluded from the review; vote taken and motion passes
 - iii) Motion to send revised resolution to senate floor, second, no further discussion, vote taken and motion carries.
- d) Resolution 2020-2021-4 Faculty Senate Bylaw Change – Student Committee Term on Graduate Council Committees
 - i) Overview of resolution by Chair Harrington. Motion to put resolution on July 9th Senate agenda as a 30-day notice for review, second, vote taken and motion carries

- e) Senate agenda: Report on UCF's new budget model for Senate
 - i) Chair Harrington suggests a presentation at the July 9th Senate meeting regarding the new budget model would be appropriate at the next meeting.
 - ii) Motion to put on agenda, second; discussion: Paul Jarley is being suggested to present, concern that this would be a lengthy discussion; vote taken and motion carries.
 - f) Senate agenda: Report on replacing PeopleSoft Enterprise Resource Planning (ERP) system
 - i) Chair Harrington describes what this presentation would include.
 - ii) Motion to put this item on the July 9th Senate agenda, second, discussion: Senator Self states that this system is essential due to current issues with the PeopleSoft system; Senator Proctor moves to put this agenda item prior to budget model presentation agenda item, second, vote taken and motion passes to move the agenda item prior to budget model agenda item; vote taken to put this agenda item on agenda and motion carries.
 - g) Senate planning: Senate topics management
 - i) Chair Harrington states we are collecting topics for committees to consider and encourages Steering members to collect topics for consideration.
 - h) Senate planning: Involvement in new president's assessment and realignment with goals
 - i) Chair Harrington states that the new president has asked for information from committees.
 - ii) Senator Zaho asks whether the Senate and Steering meetings will be virtual. Chair Harrington states that it is likely these meetings will be virtual. He will make sure this is on the next Steering meeting for a vote.
 - i) Expert standing committees (e.g., IT and possibly EID)
 - i) Chair Harrington asks that the committee considers whether there should be a committee composed of experts or to change the composition to be more experts on committees.
 - j) Senator "onboarding"
 - i) Chair Harrington would like the senators to review the constitution and bylaws, as well as Roberts' Rules. He is putting together a package for senators to review when newly elected. He asks for the committee to send feedback.
11. Committee Reports, continued
- a) Ad Hoc Internal Communications – Joseph Harrington
 - i) Have had one meeting; largely a brainstorming meeting discussing of how communication can be improved throughout the campus.
12. Other Business
- a) Motion to have UFF present campus climate report; second; vote taken and motion carries.
 - b) Motion to add Student Government president to campus climate report as well; second; vote taken and motion carries.



Faculty Senate

13. Meeting adjourns at 4:06 p.m.