



# Faculty Senate

## Steering Committee

Agenda for meeting of Thursday, November 12, 2020, 4:00 pm

Zoom Meeting for Steering members and guests:

<https://ucf.zoom.us/j/98922885891?pwd=ZVkrZU5NR0JHb2FEbDJJNmU0L3ExQT09>

Meeting will be recorded and streamed live at: <https://youtu.be/-NL4Tbu6LfU>

1. Call to Order
2. Roll Call via Qualtrics: [http://ucf.qualtrics.com/jfe/form/SV\\_5uryc6BNOlhG6Mt](http://ucf.qualtrics.com/jfe/form/SV_5uryc6BNOlhG6Mt)
3. Approval of Minutes of *September 24, 2020, October 15, 2020 and October 22, 2020*
4. Announcements
5. Recognition of Guests
6. Report of the Provost
7. Committee Reports
  - a) Ad Hoc Budget and Labor Crisis Response – *Reid Oetjen*
  - b) Ad Hoc Health and Safety Crisis Response – *Steve King*
8. Old Business
  - a) COVID Discussion
9. New Business
  - a) Senate Topics
    - i) Additional Course Modalities
    - ii) Campus Climate Reports: University Libraries and Student Government Association
    - iii) Resolution 2020-2021-6 Five-Year Review of Faculty-Facing Vice Presidents and Vice Provosts
  - b) Steering Committee Meeting Materials Transmission Process
  - c) Bylaws Committee Nominations
10. Committee Reports, continued
  - a) Budget and Administrative Committee – *Nina Orlovskaya*
  - b) Information Technology Committee – *Jim Gallo*
  - c) Parking, Transportation and Safety Committee – *Adam Wells*
  - d) Personnel Committee – *Steve King*
  - e) Research Council – *Vicki Loerzel*
  - f) Graduate Council – *Jim Moharam*
  - g) Undergraduate Council – *Bill Self*
  - h) Ad Hoc Campus Equity, Inclusion and Diversity Actions and Programs Committee – *Joseph Harrington*
  - i) Ad Hoc Internal Communications – *Joseph Harrington*
11. Other Business
12. Adjourn



# Faculty Senate

## Steering Committee

Minutes for meeting of Thursday, September 24, 2020, 4:00 pm

YouTube Link to access recording: <https://youtu.be/qonXTW-o4NQ>

- 1) Call to Order at 4:01 p.m.
- 2) Roll Call via Qualtrics
- 3) Approval of Minutes of *August 20, 2020*
  - a) Motion to approve, second,
    - i) Motion to amend, Under C2, established under the US Dept of Education, second, vote taken, motion carries
    - ii) Vote to approve minutes, minutes approved as amended
- 4) Announcements
  - a) Agenda order today is unusual. Topic assignments are first, as we must finish them. COVID-19 items are next, to keep a cohesive discussion. An item that did not make it in time for the agenda will be raised in Other Business: the review of policies by the Senate. Senate leadership is proposing a change in the charge and name of the Ad Hoc Equity, Inclusion and Actions Program Committee as well.
- 5) Recognition of Guests
  - a) Michael Johnson, Office of the Provost
  - b) Jana Jasinski, Office of the Provost
  - c) Carly McCarthy, Communications and Marketing
  - d) Kent Butler, Office of Equity, Inclusion and Diversity
  - e) Joe Adams, Office of the Provost
  - f) Allison Hurtado, Faculty Excellence
  - g) Lucretia Cooney, Faculty Excellence
- 6) Old Business
  - a) Topic Assignments for 2020-2021 Senate Action (see document in meeting materials). The goal is to decide whether to take up these topics by sending them to a committee. Sometimes we ask for more information from the proposer before deciding.
    - #5 - Prohibited Conduct Policy review.**
      - Topic Description: Review of Prohibited Conduct Policy #2-004.1 to include a requirement for follow-up. Proposed by Terri Fine.
      - Chair Harrington explained that the proposed amendment would include a requirement for follow-up of complaints (e.g., harassment) if there is sufficient credible evidence in the eyes of the investigators. This has apparently not always been the case in the past.
      - A senator stated that it looks to be a job for the Personnel Committee.

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- Another senator asked, what does it mean follow up? Who is following up?
- Chair Harrington explained Professor Fine's concern. Some of the harassment complaints that have been made since the *Let's Be Clear* campaign began did not result in an investigation of the complaint. She wishes to require that if there is sufficient credible evidence that it gets investigated. Faculty questioned whether it is covered in the *Collective Bargaining Agreement* (CBA) or investigated by the Office of Institutional Equity. Who is going to follow up? Harrington said there is a policy, Prohibitive Conduct policy, 2-004.1, and her desire is to produce a specific amendment to that policy. She has provided a large file with documentation. He feels Personnel would have lots of background information to act on.
- Motion to send to Personnel Committee, seconded.
- Chair Harrington noted that things can be sent to more than one committee, but there needs to be one committee that oversees it.
- Vote taken, motion passes. 12 yes, 0 no.

## (2) #6/15 – Final Exam Policy

- The next one is relevant to #15. #6 is Final Exam Policy. Submitted by Jana Jasinski. Topic is: Review Final Exam policy for updates and revisions.
- #15 – UCF Policy 4-400.3 Final Exams. Submitted by Compliance. Topic description is as follows: A final examination or alternative end-of-term assessment should be given in each course that is taught. Regardless of the type of mechanism employed for final assessment, or the course modality, each faculty member must provide continuous instruction for the full length of the semester, including the final examination period.
- Clarify now for remote courses which originally were not online courses, e.g. slotted exam time versus which ones can be given as an assignment to complete.
- Motion to combine #6 and #15 and send it to UPCC, the Undergraduate Policy and Curriculum Committee, motion seconded.
- Vote taken, motion passes. 13 yes, 0 no

## (3) #7 – Scientific Conferences at UCF. Topic discussion: The organization of Scientific (or otherwise Academic) Conferences and Meetings chaired by UCF faculty should be managed through the Office of Research, rather than Continuing Education. Submitted by Luca Argenti.

- He has written up a document describing the benefits and costs are of moving to Office of Research.
- This could go to Budget and Administration or Research Council or both.
- Is that something that the Office of Research wants to take on?
- Move to assign to Research Council, seconded.

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- Discussion: If we are moving this from anyplace, we really need Continuing Education to have input on this. That will be a part of the discussion for the Research Council to investigate. *A senator requests that the Research Council talk to Office of Research and Continuing Ed to share information*
- Vote taken, motion passes. 13 yes, 0 no.

(4) #8 – **Accommodations for J1 Scholars.** Topic discussion: UCF should consider reserving on-campus or near-campus accommodations for mid-term (one to six months) visiting scholars on J1 visas. Submitted by Luca Argenti.

- This would affect someone that comes to UCF for a couple of months; it is difficult to find short-term housing in mid-semester. Visitors do not necessarily know or understand the US housing environment. Visitor would still need to pay for housing.
- It is research related and administrative related.
- A senator suggested Budget and Administrative.
- A motion was made to move it to Budget and Administrative. The CFO may have relationships with local vendors, like hotels.
- Motion seconded. Vote taken, motion passes. 15 yes, 0 no.

#9 – **Monitor progress of ERP update.** Topic discussion: UCF is upgrading the PeopleSoft ERP. This \$50M, 2+ year project is being run by the CIO and CFO, and UCF IT will implement its integration into campus IT systems. Then, all affected units will implement their processes into the ERP. The functions it serves are mainly budgetary and administrative, with some future academic functions (course registration, etc.). Several committees may wish to request presentations and give feedback, but one needs to update the Senate and Steering at each meeting, and recommend when presentations to Senate or Steering, or even Open Forums, are needed.

- Submitted by Joe Harrington.
- It is a large project. It will eventually affect academic areas, but it is not being put in the first round.
- Could go to several committees, but one group needs to take charge of it.
- Moved to assign it to Budget and Administrative, seconded.
- Vote taken, motion passes. 16 yes, 0 no.

(5) #10 – **Required digital training for faculty and staff.** Topic discussion: A recurring problem with required UCF digital training is subjective questions (FERPA training), unrealistic quiz passing scores, no means to request feedback to know what was missed (FERPA Training), and erroneous scoring (ECCT). Submitted by Dennis Filler.

- Is this a B&A Committee topic or Personnel Committee topic? Where does this belong to be investigated?
- No discussion. Motion to assign to Personnel, seconded.



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- Vote taken. 13 yes, 0 no.

There are 5 policies that were announced this week for discussion. Two of them are related to the Title IX changes required by the US Department of Education. Two are financial in nature and the last one is final exam that we have already discussed.

(6) #11 – UCF Policy 2-004.2 Discrimination policy.

- This has been assigned to Personnel.
- A senator commented that when it is sent this to a committee for them to take it up, it is going to be much later than the actual meeting to decide the policy so he is wondering what the point is to review it. Chair Harrington responded that it was noted in the email sent out a few days ago that the review of policies is an accelerated process. We basically decide the moment we are made aware of these which committee should receive it and notify either the chair or the whole committee by email. They have a week to let us know whether to flag it for changes if it's a big concern or to let us know they have no concerns. He thinks typically there will be no concerns. The policy can be brought to the next Steering or Senate, where it can receive feedback. The committee can, on its own authority and representing only itself, give feedback through the university policy mechanism. He noted that administration pays a lot of attention to that feedback. If there are questions, the Senate chair would reach out to the Administration and raise concerns, asking to halt the 30-day clock.
- Policy review will be part of the Topics List going forward for tracking purposes.
- Everyone is encouraged to sign up for policy notifications. They come out once a week.
- Motion to assign to Personnel, second, discussion, vote taken, motion passes. 13 yes, 0 no.

(7) #12 – UCF Policy 2-012 Title IX Grievance Policy

- Similar to Department of Education edit on all the University policies in the country.
- Motion to assign to Personnel, seconded.
- A senator asked if it is true that all agreements and procedures need to go to collective bargaining and wonders how a policy like this could even originate. Chair Harrington stated that this is an excellent question for the Personnel Committee to raise, since they have access to the administrators in order to have this discussion.
- Vote taken, motion passes. 13 yes, 0 no.

(8) #13 – UCF Policy 2-107.6 Signature Authority/Salary Supplement Policy

- The delegation of signature authority and who has the authority to supplement somebody's salary by giving them a chunk of money. Proposed to go to Budget and Administrative committee.



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- Motion to assign to Budget and Administrative, second,
- No discussion.
- Vote taken, motion carries. 14 yes, 0 no.

## (9) #14 – UCF Policy 3-114 New Construction, Remodeling and Renovation Projects

- A senator stated that it sounds like something that should go to Budget and Administrative.
- No discussion.
- Motion to assign to Budget and Administrative, second, vote taken, motion carries. 15 yes, 0 no.

## 7) Report of the Provost

- a) Fall Semester - Fall semester is going well. It appears that both face-to-face and remote classes are going well. Faculty have more confidence that the approach we've taken to face-to-face classes is effective in preventing transmission of COVID 19. He has asked the colleges to begin planning the spring semester with more face-to-face classes available.
- b) Spring Break - Most universities are considering canceling spring break and either starting later or ending earlier or even moving spring break toward the end of the semester.
- c) Dean Searches - Search for a library dean is about to get underway with the search committee being a rather broad selection across the university. Also searching for CREOL dean.
- d) Thanks Steering Committee and all faculty for dedication to student success and successful launch of unusual semester.
- e) Order of Questions – The Chair mentions that many of the SUS Faculty Senate chairs are recognizing that Zoom has a tendency to amplify loud voices. He will be calling on people who haven't had a chance to speak in the entire meeting (not just on a particular item) before others who have. There is a chat and members can put questions or comments there to be recognized, as well.
- f) Questions/Comments
  - i) A senator commented that he has been teaching face-to-face and has had a good experience with the room being clean. Occasionally there is an issue with Zoom. He is planning to teach face-to-face again next semester.
  - ii) Another senator commented that he feels eliminating spring break makes sense. He has heard some concerns from faculty about being asked to teach more face-to-face classes in the spring. They are concerned about a second wave of COVID 19 coming through. The provost confirms that he has asked the deans to schedule more face-to-face classes for the spring. There are physical restrictions as to how large classes can be held. If there is an outbreak, there may be a reevaluation of this request.
  - iii) A senator noted that pushing the spring break to the end of the semester would be good and noted that a committee he is on was concerned about budget cuts. The provost stated that he asked nonacademic units to give estimates about how cuts would affect their units.





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- iv) Another senator expressed the desire to retain spring break.
  - v) A senator would like to know if there will be an expansion of the targeted screening.
  - vi) A senator would like to know if there are any planned disciplinary actions regarding required screening. The provost stated that the state delegates the authority to the president.
  - vii) A senator asked whether tenure-earning faculty will have their clock extended. Jana Jasinski stated that the clock has been extended to October 1<sup>st</sup>. The provost said that anyone who feels they need the extension, should take advantage of it.
- 8) Committee Reports
- a) Ad Hoc Budget and Labor Crisis Response – Reid Oetjen
    - i) Committee focused on research-related issues and have found that travel has been affected; having to work remotely and at-home schooling has also affected ability to do research, as there is no buyout for research and no course releases.
    - ii) They also discussed how library resources could be negatively affected in the future and that BRIDG funding has been cut.
  - b) Ad Hoc Health and Safety Crisis Response – Stephen King
    - i) Screener app – very poor student use, especially those on campus. Students are going on campus and not using the app to get cleared. Rec and Wellness center is requiring that they show the app is used for clearance to be let in the facility.
    - ii) Targeted screening – spoke about who should be targeted besides the Greek houses, such as faculty teaching face-to-face, staff that disinfects/cleans classes and all people who interact with patients.
    - iii) A senator asked whether coming back from spring break would be similar to the start of the semester. Steve King confirms that their committee is very concerned about that. The senator supports the idea of spreading spring break days out across the semester so there is not a chance for students to go away.
    - iv) Another senator expressed that she would like to see random testing done after Thanksgiving, as students will still be coming on campus. This might help with the decision about spring break.
- 9) New Business
- a) COVID19 on Campus
    - i) No further discussion.
  - b) Ad-Hoc EID Charge Change
    - i) Chair Harrington reported that in setting up this committee, it was found out that there is a similar committee at the university level already. He met last week with President Cartwright, Interim Associate Vice President for Equity Inclusion and Diversity Kent Butler and Interim Provost Michael Johnson and it was determined that Kent Butler's Leadership Committee for Equity, Inclusion and Diversity will be the university's EID steering committee, with members included from the senate committee for coordination. Curriculum and any policy that affects faculty will be the responsibility of the senate committee. Then, it would be communicated to the university committee. Dr. Butler prefers that the senate have an operational committee, not a joint committee. Chair Harrington would like to update the senate EID committee's charge to include brainstorming and pursuing ideas, working ideas

into proposals, and bringing them to the senate. EID-related personnel issues will also go to this committee.

- ii) Chair Harrington suggested updating the charge of the Ad Hoc Equity, Inclusion and Diversity Actions and Programs Committee to the final two jobs in its charge, removing “Actions and Programs” from its name, and tasking the Ad Hoc Bylaws Committee to develop a resolution to amend the Bylaws in order to create a permanent EID Committee, pending the Steering and Senate’s votes. This committee should not replace or supplant any existing committees, but rather act as a source of ideas. It would develop and evaluate programs and policies in areas within the purview of the Faculty Senate whose goals are to reduce systemic racism or improve equity, inclusion, and diversity at UCF. The committee will work with existing entities, including relevant Senate committees to bring these ideas to fruition and to evaluate the effectiveness of such programs. The committee will also handle EID-related personnel and policy issues.
- iii) Curricular ideas would go to Undergraduate or Graduate Council committees. A senator stated that he would like to see a permanent EID committee rather than an Ad Hoc committee.
- iv) Chair Harrington asked for a motion. Motion by Senator Koons to change the charge to:
  - (1) Develop and evaluate programs and policies in areas within the purview of the Faculty Senate whose goal is to reduce systemic racism or improve equity, inclusion, and diversity at UCF. The committee will work with existing entities, including relevant Senate committees, to bring these ideas to fruition and to evaluate the effectiveness of such programs. The committee also handles EID-related personnel and policy issues.
  - (2) And change the name of the ad hoc committee to: Ad Hoc Equity, Inclusion and Diversity Committee.
- v) Second by Senator King, discussion, vote taken and motion passes with 17 for and 0 against.

## 10) Committee Reports, Continued

- a) Budget and Administrative Committee – *Nina Orlovskaya*
  - i) Two meetings since last Steering Committee
  - ii) They had a long discussion about the library budget and the committee is concerned.
  - iii) They also had discussion about the new ERP project.
- b) Information Technology Committee – *Joseph Harrington*
  - i) The committee met twice, once for charging and then once more. A brief discussion of items on the agenda. Interim CIO Mike Sink gave a presentation. Items discussed were response time for tickets to be handled, as well as security questions and concerns.
  - ii) To be worked on this year: Research support, ticket response time, and support for other operating systems.
- c) Parking, Transportation and Safety Committee – *Adam Wells*
  - i) Charge meeting was the only meeting so far. A senator would like to know if the police department received a 9% budget cut and is concerned about the implications. Dr. Wells stated they did not discuss this issue and will bring it up in the next meeting.
- d) Personnel Committee – *Steve King*





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- i) Initial charge meeting and one other meeting were held.
- ii) They reviewed topics and discussed how to proceed.
- iii) To be worked on this year: Faculty input for administrative appointments and salary equity.
- e) Research Council – *Vicki Loerzel*
  - i) The council has had only one meeting, in which they elected a chair.
- f) Graduate Council – *Jim Moharam*
  - i) All committees met at the charging meeting. Subcommittees are scheduled to begin meeting next week. They voted to suspend the university requirement for GRE for admission next fall. They also discussed whether it should be used in the future or not. There are several masters' degree programs that do not require it.
  - ii) A senator noted that there is a discussion about library representation on the council/committees. The bylaw will be studied as to whether to change.
    - (1) Motion to make a topic and assign to Bylaw Committee to amend bylaws to allow librarians to serve on Graduate Council without being graduate faculty, second, vote taken, motion passes.
- g) Undergraduate Council – *Bill Self*
  - i) Council met and was charged and elected its leadership.
  - ii) UPCC has met briefly.
  - iii) He did advise them that there are topics that will be steered to them and to respond quickly.
  - iv) Senior Associate Provost for Academic Affairs Timothy Letzring updated them that there is a new curriculum system coming.
  - v) They are not hearing any proposals yet.
- h) Ad Hoc Campus Equity, Inclusion and Diversity Actions and Programs Committee – *Joseph Harrington*
  - i) Discussed in 9b
- i) Ad Hoc Internal Communications – *Joseph Harrington*
  - i) No update

## 11) Other Business

- a) Final Exams – Keith Koons noted that the final exams policy review deadline is coming up next week. He would like everyone to review and comment.
- b) Agenda for Senate will be sent out tomorrow due to the Steering Meeting being today, one week prior to the Senate meeting. UFF has requested to give the Campus Climate report. A senator mentioned the allegations from the former UFF president and wonders if this could be addressed. This could be asked and the president of the UFF could respond to the question.
- c) Get out the Vote – Chair Harrington suggested to provide Zoom backgrounds and slides to encourage voter registration.
- d) Library – Motion to have library give a report at November meeting, second, vote taken, motion passes

## 12) Meeting adjourns at 6:03 p.m.



# Faculty Senate

## Steering Committee

Minutes for meeting of Thursday, October 15, 2020, 4:00 pm

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

- 1) Call to Order at 4:01 p.m.
- 2) Roll Call via Qualtrics
- 3) Approval of Minutes of *September 24, 2020*
  - a) Motion to approve minutes, second,
  - b) Discussion of changes made to minutes since they were sent out to the Steering Committee. The content was not changed, it was just revised to read more like minutes, than direct transcription.
  - c) Motion to postpone approval of minutes to next meeting so that the committee can review them, second, vote taken, motion passes with 17 approve, 0 opposed.
- 4) Announcements
  - a) Chair Harrington stated that the Faculty Senate leadership is continuing to work on appointments to EID committee, but they were delayed due to Conflict of Interest policy issues. There is now a short list of people who will be contacted to see if they are willing to serve. Provost office keeps a webpage of all university committees and the leadership has asked that the webpage be updated as the rosters are out of date.
  - b) There is a push from Tallahassee to increase number of face-to-face classes.
  - c) The Conflict-of-Interest policy caused quite a stir, as it has a drastic consequence if the policy is violated. The UCF policy was being updated and the Faculty Senate leadership sent it to the Research Council for review. The COI policy was met with much concern. Vice President for Compliance, Ethics and Risk Rhonda Bishop had been invited to speak at this meeting, but because of the response, the policy was pulled off the website and will be reconsidered. Chair Harrington and others started doing research and found the policy at UF was very detailed and amenable to faculty and would be something for UCF to consider as an example. The Research Council will coordinate a university-wide discussion on how to revise the policy.
  - d) Two other policies sent to the Budget and Administrative Committee were approved by B&A.
- 5) Recognition of Guests
  - a) Kent Butler, Equity, Inclusion and Diversity
  - b) Robert Cassanello, UFF
  - c) Lucretia Cooney, Faculty Excellence
  - d) Michael Johnson, Office of the Provost
  - e) Carly McCarthy, Communications and Marketing
  - f) Grace White, Psychology



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- g) Joe Adams, Office of the Provost
- 6) Report of the Provost
- a) Both face-to-face and remote teaching has been effective for this fall. Teachers have been very supportive and flexible.
  - b) He appreciated how, overall, the campus community has complied with social distancing and wearing masks. A spike in cases has been traced to socializing in bars, etc. They will continue to use surveillance testing. Tracing has no indications of cases being transmitted in the classroom.  $\frac{1}{4}$  of classes are on campus and  $\frac{1}{4}$  of students were on campus this fall.
  - c) The goal for spring is to substantially increase face-to-face. He has asked the deans to strive for previously face-to-face classes to meet this way in the spring. Two significant limitations to increasing face-to-face classes, available rooms with social distancing protocol and health issues of teachers. If conditions deteriorate as next semester approaches, they will reconsider.
  - d) Administration should be deciding about spring break soon.
  - e) Dean searches are commencing for the Libraries, College of Sciences, and CREOL.
  - f) Vice President for Student Development and Enrollment Services Maribeth Ehasz is retiring after 30 years. She is a champion for student success.
  - g) A senate resolution was passed last year about accessible parking spaces downtown. These spaces do meet the minimum standards but are farther away than desired by the senate. They have had difficulty finding a better arrangement because it may be too expensive, or the city requirements are prohibitive. They will be investigating if other city parking spaces could be made available. They will be considering whether to expand a loading dock area to include accessible spaces but would need approval from the city. They also may run shuttles or golf carts. He noted that the downtown situation is not very different from what happens on the main campus.
  - h) He was pleased to announce that Peter Delfyett has earned the 2021 Arthur L. Schawlow Prize in Laser Sciences. He is a UCF Pegasus Professor of Optics and Photonics and studies the application of semiconductor lasers to fiber optic communications.
  - i) A senator had a comment about the spring calendar. School of Performing Arts students were polled and it was found that they would like to start on time and end early. The provost mentioned that he has heard of this poll.
  - j) Another senator asked about the classroom capacity in the spring, due to the spacing that had to be done in the fall. The provost agreed that the capacity issue is a problem. He stated there is a set of classrooms that are not being used due to the smaller size that could be used in the spring because there are more smaller classes than he thought. The senator clarified that he was asking what would happen with an 80-person class and the provost agreed that it would have to be remote or mixed mode because there is not a big-enough classroom to seat 80 with social distancing.
  - k) A senator brought up the cuts the library is receiving. He is concerned with what services are going to be cut. The provost stated that the president has asked the departments to project a 3%, 6% or 8% cut and what services would be affected.

He said what the senator heard was what the library submitted. He gave an example of how FSU cut their costs by researching what services have been used most and cutting the services that were rarely used.

- l) Another senator corrected the previous senator's quote of the size of the Library budget. She was concerned how she can do her job if the library resources are cut. She also was wondering how the university found \$50M for the new ERP software. She commented about the conflict of interest policy saying that there should be people hired to monitor the conflict of interest forms that are submitted. The provost said that he is pleased that the Faculty Senate is going to be working on the editing of the policy. He agreed that the new law that has been passed is worrisome. He said that the balance with compliance is to help people to stay out of trouble. He noted that carry forward money like that used for the ERP cannot be used for recurring library expenses.
  - m) A senator asked what carry forward can be used for. The provost stated that it can be used for start-up funds for new faculty. It can be used for some building improvements. It can be used for faculty travel in some instances. She also asked about the At-Risk Faculty form and would like to know if the form can extend to family members living in the home. The provost said yes.
  - n) Chair Harrington read a question from the Chat regarding whether the At-Risk form also covers mental health. The provost said that it does not.
  - o) Chair Harrington said he is concerned very much about the library budget and IT issues and how they affect the research grants.
  - p) He mentioned that there was a rejected resolution from last year regarding email for faculty who leave the university. Automatic email replies to senders are only sent for six months and faculty would like them to be sent out for 2 years.
  - q) He also brought up that students are not showing up in person for lab/class time when they are given a choice to attend remotely. SGA and Faculty Senate re-ran the surveys regarding teaching/returning to classes in the spring.
  - r) He mentioned that Interim CIO Mike Sink and his team have identified the consulting firm they will be using for the ERP. The budget is down to \$27M, which includes \$7M for current employees.
- 7) Committee Reports
- a) Ad Hoc Budget and Labor Crisis Response – *Reid Oetjen*
    - i) The committee has not met since the last Faculty Senate meeting.
    - ii) They are waiting to hear from the provost's office about the At-Risk form for spring.
    - iii) He noted that the new survey did not include any budget questions as they didn't think it would be pertinent.
  - b) Ad Hoc Health and Safety Crisis Response – *Steve King*
    - i) The committee met and discussed the classroom utilization for spring.
    - ii) A student on the committee commented that they would like to have a spring break closer to finals, so they get a mental break prior to taking their finals.
    - iii) There is a concern that rapid tests have a limit to them.
- 8) Old Business
- a) COVID Discussion – no further discussion

- 9) New Business
  - a) Proposed New Conflict of Interest Policy # 4-504.3
    - i) A senator comments that he wonders why there was no faculty involvement at the beginning of the policy process rather than after the fact as a reaction.
    - ii) Chair Harrington said he is hoping that the Faculty Senate review process of upcoming policies will help those entities to consider coming to the faculty first when writing their policies.
    - iii) Another senator asked whether there is a platform where the groups can collaborate. Chair Harrington stated that they are working on doing that.
    - iv) The provost stated that he agrees that certain policies should come before the senate prior to being put up for comment. This has not been done traditionally. However, he feels there are some policies that wouldn't need to come to the Faculty Senate as they do not apply to faculty. He will strive to have more faculty involvement in the process.
    - v) A senator expressed a concern about how long it takes for approval of the conflict of interest forms.
  - b) SPol Task Force Report – *Grace White*
    - i) Dr. White gave an overview of the document.
    - ii) She noted that if the goal of SPol is to use it as a metric for faculty performance, then it should have learning as a consideration. There are three recommended options from the committee.
      - (1) Eliminate the Use of Student Perception of Instruction Assessment in Faculty Evaluations
      - (2) Keep SPol assessment with inclusion of bias awareness language and add additional measures of teaching effectiveness, including instructor reflection and peer review.
      - (3) Keep SPol assessment with edits/changes to items and instruction to increase validity and reduce bias (e.g. bias disclaimers, example prompts)
    - iii) Chair Harrington said that the Faculty Senate asked that the SPol process be looked at and noted that if there are changes to be made, Steering will need to make a recommendation to move it forward.
    - iv) A senator wanted to know if the first recommendation was the primary recommendation. Dr. White stated that no, it was not the primary recommendation, that it was just the first recommendation. The senator wanted to know if there was any preference from the committee members as to which recommendation they preferred. She said they did not take a vote, so she could not say which recommendation was preferred. He would like to know how the third recommendation would advance anything. She noted that there is a wide range of opinions from the students as to whether they like you, don't like you, or are ambivalent.
    - v) Another senator stated that there should be a motion to accept the report and discharge the committee and thank them. He would like to thank Professor White for her efforts leading this committee and doing the work. This came from when the Student Government passed resolutions that they wanted to see the SPols when they register for classes. This is what caused the creation of the task force. UF did this same process about three years ago



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and they overhauled their questions and their process as a result. He recommends checking with them on how they did that.

- vi) Chair Harrington calls for a motion to accept the report, discharge the committee, or go back to committee to do further work.
    - (1) Motion to accept the report and discharge the committee, second
  - vii) Discussion ensued
    - (1) A senator asked what the alternative is to an SPol for faculty evaluation of teaching. She also wonders if the students understand the ramifications of completing the survey. She wanted to know why the small classes have a higher and more positive review rate. Dr. White noted that these questions are addressed in the report. She said the alternative is peer reviews, chair reviews, etc. She also said that not all students understand the impact of what they are doing, but some do and use it as a mechanism for revenge.
  - viii) Motion to table further discussion until after committee reports, second, vote taken, motion passes with 13 yes/1 no.
  - c) Time Change for Steering and Senate Meetings Beginning Next Year
    - i) Chair Harrington suggests that the meetings be moved to 3:00-5:00 with the next senate year. He asks for a motion to consider.
    - ii) Motion made to put on the next Senate agenda to consider a 3:00 start for Senate and Steering Committee meetings starting with 2021-2022 senate year, second, vote taken 14 for/1 abstention/2 against
- 10) Committee Reports, Continued
- a) Budget and Administrative Committee – *Nina Orlovskaya*
    - i) The committee met yesterday and heard two reports, one from the library and one from Student Accessibility Services.
    - ii) The library talked about their finances and getting faculty opinions about resources. Subscription costs have increased for journals because it goes by student count. Budget cuts would affect these subscriptions.
    - iii) They also heard a report from SAS regarding what services they provide and how they help students. It was noted that not everyone with a disability registers with them for their help. Their budget depends on students registering for their help.
  - b) Information Technology Committee – *Joe Harrington*
    - i) Committee met on Tuesday and spoke with Interim CIO Michael Sink about pain points on IT. They also got a status report of current issues facing IT.
  - c) Parking, Transportation and Safety Committee – *Adam Wells*
    - i) They have not met since the Faculty Senate meeting. Their next meeting is on October 26<sup>th</sup>.
    - ii) He gave an update to a question from the last meeting about the cuts to public safety budget. He found out that this was not part of the budget reduction, it was a one-time allocation that was not renewed.
  - d) Personnel Committee – *Steve King*
    - i) The committee has identified two items to send back to Steering. They feel that Topics 11 and 12 should be moved to the Ad Hoc Equity, Inclusion and Diversity Committee. They wanted the committee to note two words of





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concern – without fear – that can have many interpretations. Chair Harrington said that they will be put back on the Topics list to be moved to EID Committee.

- e) Research Council – *Vicki Loerzel*
  - i) No update
- f) Graduate Council – *Jim Moharam*
  - i) The committees met once last week and will meet again next week. Program Review considered a proposal. Policy Committee met and voted to exclude summer from enrollment requirement so exams can be taken without being registered for classes. The Board of Trustees approved the GRE requirement exception being extended for one year. The committee will now discuss further whether to remove the requirement permanently.
- g) Undergraduate Council – *Bill Self*
  - i) UPCC has not met. Some of the business coming to the next meeting is changes to programs.
  - ii) A senator asked whether UPCC does not want to consider fees.
  - iii) Senator Self noted that there are multiple interpretations as to whether or not fees could be increased or added and whether this is to be brought to the Board of Trustees, as it is felt that the Board frowns on it. He doesn't know whether an increase or new course fee would be considered.
- h) Ad Hoc Campus Equity, Inclusion and Diversity Committee – *Joseph Harrington*
  - i) No update
  - i) Ad Hoc Internal Communications – *Joseph Harrington*
    - i) No update
- 11) SPol Motion Reconsideration
  - a) A senator would like to send the document back to committee because there is a missing component. He feels that systematic feedback is important.
  - b) Another senator stated he is against sending it back to committee. He feels if it needs to be looked at, a senate committee should do it.
  - c) Motion to accept report as presented and discharge committee, second
  - d) Vote taken, 10 yes/5 no, motion passes
  - e) Committee is thanked for their hard work and discharged.
- 12) Other Business
  - a) No other business
- 13) Meeting adjourned at 6:02 p.m.



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## Steering Committee

Minutes for meeting of Thursday, October 22, 2020, 4:00 pm

1. Call to Order at 4:00 p.m.
2. Roll Call via Qualtrics
3. Announcements – *Joseph Harrington*
  - a. This is a special meeting scheduled to deal with the exemption form that faculty have been asked to fill out for face-to-face teaching. Materials for Senate meeting will be going out later today. The Faculty Senate survey that was created by the Ad Hoc Health and Safety Crisis Response Committee was sent out a second time last week and closed on Tuesday evening.
  - b. Final interviews for CFO and CIO are scheduled coming up soon.
  - c. The Board of Trustees met this morning. They discussed a document to delegate authority to President to conduct the university's business. Bylaws and regulation changes were discussed and approved. Regulations are owned by the BOT and policies are owned by the university.
  - d. The regulation for Conflicts of Interests had to be amended to include research-integrity language in a new state law. He stated that the policy circulated at UCF was pulled back and that the Research Council will be helping with the updating of this policy. He acknowledged that the policy is to protect the security interests of the state and country but must at the same time protect individual rights.
  - e. A pre-tenure faculty member spoke about returning to classes in spring. He noted that it took courage for them to speak up.
  - f. The leadership team has met with several of the deans this week. He noted how different the needs of the various colleges are related to the pandemic issues and teaching remotely.
4. Recognition of Guests
  - a. Carly McCarthy, Communications and Marketing
  - b. Laurie Carroll, Faculty Senate Office
  - c. Michael Johnson, Office of the Provost
  - d. Joe Adams, Office of the Provost
  - e. Lucretia Cooney, Faculty Excellence
  - f. Jana Jasinski, Faculty Excellence
5. Report of the Provost
  - a. The provost noted that they approached fall's planning in the middle of summer with great caution. The COVID cases were continuing to increase. There were no procedures or guidelines in place. The deans were asked to schedule most classes as online classes. They were asked to keep classes on campus that needed to be face-to-face and then the rest would be remote. Since then, guidelines and procedures have been formed and instituted. There is currently an increase in cases. There has been no evidence of transmission in a classroom not only here, but anywhere in the SUS. Masks and hand washing

are very effective. Those who have been on campus realize that it is safe to work there.

- b. Planning for spring – The provost said that there is a responsibility to students to provide the on-campus experience. There is a social aspect to education, particularly higher education. There is also a responsibility to the state and the taxpayers that support us. The governor and the legislature feel it is important to increase the face-to-face classes for the spring. The deans have been asked to increase the face-to-face classes substantially for the spring. There are two limitations: capacity of classrooms with physical distancing and having extra consideration for faculty who are at higher risk. Masks and physical distancing have proven to prevent the transmission of COVID in the classrooms. Faculty are being provided a way to seek an exemption from having to teach in the classroom. It is recognized that the survey shows that a majority of faculty are concerned about returning to campus in the spring, but that may not be enough to change the plan. If there is a spike in cases, they may reconsider.
- c. A senator asked the provost what UCF's responsibility to the community is if more students come to campus and they are contracting COVID, which would increase the community transmissions as well. The provost noted that there are many students that are currently living off campus. He said that it would be the students' behavior out of class, not in a classroom that would affect the community transmissions. Chair Harrington asked if it is known how many students are currently living in the area. Another senator asked about the sample size in the public-school system and noted that there are two schools in her area that have been pivoted to remote. The provost said it is not possible to compare the two situations.

## 6. New Business

- a. Faculty Survey Results (attached)
  - a. Senator King shared the results of the survey sent out this week.
  - b. There is strong agreement that there has been good communication in colleges. There is strong disagreement that faculty are comfortable returning to campus in the spring, roughly 2/3 of the faculty. Of faculty who are currently assigned to teach face-to-face, over half are not comfortable coming back to campus. There is also a large number that are comfortable. Many of the faculty who are uncomfortable are the ones who do not know what their assignments are yet. Chair Harrington noted that it shows chairs are listening because the faculty members that are most comfortable going back to campus are teaching face-to-face.
- b. Resolution 2020-2021-5 Spring Teaching Considerations for COVID-19 Pandemic (attached)
  - a. Senator King gave an overview of the resolution that the Ad Hoc Health and Safety Crisis Response Committee formulated today. He brought it before the Steering Committee for their review. The committee reviewed the exemption form and were concerned that increasing face-to-face classes could undo the good work done in the fall. He noted that they are not asking the university not to teach face-to-face, but are making an easier process for

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faculty members to receive an exemption without having to disclose private information.

- b. A senator thanked the committee for coming up with the resolution so quickly. He wanted to know why adults over 65 weren't included because that age is mentioned on the CDC website as having an increased rate of death. He noted that the clause on getting a sign-off from a doctor is a privacy intrusion. He suggested adding "including family members" to that section. A final clause could mention that studies are still underway as to what categories could be considered for exemption. Senator King noted that the CDC website is very clear with the scientific evidence as to what conditions are at risk. He said they decided not to address age in the document.
- c. Another senator wanted to know if this is a motion to put the document on the Senate agenda and he is willing to second the motion. Senator King stated he is making a motion to put this resolution on the agenda for the full senate. The motion is seconded.
- d. A senator stated that there is concern in the College of Medicine that there is not evidence provided that shows there is no spread of COVID in the classrooms. He also noted that we may want to provide the next generation masks to employees and students or change the requirements of what constitutes a good mask.
- e. Another senator asked what protocol will be used on the exemption form for family members. How does the faculty member go to their physician to document the health of another individual? The provost said they would amend the form. She then asked who would cover the cost of the family member's doctor filling out the form. Senator King also noted that this form needs to be filled out within the next two weeks and it may not be possible to get in to see a doctor as it is not urgent care. He also noted that in the resolution they suggest that the Student Health Center or UCF Health do virtual visits to complete these forms. Chair Harrington asked why age over 65 was left off the form as a condition. The provost stated that age was not on the CDC's list, just the conditions.
- f. A senator stated that they are losing adjunct faculty in their college because of the strict exemption policy and that they are going to the community and state colleges because they are going to be online. He is concerned whether they will be able to provide the General Education Program courses that are needed.
- g. Another senator stated that she would like to make a motion to extend the time by 20 minutes to give faculty the time to make amendments to the resolution, second, vote taken, 10 in favor, 7 opposed.
- h. As an alternative, another senator suggested that the resolution be sent back to committee to be revised. Chair Harrington said that this would not be able to be done without going back through steering again.
- i. A senator asked whether a faculty member could certify that they are living with someone who is at risk. He made a motion that the form be amended to include this language and to send the resolution back to the committee for these changes. Chair Harrington stated that it would not be able to go to the senate next week if they sent it back to committee. He wants to know if the



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committee would consider moving the resolution forward and make amendments at the senate level. The senator withdrew his motion.

- j. Another senator pointed out that there is a further list on the CDC website of 12 other factors that are considered at-risk and would like these added to the list. Senator King said that the resolution already includes this and uses the exact verbiage from the website. They did not want to take the chance that the list would be amended and wanted to make sure everything was covered.
  - k. Motion to approve resolution as it stands and move to the senate floor, second.
  - l. Senator King proposed an amendment to replace “persons” health to be “faculty members or household members”, second, no discussion, motion passes 16 yes/1 no.
  - m. Another senator made a motion to add in the first “be it resolved” paragraph to add after “include” the words “faculty or household members who are 65 and older and expanded CDC guidelines”, second, no discussion, vote taken, motion passes 18 for/0 against.
  - n. Motion to put the resolution on the senate agenda as amended, vote taken, motion passes 18 for/0 against.
7. Other Business
- a. Chair Harrington noted that we are in early voting today and encourages faculty to encourage students to vote.
  - b. He would like the senators to consider changes to instructional modes based on the COVID experience.
  - c. He thanks everyone for their attendance today on very short notice.
8. Adjourned at 5:20 p.m.

**Resolution 2020-2021-6**  
**Five-Year Review of Faculty-Facing Vice Presidents and Vice Provosts**

**Whereas**, The University of Central Florida is committed to an open and transparent evaluation process for all faculty, staff, and administrators; and

**Whereas**, many faculty-facing vice presidents and vice provosts have not had an evaluation that included broad and meaningful input from all the stakeholders that the vice presidents and vice provosts interact with and over which they have supervision; and

**Whereas**, the current evaluation process does not provide adequate input from faculty and other relevant stakeholders into the initial or recurrent evaluation of many faculty-facing vice presidents and vice provosts; and

**Whereas**, UCF has a well-developed evaluation process for deans at five-year intervals, which includes specific steps such as the charging of an evaluation review committee led by a peer, the filling of the committee with designated categories of faculty, staff, student, and administrative members, campus communication of the evaluation, feedback of the dean's performance provided by a survey, committee review of the feedback, and delivery of a report to the provost; therefore

**Be It Resolved** that the offices of the president and provost develop a procedure for five-year evaluation of all faculty-facing vice presidents and vice provosts that mirrors the review committee process developed for deans; and

**Be it Further Resolved** that faculty and all relevant stakeholders have the ability to provide feedback concerning the strengths and weaknesses of the vice presidents or vice provosts to this review committee; and

**Be it Further Resolved** that the president or provost shall use the committee report as advisory in nature to make a decision to renew or discontinue appointment of the vice president or vice provost under review.