



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.

1 **Resolution 2020-2021-1 Faculty Senate Bylaw Change - Resolutions**

2
3 **Whereas**, when the Faculty Constitution was separated into two separate documents, Faculty
4 Constitution and Bylaws, language regarding the process of adopting Senate resolutions was
5 inadvertently left out of the Bylaws; and

6
7 **Whereas**, Resolution 2016-2017-17 restored the majority of the resolution language except for
8 the right to a final appeal to the Board of Trustees; and

9
10 **Whereas**, the president of the university is accountable to the Board of Trustees in the
11 operation of the university; therefore

12
13 **BE IT RESOLVED** that the Bylaws of the Faculty Constitution be amended as follows:

14
15 **Bylaws, Section IV. Meetings of the Senate**

16
17 I. Resolutions

18 As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon
19 any subject of interest to the university and adopt appropriate resolutions. Resolutions
20 addressing those areas of authority legally reserved to the president and Board of Trustees are
21 advisory. Each resolution adopted by the Faculty Senate is forwarded to the provost and vice
22 president for Academic Affairs who shall act upon the recommendation within 60 days.

23
24 The provost and vice president for Academic Affairs shall have veto power over any resolution
25 by the Senate. The veto with rationale shall be communicated in writing to the Faculty Senate
26 and the chair of the Faculty Senate.

27
28 The Senate, by a two-thirds majority vote, may appeal to the president any resolution vetoed. ~~A~~
29 ~~decision by the president is final.~~ A subsequent veto by the president shall be communicated in
30 writing to the Faculty Senate and to the chair of the Faculty Senate within 60 days.

31
32 The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so
33 vetoed. A decision by the Board of Trustees is final.

1 **Resolution 2020-2021-2 Faculty Senate Bylaw Change – Undergraduate**
2 **Common Program Oversight Committee**

3 **Whereas**, the Undergraduate Common Program Oversight Committee members voted to modify
4 the duties of the committee to represent the work of the committee better; therefore

5 **BE IT RESOLVED** that the name and duties specified in the Bylaws for the Undergraduate
6 Common Program Oversight Committee be amended as follows with automatic updates to the
7 committee description in the Faculty Constitution:

8 General Undergraduate ~~Common Program Oversight Requirements~~ Committee

9 1. Duties and Responsibilities.

- 10 a. To monitor university-wide undergraduate curriculum requirements such as the
11 General Education Program, diversity, Gordon Rule, ~~civic literacy foreign~~
12 ~~language proficiency~~, and to review any changes, additions, or deletions to those
13 curriculum requirements.
14 b. To review, monitor, and make recommendations to the dean of the College of
15 Undergraduate Studies on courses and syllabi submitted to fulfill the university
16 diversity requirement to meet the established definition of diversity.
17 c. To make recommendations to the Undergraduate Policy and Curriculum
18 Committee on changes to the General Education Program, diversity, Gordon
19 Rule, civic literacy, and other state-mandated requirements.
20 d. To make recommendations to the Undergraduate Course Review Committee
21 regarding course proposals related to the General Education Program, diversity,
22 Gordon Rule, civic literacy, and other state-mandated requirements.

23 *Approved by the Undergraduate Common Program Oversight Committee on February 13, 2020.*

1 **Resolution 2020-2021-3 Faculty Senate Bylaw Change – Faculty Center for**
2 **Teaching and Learning Advisory Committee Duties**

3 **Whereas**, the Faculty Center for Teaching and Learning recommends the duties of the
4 committee be modified to represent the work of the committee better; therefore

5 **BE IT RESOLVED** that the name and duties specified in the Bylaws for the Faculty Center for
6 Teaching and Learning Advisory Committee be amended as follows with automatic updates to
7 the committee description in the Faculty Constitution:

8 **Faculty Center for Teaching and Learning Advisory Committee**

9 1. Duties and Responsibilities.

10 To advise the director of the Faculty Center for Teaching and Learning on matters related to
11 the following:

12 a. Supporting and developing faculty professional development in areas of teaching,
13 learning and the scholarship of teaching for all faculty, including full-time, adjunct and
14 graduate teaching assistants.

15 ~~b. Overseeing and administering professional teaching development activities.~~

16 c. Coordinating the nomination, review and selection of faculty fellowships and other
17 awards for ~~creative teaching and the innovative use of technology in~~ teaching and
18 learning.

19 d. ~~Administering and~~ Reviewing an annual assessment of the Faculty Center for Teaching
20 and Learning activities.

21 e. Considering and recommending to the Faculty Senate and administration regarding the
22 needs and activities of the Faculty Center for Teaching and Learning.

1 **Resolution 2020-2021-4 Faculty Senate Bylaw Change – Student Committee**
2 **Term on Graduate Council Committees**

3 **Whereas**, the Graduate Appeals, Graduate Curriculum, and Graduate Policy committees specify
4 that the graduate student representative will be appointed by the chair of the Graduate Council
5 based on recommendations made by the President of the Graduate Student Association; and

6 **Whereas**, the graduate student is required to serve a three-year term; and

7 **Whereas**, it is impossible to know how long a graduate student will remain at UCF beyond the
8 current year; therefore

9 **BE IT RESOLVED** that the Bylaws for the Graduate Appeals, Graduate Curriculum, and
10 Graduate Policy committees be modified as follows:

11 **Graduate Appeals, Graduate Curriculum, and Graduate Policy Membership**

12 Terms of service shall be three years, staggered, with the exception of the student member, who shall
13 serve for one year.