



Faculty Senate

Steering Committee

Agenda for meeting of Thursday, November 17, 2022, 3:00 pm

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

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

<https://ucf.zoom.us/j/94944966733?pwd=Nkg1dmhkbGN3SVY5amdEb1AvdHN6dz09>

1. Call to Order
2. Roll Call via Qualtrics: https://ucf.qualtrics.com/jfe/form/SV_3g69gUYu3jBDRRk
3. Approval of Minutes of *October 20, 2022*
4. Recognition of Guests
5. Announcements and Report of the Chair
6. Report of the Provost
7. Unfinished Business
8. New Business
 - a) Senate Agenda for December 1, 2022
 - i) Campus Climate Report Topic – Mental Health
 - b) Consideration of Input from Constitutional Amendment Survey
9. Committee Reports
10. Other Business
11. Adjournment



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, October 20, 2022, 3:00 pm

Zoom Link to access recording:

<https://ucf.zoom.us/rec/share/ut38FSYipUeCdvDwSZneKqACAX9Tph-SxnT0MB3CMdKsVtq2YIGPKekrE9P1IG4i.UuafhsvF-0KCgR1V>

Passcode: n?fZ\$3bG

- 1) Quorum reached and meeting called to order at 3:00 p.m.
- 2) Roll Call via Qualtrics – Faculty Senate Chair Stephen King, Vice Chair Keri Watson, Secretary Kristine Shrauger, and Past Chair Joseph Harrington were present. (See *meeting materials Attachment A for list of participants*)
- 3) Approval of Minutes of *September 22, 2022*
 - a) Minutes approved as presented
- 4) Recognition of Guests
 - a) Joe Adams, Senior Communications Director, Academic Affairs
 - b) Lucretia Cooney, Director, Faculty Excellence
 - c) Mikayla Gray, Reporter, NSM Today
 - d) Jana Jasinski, Vice Provost, Faculty Excellence
 - e) Michael Johnson, Provost, Academic Affairs
- 5) [00:01] Announcements and Report of the Chair – *Chair Stephen King*
 - a) Chair King talked about faculty involvement post-emergencies at UCF, Excellence in Research Award eligibility, and transfer credits. See Attachment B for full report.
- 6) [00:12] Report of the Provost – *Provost Michael D. Johnson*
 - a) Provost Johnson spoke about post-emergency operations, post-hurricane resources, organizational changes in student success services, new legislation, and post-tenure review. Please see Attachment C for full report.
- 7) [00:16] Unfinished Business - None
- 8) [00:17] New Business
 - a) Senate Agenda for November 3, 2022
 - i) Chair King noted that at the next Senate meeting there will be a discussion and vote on Resolution 2022-2023-2 and discussion only on Resolutions 2022-2023-3, 2022-2023-4, 2022-2023-5 and 2022-2023-6.
 - ii) Motion made for a campus climate report regarding emergency operation from representatives across campus, second, no discussion, vote taken, motion passes.
 - b) Consider having the February 2, 2022, Steering Committee Meeting at the Downtown Campus



Faculty Senate

- i) Motion to have Steering Meeting on February 2, 2022, at Downtown campus, second, discussion, vote taken, motion passes.
- c) Steering Topic 2022-2023-3 Board of Governors Free Expression Statement
 - i) Motion made to postpone topic to next meeting, second, discussion, vote taken, motion passes.
- 9) [00:27] Committee Reports
 - a) Budget and Administrative Committee – *Keri Watson*
 - b) Information Technology Committee – Glenn Martin
 - c) Personnel Committee – *Michael Proctor*
 - d) Research Council – *Linda Walters*
 - e) Graduate Council – *Reid Oetjen*
 - f) Undergraduate Council – *Tina Chiarelli*
 - g) Ad Hoc Student Success Committee – *Tina Chiarelli*
 - h) Ad Hoc Civil Discourse Committee – *Stephen King*
 - i) Committee and Council Steering chairs or liaisons provided a brief summary of their work this month. For the full reports, see attachment D.
- 10)[00:33] Other Business - none
- 11)Meeting adjourned at 3:34 p.m.

Reviewed and submitted for approval by

Kristine J Shrauger

11/8/2022

Kristine Shrauger
Faculty Senate Secretary

Date

Faculty Senate Steering Committee Attendance
October 20, 2022

First Name:	Last Name:	College/Unit:	College/Unit: - Other	Meeting Role:	Meeting Role: - Guest:
Mason	Cash	CAH		Steering Committee Member	
Kristina	Tollefson	CAH		Steering Committee Member	
Keri	Watson	CAH		Steering Committee Member	
Jim	Gallo	CBA		Steering Committee Member	
Reid	Oetjen	CCIE		Steering Committee Member	
Jeff	Kauffman	CECS		Steering Committee Member	
Mike	Proctor	CECS		Steering Committee Member	
Glenn	Martin	CGS		Steering Committee Member	
Asli	Yalim	CHPS		Steering Committee Member	
Tina	Chiarelli	COM		Steering Committee Member	
Stephen	King	COM		Steering Committee Member	

Faculty Senate Steering Committee Attendance
October 20, 2022

Leslee	D'Amato-Kubiet	CON		Steering Committee Member	
Michelle	Dusseau	COS		Steering Committee Member	
Joseph	Harrington	COS		Steering Committee Member	
Linda	Walters	COS		Steering Committee Member	
Jim	Moharam	CREOL		Steering Committee Member	
Kelly	Semrad	RCHM		Steering Committee Member	
Missy	Murphey	UL		Steering Committee Member	
Kristine	Shrauger	UL		Steering Committee Member	
Lucretia	Cooney	Other	Faculty Excellence	Guest:	Director
Jana	Jasinski	Other	Faculty Excellence	Guest:	Vice Provost
Michael	Johnson	Other	Academic Affairs	Guest:	Provost

**Faculty Senate Chair Stephen King Remarks
For Steering Committee Meeting
October 20, 2022**

Steering report and updates:

Today, for my report, I want to talk about faculty involvement in Emergency Response at UCF. We have the COVID crisis and Hurricane Ian as two stark reminders that emergencies can happen at any time, and that there are multiple levels of response to these crises. With the COVID pandemic and Hurricane Ian being two vastly different emergencies, and with Ian being quite fresh in our memory, I want to start a conversation now.

First, when I talk about faculty involvement, I do NOT mean that faculty should be weighing in on decisions of life and limb, building integrity, or what windspeed is safe to drive in if a hurricane hits. UCF has robust Emergency Management plans for many potential crises, that were designed by professionals such as Campus Police Chief Carl Metzger, and the Director of Emergency Management Joe Thalheimer. They are the experts, and dealing with the immediate response to an emergency itself needs to be done by them.

But where I think faculty can have a useful voice is in discussions about the response UCF takes so that AFTER the immediate crises is over, how do we return to our core missions of teaching students, performing research, and engaging with the great community around us.

Here are a few examples of what I mean that happened after Hurricane Ian hit Florida:

What do we do to help students staff and faculty that no longer have housing, internet or other issues?

At what point can researchers get back to take care of time sensitive issues such as

Keeping research animals and other biological samples alive and healthy

Or adding liquid nitrogen to equipment that HAS to be kept at supercold temperatures or else it will go into failure.

These are not part of the emergency itself, but rather important points to consider after the immediate emergency has passed.

I've talked with the Provost, Chief Metzger, and Joe Thalheimer about these ideas and had strong support from them on the voice faculty could have in these "post emergency" processes where UCF comes out of a crises, but may not be fully functional yet.

There are two ways I would like senate to address these issues.

First the short-term approach to providing feedback: when we plan the agenda for the next senate meeting, I will propose to have an Emergency Responses campus climate report and to invite Chief Metzger, Joe Thalheimer, and others that have a critical role in setting up our emergency plans. I hope we can have a conversation where faculty can provide feedback to the speakers that would help guide how to proceed making future

plans. I will be meeting with other administrators with roles in this process to see where they could fit in on this topic.

Second: the long-term approach to providing feedback: You may remember one of the topics that everyone here in Steering went and “steered” was topic 12, to look into creating a faculty senate campus safety committee from within the current Senate Parking, Transportation, and Safety committee. The rationale for topic 12 should hopefully be even more clear today, post-Ian, than when we first assigned it. I envision a new Faculty Senate campus safety committee being able to work with people and committees involved in safety issues, helping provide faculty input into safety considerations, including returning campus functionality after a crisis. This committee would be able to help take faculty concerns into consideration all throughout the year, and to continually improve our responses to the inevitable; future emergencies that will come our way.

I’ll end with two quick updates on topics that have been raised previously, and that appear to be resolved.

First: Linda Walters brought up a question about the Excellence in Research University level award and how all members of the research council member were being considered ineligible, even though most members do not have a role in selecting that award. A small subcommittee of the entire research council actually makes this selection, and most members of the research council are not involved.

I want to thank Mike Johnson and Jana Jasinski for moving on this and clarifying the guidance: The Faculty excellence webpage for the award now states” *Members of the University Research Council who are involved in the selection process are not eligible to apply for the university award, but may be selected for the college award.* “

Therefore, for both teaching and research excellence awards, only those members of the committee involved in award selection will be ineligible for the university level award.

Second: Mike Proctor brought up a question about transfer credits into graduate programs for people coming from outside UCF. UCF has a graduate policy described in section 2 of the Graduate policy page ”General Graduate Policies” in the subsection on “Transfer of Credit”

“Graduate coursework completed prior to enrolling in a graduate program at UCF may be eligible for transfer or waiver into the graduate program. Graduate students are expected to make transfer requests (and include course syllabi) with their graduate program director during the first semester of enrollment in the graduate program. For transfer credits, program faculty will determine the equivalency of the courses requested by reviewing the syllabi. Only courses and earned master’s degree credits approved by the graduate program will be moved into a program of study.”

I did attend last week’s meeting of the Graduate Policy committee and asked a specific question about what would happen if UCF does not have a course equivalent. I was

told that in those cases, the incoming credits could not be used for core or restricted electives, but could be used as unrestricted electives.

Comments about the agenda item to move a steering meeting to the downtown campus:

I am making a motion to have the February 2nd steering committee meeting at the downtown campus.

I want to provide my rationale for having a steering meeting at downtown campus:

I went downtown a few weeks ago to meet with Ross Wolf, Associate Provost for the Downtown campus, and 4-5 Senators from downtown.

We had good discussion and then I had a mini (ten minute) tour of downtown.

During the discussion, Reid Oetjen suggested we should have a Senate meeting downtown. I thought that may be difficult due to room constraints, but we should certainly be able to have steering at an alternative location. Trying this at downtown could be a test case, where we could see how it goes, and then consider other options in future years.

The BOG does a version of this as they attend meetings at various SUS campuses. The BOT also does a version where they have some meetings at other UCF campuses. Similarly, I think it would be a positive gesture towards the faculty located downtown for us to have one Steering meeting at the downtown campus this year.

Based on my forecast of the Senate's schedule for business through the year, the February 2nd meeting would be the best one to have downtown.

I know this may not be simple for some faculty, and may be impossible based on other time and location commitments, so we will certainly understand and encourage faculty to use zoom if they cannot travel downtown for this one meeting.

Now one added thing, Ross Wolf is very interested in giving a tour to any steering members that would be interested. We think the tour could start around 2 pm that day, so we finish ahead of the 3pm steering kick off.

So, I hope you will consider this as a great opportunity to expand our horizons and experience some of what the downtown campus has to offer.

In our discussion, Mason Cash suggested we may need to delay the standard 3pm start of the downtown steering meeting. This would allow faculty that travel on the transport shuttle that leaves main campus at 2:30 pm to still make the entire meeting. This makes sense and we will adjust the meeting start time once we have a better understanding of the shuttle schedule.

Provost Michael D. Johnson Remarks for Faculty Senate Steering Committee

Thursday, October 20, 2022, 3 p.m. to 5 p.m.

- Thank you, and good afternoon to all!
- Hurricane Ian added stress to everyone, on top of the prolonged stresses of the pandemic.
- It severely affected more than 700 students and over 150 faculty and staff.
- A big effort has been underway to help students with financial aid, including donated funds.
- I am grateful to our faculty who have helped students struggling in the storm's aftermath
- We moved back the fall class withdrawal deadline by a week to Nov. 4
 - This will give them more time to consult with advisors, success coaches and family as they weigh their options
- Faculty and staff also suffered flooding, loss of home, loss of vehicles, displacement; some lost everything.
 - Some mentioned a severe impact of a family member that they need to help
- HR is reaching out to our faculty and staff about available resources and who to contact for questions

New Division of Success and Wellbeing

- A top university priority, and a focus area of our new strategic plan, is to improve student success and well-being.
- We hired Dr. Paul Dosal as our first Senior Vice President for Student Success. His first charge was to rethink organization.
- He has worked with many university stakeholders to think this through.
- Effective Monday, we are dissolving SDES and SLAS and from them forming a new division of Student Success and Well-being, which will be led by Dr. Dosal.
- I have announced this to the SLAS and SDES teams ...
- This new division will bring together the central university teams focused on supporting our students through their entire UCF experience, including enrollment, advising, student life and wellness, careers, and more.
- This of course is only part of how students are supported – the colleges, their advisors, all faculty in their classes and mentoring, are a giant piece of this.
- Dr. Dosal knows well that a large part of his job is to work together with the colleges and faculty – and make sure his team does so, too.
- As part of these changes, Dr. Adrienne Otto Frame will be appointed to serve as vice president with responsibility for departments that support Student Engagement and Well-being within the new division. She will report to Dr. Dosal and serve as a member of the President's Cabinet.
- Dr. Theodora Berry will continue to serve as Vice Provost and Dean of the College of Undergraduate Studies, reporting to me and serving as a senior member of the leadership team within Academic Affairs.
 - Will provide leadership to the College of Undergraduate Studies and oversee policy and curriculum development across UCF's common undergraduate experience.

New Legislation

- BOG and now the university have approved new regulations, as required, to implement HB7. No student complaints yet.
- BOG will take up post-tenure review at November meeting.



Faculty Senate

Faculty Senate
Committee Reports
October 20, 2022

Budget and Administrative Committee

Chair – Tina Buck; Vice Chair – Keri Watson
October 19, 2022

The Budget and Administration Committee discussed our Topics list and developed a game plan for gathering more information from the appropriate offices on what we identified as our top three topics: Workday, Time to Hire, and the Foreign Screening Process.

Information Technology Committee

Chair – Glenn Martin; Vice Chair – Joseph Harrington
October 18, 2022

Committee met for about an hour. Focus primarily was on a discussion of “resources for the common good.” Chad Makuszonok presented three documents on a proposed process for deciding at a high level as to what UCF IT could consider for common good usage. It was pointed out that this satisfies one use well but did not address the collection of smaller faculty uses into a larger purchase that could benefit the university or at least those users. New business of a policy draft and comment system for university-wide use (such as the one used by Ethics and Compliance) would be beneficial for multiple areas, and a small discussion on the UCF Strategic Plan was also held.

Personnel Committee

Chair – Karol Lucken; Vice Chair – Gulnora Hundley
October 19, 2022

New and extensive E & G expenditure and CPI data were presented by Michael Proctor. Given the limited authority of the Personnel Committee to take further action on this matter, the committee agreed that such data be raised at Steering and Faculty Senate meetings for response and comment and that such data be shared with the UCF union since they are responsible for matters related to salaries and raises. We also plan to invite SVP Hector to an upcoming meeting to address these matters further. An update was also provided on the subcommittee work of drafting a resolution regarding faculty involvement in hiring. Last, a final status review of the “old” topics forwarded by Steering was conducted. Only 2 of the topics remain open and/or in progress, namely “faculty involvement in hiring-resolution” and “faculty administrative action in cases of faculty misconduct.” In the latter case, we plan to invite Rhonda Bishop or her representative to present the various procedures involved in processing and adjudicating allegations of various types of faculty misconduct. All other “old” topics forwarded by Steering have been deemed resolved or lacking current sponsorship.

Research Council

Chair – Linda Walters; Vice Chair – David Luna



Faculty Senate

October 10, 2022

The Council met with Gerald Hector to discuss research-related issues with Workday. 42 people were on the zoom meeting and lots of concerns were shared. First positive result is that OPS employees will be able to revise their own timecards starting 11/11/22. There is now a PI Dashboard, and it should now be easier to edit your mailing address in Amazon Punchout. Research Council will continue to meet monthly with Hector. These meetings will occur from 4-5 PM on November 10 and 4-5 PM on December 8. Walters and Research Council members continue to welcome emails/conversations on any specific research concerns faculty have with Workday. Our second accomplishment is the Research Council unanimously approving the final document requested by Office of Research for Membership of Faculty Research Misconduct Review Committee: To facilitate timely faculty research misconduct inquiries and investigations, the UCF Research Council recommends that a standing committee be formed that includes one faculty member from each department or unit. This committee composition would provide a sufficient pool of expertise ready to assist as needed. The committee would be staffed each summer through the Faculty Senate Committee-on-Committees. Membership on this committee will include tenured faculty at the ranks of Associate and Full Professors, Research Associate and Full Professors, and Clinical Associate and Full Professors. Faculty would serve 2-year terms, with 50% of the members rotating off each year.

Graduate Council

Chair – Stacy Barber; Vice Chair – Valeriya Shapoval
No update

Undergraduate Council

Chair – Jeffrey Kauffman; Vice Chair – Tina Chiarelli
October 11, 2022

The Undergraduate Course Review Committee held its monthly meeting of the semester. During that time, 3 Consent Agenda items and 1 Action Agenda item were approved.

October 18, 2022, the Undergraduate Policy and Curriculum Committee held its monthly meeting. During that time, the committee approved five items on the consent agenda and four from the action agenda, including a revision to the Withdrawal Policy. The current policy specifies no limit on the number of times students may withdraw from a course. The revised policy will permit students to withdraw from a course only two times; enrolling a third time requires a visit with an advisor. It also limits the total number of course withdrawals a student may take at UCF: students are permitted three withdrawals from 1000-2000 level courses and three withdrawals from 3000+ level courses. The policy includes exceptions and accommodations for full semester withdrawals, medical withdrawals, and extenuating circumstances.

Ad Hoc Committee on Civil Discourse

Chair – Stephen King
No update.

Ad Hoc Committee on Student Success



Faculty Senate

Chair – Tina Chiarelli

October 19, 2022

The committee held its monthly meeting. The committee met with Senate Chair, Steve King, to discuss the rough draft of our bylaws outlining the permanent committee duties and responsibilities and membership criteria. In addition, the committee chose potential candidates to fill the role of the fifth member. The committee chair has contacted those individuals regarding their interest in this role.

Constitutional Amendment Survey Comments
November 1, 2022

Please provide any comments or feedback about the proposed amendment to change the UCF Faculty Constitution.

Please provide any additional changes to the resolution amendment that you would like to see included in the final version of the amendment to change the Constitution.

My concern is not with the proposed process changes but with the proposed reduction in the percentage of "General Faculty" required to propose an amendment. Why reduce the percentage from 15% to 5%?

The changes streamline the process, which is probably a good thing.

looks good to me

none needed

Yes, reduce time to 30/40 days

The proposed amendment sounds reasonable, as is the reason for amending the Constitution.

Thanks for this change - it's going in the right direction. I've never understood why UCF at all levels is so backwards, and thus was not really surprised that the faculty senate had arcane rules for changing the constitution.

That said, the process could and should be even faster, AND preclude changes made at the final faculty senate meeting of the Spring from having to wait until the new academic year. Here's an idea: mandate that changes to the constitution are introduced in writing to the entire faculty at least 2 weeks prior to the next senate meeting through electronic means (email with weblink is fine). This will give folks enough time to read, comment and prepare discussion for the upcoming faculty senate meeting. At the meeting, have open discussion and then vote. 2 weeks! That's all that's needed, and essentially what other universities are doing. If for some reason a topic is contentious and needs to be tabled to another meeting, that can be the prerogative of the Chairman.

Constitutional Amendment Survey Comments
November 1, 2022

It appears you are making it TOO easy to change the constitution. The slowness of the amendment process is a feature, not a bug.

Impose a 90 day waiting period after any amendment has been approved, and require a re-vote at that time.

I'm not clear-- in either the original or revision--what purpose it serves to send an original amendment back to the president if he has just referred it back for reconsideration (i.e., not approved it). Is the idea that it would be returned to the president including an addendum that resolves or refutes whatever concerns were raised? If so, it seems that should be included (or at least implied) in the text below.

Within twenty days the president shall either approve the amendment or refer the amendment back to the Faculty Senate for reconsideration. Such a referral shall include the reasons for the action. If the latter action is taken, the Faculty Senate may, by a two-thirds vote of the voting members present, approve the original or a revised amendment. The approved amendment will be sent to the president for further consideration.

To be blunt, it seems like the Senate is trying to cut out the general faculty as part of the amendment process. In contrast to the current process that had a clearly structured process for including the general faculty, the proposed process only includes a vague statement that the amendment must be communicated to the general faculty, without any specifics of how that will be done. This is unacceptable and even alarming. Although amendments taking 6-8 months is too long, I do not think that rushing them through in one month and minimizing input from the general faculty is the answer either.

- Include a more detailed process for obtaining input from the general faculty, including a requirement for at least one open forum with the general faculty as well a requirement for on-line, anonymous feedback from the general faculty.
- To ensure transparency, make all input from the general faculty available to the entire Senate and the general faculty, along with responses from the steering committee.
- Preferably include an on-line vote from the general faculty on any amendment.

Constitutional Amendment Survey Comments
November 1, 2022

Long overdue!

While "Academic Affairs" is an office at UCF, it exists as such because the title of its head is "provost and vice president for academic affairs," not the other way around. Grammatically, it is proper not to capitalize a title unless it directly precedes the name of the person holding it: We gave it to the president, and President Cartwright signed it. So, the title should not capitalize "Academic Affairs". We would not say "the vice president for Research", for example, nor "the vice president for the Office of Research."