

MEMORANDUM

Date: November 12, 2010
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on November 18, 2010

Meeting Date: Thursday, November 18, 2010
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *September 23, 2010***
4. **Announcements and Recognition of Guests**
 - Provost's Update
5. **Old Business**

None.
6. **New Business**
 - "Study Union" Program – *Suzi Halpin*
 - Resolution 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors (*from Personnel Committee*)
 - Strategic Plan – *Al Harms*
7. **Standing Committee Updates**
 - Budget and Administrative Committee – *Carla Poindexter*
 - Graduate Council – *Jim Moharam*
 - Personnel Committee – *Kevin Haran*
 - UPCC – *Jill Fjelstul*
8. **Adjournment**

Faculty Senate Meeting
Minutes of
September 23, 2010

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate to order at 4:06 p.m. The roll was circulated for signatures.

Motion made to amend the agenda to move the standing committee reports to the beginning of the meeting. Motion seconded and carried.

The minutes of August 26, 2010 were approved as recorded.

Dr. Cook reminded the senators to sign the roll and check the Faculty Senate website to insure that their attendance record correct.

RECOGNITION OF GUESTS

Dr. Cook welcomed Nelsi Mora, who has been designated by the president of the Student Government to serve as an ex officio representative to the Faculty Senate. The other guests recognized were:

Pat Bishop, Vice Provost and Dean, College of Graduate Studies

Diane Chase, Executive Vice Provost for Academic Affairs

Lucretia Cooney, Faculty Affairs

Joel Hartman, Vice Provost for Information Technologies and Resources

Lin Huff-Corzine, Associate Vice Provost, Faculty Affairs

Eric Main, Faculty Center for Teaching and Learning

Elliot Vittes, Interim Vice Provost and Dean of Undergraduate Studies

PROVOST'S UPDATE

- Provost Waldrop reported that UCF was awarded four grants from the State University Research Commercialization Assistance Grants Program, totaling almost \$400,000.
- The National Research Council Ratings will be released Tuesday, September 28, 2010. The last ratings came out 15 years ago, and this new one is relying on data that is five years old. The provost anticipates some positive results.
- Provost Waldrop commented on the recent special magistrate report that was issued regarding the impasse between the university and UFF. The university agrees with the magistrate's recommended that all faculty receive a salary increase. The administration feels strongly about the ability to give Administrative Discretionary Increases (ADI).

ANNOUNCEMENTS

Conflict of Interest

Dr. Lin Huff-Corzine congratulated the faculty on achieving 100% compliance last year with the conflict of interest form. The form has been updated slightly and will be available online starting the week of October 4. Training sessions and modules are available through the Faculty Affairs website: www.facultyaffairs.ucf.edu

Tickets for 10/6 Football Game

University Athletics will be giving all faculty one (1) free ticket to the home football game on Wednesday, October 6.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee Update – Carla Poindexter

The committee has not yet met. At the first meeting the committee will be looking at budget structure.

Graduate Council – Jim Moharam

Graduate Council information and activities (membership, meeting schedule, agenda, minutes, actions, etc.) are available at <http://www.graduatecouncil.ucf.edu/>

Appeals and Awards Committee:

- Met once in the summer on 7/28
- Held its first meeting on-9/08
- Review student petitions – typically 10-15 petitions per meeting

Curriculum Committee:

- First meeting scheduled for 9/29

Policy Committee:

- Held its first meeting on 9/22
- Planned activities for the year
- Next meeting on 10/13.

Program Review Committee:

- First meeting scheduled for 10/1

Personnel Committee – Kevin Haran

The committee will be meeting 9/30/2010 and will be revisiting the draft of regulations for the promotion of non-tenure earning research and clinical staff.

Undergraduate Policy and Curriculum Committee – Jill Fjelstul

The committee formed a sub-committee to review tracks and specializations and hours to see if there is a consensus campus-wide.

OLD BUSINESS

None.

NEW BUSINESS

Constitutional Revisions

(Line and page numbers in these minutes refer to the track changes version of the draft Constitution, attached.)

Manoj Chopra, chair of the Constitutional Revisions Committee, acknowledged and thanked the committee members: Drs. Ida Cook, Arlen Chase, Robert Pennington, Steve Goodman, Reid Oetjen, and Rich Gause.

Motion made to review the Constitution *in seriatim*. Motion seconded and carried. Dr. Chopra asked senators to identify page and line numbers when suggesting changes. Dr. Chopra provided a brief overview of the major changes. If the business cannot be completed today, the meeting will be recessed and reconvene as needed on the following days: September 30 at 4:30 p.m. in CL 105, October 14 at 4:00 p.m. in Student Union Key West, room 218.

P8, Q: Do we need both parking committees?

A: The university level committee is operational; the Faculty Senate committee will be an advisory committee with representation from each college. Two senators from Senate committee will serve on the university committee.

P9, Q: Concerns about moving the Awards functions to the Graduate Program Review Committee from the Graduate Appeals and Awards Committee, as the duties of this committee are heavy. Perhaps we need a separate Awards Committee.

A: We will revisit this topic when we discuss the bylaws. Dr. Bishop added that the Program Review Committee was new last year, so they have not yet seen what its workload looks like spread out over an entire academic year.

P10, L295 – Correction of scrivener's error – Instead of "vice provost", should read "vice president"

P10, L301 – Strategic Planning Council: Recommendation from the provost that the Strategic Planning Council reports to both the VP for Strategy, Marketing, Communications and Admissions and the provost. Friendly amendment to add "and the provost and vice president for Academic Affairs" after "Admissions" was approved .

P15, Definition of Faculty: Q: Concern about including the titles "Senior Lecturer" and "Senior Instructor", which do not yet exist and are contingent on the contract negotiations. Since they're

in the *Bylaws*, it would be easy to add them back in once approved. Question about whether the term "Eminent Scholar" actually exists. Motion to remove the titles "Senior Lecturer", "Senior Instructor", and "Eminent Scholar" from page 15 and wherever else they appear in the Constitution. Motion seconded and carried.

P20, L604 – Correction of scrivener's error – Delete "not" from second sentence. Should read, "Only senators shall be entitled to a vote."

Sections VI and VII, beginning P22: Senators had been sent by email the suggested language to modify wording in the document to include ranked faculty not in tenure-earning lines, which would include clinical faculty from Colleges of Nursing and Medicine and research faculty from across the university. They are currently excluded from membership on committees in which they have expertise and an interest. Motion made to remove reference to tenure in the eligibility for the Undergraduate Council, Budget and Administrative Committee, and Personnel Committee. Motion seconded. It was suggested that Graduate Council also be amended in this way. Answer: Graduate Council has several issues to be discussed, and will be handled separately.

Discussion of the motion followed, including whether or not instructors should serve on committees. Q: Since the Personnel Committee deals with promotion and tenure issues, shouldn't that be restricted to tenure and tenure-earning faculty? A: The University Promotion and Tenure committee deals with those issues. The Personnel Committee deals with issues affecting all faculty, including non-tenure earning.

P26, L818: Proposed wording was suggested for Budget and Administrative Committee: "The committee shall consist of at least fourteen faculty members, at least eight of whom are current members of the Faculty Senate, the provost and vice president for Academic Affairs, and the vice president for Administration and Finance, or their designees (ex officio). All members of the committee must be full-time tenured or tenure-earning faculty, professional librarians of comparable rank, or regular faculty with multi-year contracts."

Discussion: Q: What is the definition of "regular faculty"? A: Constitution does not have a definition of "regular". Should that be changed to "general"? The university uses "regular" to mean faculty who aren't visiting. General faculty will include instructors. Suggested change to the wording of the second sentence: "All members of the committee must be members of the general faculty with multi-year contracts." Comment: All members of the general faculty have multi-year appointments.

Motion to change the wording for the Budget and Administrative Committee: "The committee shall consist of at least fourteen faculty members, at least eight of whom are current members of the Faculty Senate, the provost and vice president for Academic Affairs, and the vice president for Administration and Finance, or their designees (ex officio). All members of the committee must be members of the general faculty."

Discussion: Q: Will this allow visiting faculty to serve? Q: Are visiting faculty part of the general faculty? A discussion about what constitutes general faculty followed.

Motion made to return to Article I, Section B to clarify the definition of general faculty. The Senate agreed to put the previous motion on hold while this was addressed.

Motion to edit Article I, Section B to read, "Membership in the general faculty of the University of Central Florida shall consist of all full-time faculty members as set forth in the Senate *Bylaws*, Section I.", leaving intact the sentence regarding department chairs. A suggestion was made to replace the term "general faculty" with the term "regular faculty". Friendly amendment to remove the word "all" from the suggested language was not accepted by the original motioner. Motion made to remove the word "all" from Article I, Section B. Seconded. Discussion followed about whether visiting faculty are included in the general faculty. Dr. Diane Chase clarified that the term "regular faculty" includes all faculty who are not visiting faculty. A suggestion was made that the *Constitution* include a definition of "regular faculty". Question called, seconded and approved. Motion to remove the word "all" from Article I, Section B is approved. Question called, seconded and approved. Final motion to edit Article I, Section B to read, "Membership in the general faculty of the University of Central Florida shall consist of full-time faculty members as set forth in the Senate *Bylaws*, Section I. Department chairs are considered to be members of the general faculty." Approved.

P16, L449: Motion to change the wording to, "Members of the general faculty listed in Bylaws, Section 1.A, who are not visiting, shall be eligible to be elected to the Faculty Senate." It was noted that this stipulation already appears in a sentence at the end of that paragraph. Motion withdrawn.

P15, L419: Motion to define "general faculty" and "regular faculty". "Regular faculty" would be defined as those who are not visiting. "General faculty" would include regular and visiting faculty. It was noted that there is a specific legal definition of the term "regular faculty". The specific language of the motion is to edit the sentence, "Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty, which include regular and visiting faculty, if they hold one of the following academic titles:". Motion seconded.

An alternate motion was proposed to change the language to, "Persons employed full-time by the University of Central Florida during the regular academic year and are not classified as visiting are members of the regular faculty if they hold one of the following academic titles:" Items 1-4 are listed, followed by the sentence, "Regular faculty and visiting faculty are members of the general faculty." The original motioner and seconder agreed to accept the alternate motion. Discussion followed on the wording and the role of visiting faculty on committees.

Motion to recess made and seconded. Motion approved. Meeting recessed at 6:00 p.m. Dr. Cook announced that the meeting will reconvene Thursday, September 30 at 4:30 p.m. in CL 105.

Meeting Reconvened September 30, 2010

At 4:33 p.m., Dr. Ida Cook, Faculty Senate Chair, reconvened the meeting of September 23, 2010, which had been recessed. The Senate returned to the pending motion regarding use of the terms "general faculty" and "regular faculty" in Section I of the Bylaws.

P15, L419: Senators had received via email a compilation of the alternate wording proposed to resolve the above question. Dr. Cook also relayed the information that the definition of "regular faculty" was broader than expected, including such titles as Graduate Teaching Assistant. A motion was made that, since the term "regular faculty" appears only twice in the document, the term "regular" shall be removed from the *Constitution* and the *Bylaws* as it applies to faculty. Motion seconded and carried.

Discussion followed and the Senate came to the conclusion that no further wording changes were needed to clarify the meaning of faculty as defined in Section I of the bylaws.

P15, L422: Motion to insert the following after line 422: "including those with clinical or research appointments of comparable rank". A friendly amendment made to instead insert the following two additional items after line 422:

Clinical Professor, Clinical Associate Professor, and Clinical Assistant Professor.

Research Professor, Research Associate Professor, and Research Assistant Professor.

Further discussion suggested that this language was not needed, as it may lead to the Constitution may become exclusionary. After a vote, the motion failed.

Motion made and seconded to add the parenthetical phrase "(including faculty with clinical and research appointments)" after "Professor, Associate Professor, and Assistant Professor" on line 422. Motion carried.

P26, L796: The Senate returned to the motion regarding the wording of the first sentence of the membership for the Budget and Administrative Committee: "The committee shall consist of at least fourteen members of the general faculty, at least eight of whom are current members of the Faculty Senate, the provost and vice president for Academic Affairs, and the vice president for Administration and Finance, or their designees (ex officio)." Friendly amendment to add "excluding those with visiting appointments" after "general faculty". Motion carried.

P26, L820: Motion to change the sentence beginning with "All committee members..." to the following: "All committee members must be tenured faculty holding the rank of associate professor or professor, faculty of comparable rank on multi-year contracts, or professional librarians of comparable rank."

Dr. Cook noted that the term "multi-year contracts" is incorrect. Friendly amendment to change that to "multi-year appointments" was accepted. Motion seconded. Discussion followed regarding the purpose of the Personnel Committee and whether membership should be restricted to tenured faculty. Friendly amendment to insert the word "general" before the phrase "faculty of comparable rank with multi-year appointments" was accepted. Motion carried. The final wording will be: "All committee members must be tenured faculty holding the rank of associate professor or professor, general faculty of comparable rank with multi-year appointments, or professional librarians of comparable rank."

P7, L197: Motion to add a new item "C" to Article IV, Committees and Councils, to clarify committee eligibility. "C. Eligibility for Participation on Committees and Councils. Faculty on one-year, non-renewable contracts and visiting faculty, regardless of their rank or duration of

appointment, are not eligible to serve on committees or councils." Motion seconded. Discussion followed on whether visiting faculty should be eligible to serve on committees. A friendly amendment was made to change the word in the title from "Participation" to "Membership" was accepted. Motion carried.

P26, L796, Budget and Administrative Committee: Motion to remove the phrase "excluding those with visiting appointments" from the membership description. Motion seconded and carried.

P27, L871-873, Undergraduate Council: Motion to strike the sentence, "Only faculty members with full-time tenured, tenure-earning, or general faculty with multi-year appointments or professional librarians of comparable rank are eligible for membership." and replace it with, "Only general faculty members are eligible for membership." Motion not seconded. Motion failed.

P31, L989, Graduate Council: Motion to strike the sentence, "Only tenured associate or full professors or professional librarians of comparable rank are eligible to serve on the council, and they must meet the qualifications for participating in graduate education as specified by the council and published at www.graduatecouncil.ucf.edu/policy/approvedpolicies." and replace it with: "All members of the Council must be tenured faculty holding the rank of associate professor or professor, faculty of comparable rank with multi-year appointments, or professional librarians of comparable rank. All members of the Graduate Council must meet the qualifications for participating in graduate education as specified by the council and published at <http://www.graduatecatalog.ucf.edu/GradFaculty/>." Motion seconded. A friendly amendment to replace the specific URL with the words "published in the Graduate Catalog" was accepted. Discussion ensued about whether assistant professors should continue to be excluded from serving on the Graduate Council. Rationale: It is a matter of experience. The argument was raised that some assistant professors deal exclusively with graduate education, and have the requisite experience. Motion on the floor carried.

Motion to allowed tenure-earning faculty to serve on the Graduate Council. The language will read: "All members of the Council must be tenured or tenure-earning faculty holding the rank of assistant professor, associate professor or professor..." Motion seconded. Discussion followed. It was noted committee members would still be required to be graduate faculty. It was noted that the Committee on Committees members would ensure that those appointed to the Graduate Council have sufficient experience. Motion carried.

P33, L1062, Graduate Appeals Committee: Concern was raised that the language that identifies to whom the committee reports was deleted. Motion to reject the deletion of item vi of the committee duties. As it was suggested that the language had been inserted elsewhere, the motion was not seconded. The motioner agreed to wait while the document was checked.

P34, L1099, Graduate Curriculum Committee: Motion to add the word "graduate" before "faculty member." Motion seconded and carried.

P35, L1136, Graduate Program Review and Awards Committee: Motion to add the word "graduate" before "faculty member." Motion seconded and carried.

P33, L1062: The Senate returned to the discussion of the deleted language in the duties of the Graduate Appeals Committee. Motion made to reject the deletion of item vi. Motion seconded. A friendly amendment was made that the final sentence of that item was procedural, and should not be included. Amendment accepted. The following language will be reinstated as item vi: "All conclusions of deliberations by the Graduate Appeal Committee are considered recommendations to the vice provost and dean of the College of Graduate Studies who makes the final decision for the university." Motion carried.

P36, L1180, Admissions and Standards Committee: Motion to change the name of the committee to "University Admissions and Standards Committee" to both the bylaws and on line 266 of the Constitution. Motion seconded. Motion failed.

Motion to recess made and seconded. Motion approved. Meeting recessed at 5:57 p.m. Dr. Cook announced that the meeting will reconvene Thursday, October 14 at 4:00 p.m. in the Student Union Key West, room 218.

Meeting Reconvened October 14, 2010

Dr. Ida Cook, Faculty Senate Chair, reconvened the meeting at 4:10 p.m.

Taylor Lochrane, Vice President of the Student Government Association (SGA), spoke about SGA's new distracted driving campaign, "Put Down Ur Cell Fone". The campaign will be launched October 25th with Distracted Driving Awareness Day. It aims to eliminate the use of cellular phones while operating motor vehicles. Faculty, staff, and students will be approached to sign a pledge to not engage in texting, emailing, or talking via cellular phone while operating a motor vehicle.

The Faculty Senate continued to review the proposed constitutional changes starting on page 43.

P43, L1410, Strategic Planning Council: Motion made to add the phrase "and the provost and vice President of Academic Affairs" to lines 1410 and 1424. Motion seconded and carried.

P44, L1465-1480, Undergraduate Common Program Oversight Committee: A concern was raised that there is contradictory language in the membership section. It requires "one faculty member from each of the colleges with undergraduate programs," but restricts membership to "members of the general faculty responsible for general education courses." Some colleges with undergraduate programs do not offer general education courses. Motion made to rephrase the latter sentence as follows: "If possible, members of the general faculty responsible for general education courses shall serve on the committee." Motion seconded. Friendly amendment made to add the term "ex officio" after the word "other" in the following sentence (on line 1478). Motion carried.

P48, L1587, University Master Planning Committee: Motion to change the sentence beginning on line 1587 to read, "The vice president for Administration and Finance (or designee), who shall chair the committee, will identify other ex-officio members..." Motion seconded. Friendly

amendment to edit the phrasing accepted. Motion carried. The language adopted was: "The vice president for Administration and Finance (or designee) shall chair the committee. The chair shall identify other ex officio members and will make every effort to ensure that areas relating to University Master Planning are represented."

Motion to delete the sentence on lines 1593 and 1594: "The chair of the committee is appointed annually by the president from the membership of the committee." Motion seconded and carried

P48, L1614 – Correction of scrivener's error – Instead of "principle", should read "principal"

P49, L1623, University Parking and Transportation Committee: Motion to change the word "nominated" to "appointed" on lines 1623 and 1625. Motion seconded and carried.

P22, L655: The definition of *ex officio* had earlier been deleted from the Constitution (lines 656-658): "A committee member designated as ex officio member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise." Motion made to reinstate that language and move it to the newly added Article IV.C of the Constitution (Eligibility for Membership on Committees and Councils), to be placed after the first sentence, and to strike the words "non-voting" wherever they modify "ex officio" in the committees and councils. Motion seconded and carried.

P17, L509, 510: Motion to strike the word "full" on line 509 and 524 and delete "ex officio" from line 510. Motion seconded and carried.

Motion to allow scrivener's corrections for consistency throughout the Constitution and Bylaws. Motion seconded and carried.

Motion to approve the final document as revised and send to the chair of Faculty Senate for distribution to the faculty. Motion seconded. Motion carried.

Dr. Cook thanked the Faculty Senate for their efforts and indicated that the revised Constitution will be sent to the faculty next week. Any suggested revisions should be sent to the Office of the Faculty Senate by November 3, 2010. On November 4, 2010, the Faculty Senate Steering Committee will meet to review and resolve any proposed changes. The Constitution will then be again distributed to the faculty. A faculty assembly will take place on December 1, 2010 at 3:00 p.m. in the Student Union Cape Florida Ballroom, room 316, and which time the faculty will vote on approving the revised Constitution.

Dr. Cook announced that, in the absence of other business, the Senate meeting on October 21 has been cancelled.

Meeting adjourned at 5:02 p.m.

Resolution 2010-2011-1 Promotion of Non Tenure-Earning Assistant and Associate Professors
(From the Personnel Committee)

Whereas, Non Tenure-Earning Assistant and Associate Professors are actively engaged as teaching or research or clinical faculty at UCF, and

Whereas, Non Tenure-Earning Assistant and Associate Professors are integral parts of many UCF departments, and

Whereas, Non Tenure-Earning Assistant and Associate Professors should have incentives to excel, and

Whereas, such promotions would make UCF competitive for the highest quality professionals, and

Recognizing that for those faculty who are in the bargaining unit, this resolution will need to be bargained between the UFF and the UCF Board of Trustees,

Be It Resolved, that the Faculty Senate Personnel Committee recommends that the UCF administration develop policy and procedures giving all Non Tenure-Earning Assistant and Associate Professors an opportunity for advancement.