

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of November 2, 2017**

William Self, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion and second to approve the minutes of October 5, 2017. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Kristy McAllister, Information/Publication Services, Academic Affairs

ANNOUNCEMENTS

Dr. Self informed the senators that the second phase of the Student Union construction includes a Senate chamber with electronic voting. The Senate chamber will be used by the Student and Faculty Senates. The construction should be completed by Fall 2019.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Dean Searches

The Burnett Honors College dean search has concluded. Dr. Sheila Amin Gutiérrez de Piñeres will start July 2, 2018. The provost thanked the search committee and Martin Dupuis for serving in an interim role and maintaining the positive momentum.

Rosen College of Hospitality Management dean search committee has identified semi-finalists. Comment made that Skype interviews will start next week.

Chairman Marchena has charged the Presidential Search committee. Bill Self nominated faculty members to the committee. The search committee meetings will be open to the public and a presidential search website has been created at www.ucf.edu/leadership/presidential-search/ to keep everyone informed. Chairman Marchena would like to have a new president starting by July 1, 2018 with Dr. Hitt's retirement scheduled for June 30, 2018.

Task Forces

The Academic Health Sciences Center (AHSC) task force held open forums in October. The Urban, Innovation, and New Media task force are starting to draft organizational charts. Updates can be found at <https://www.cohpa.ucf.edu/envisioning-academic-future/>.

UCF Downtown is offering tours every Friday morning. The tours target the faculty scheduled to be relocated to the downtown campus. The private residence tower has been approved. Construction is scheduled to start next month.

Collective Impact Community Challenge

There is a section in the Collective Impact Strategic Plan about choosing an issue that is acute in our community that can be scaled or replicated for global impact. The first challenge was an integrated educational ecosystem going from birth to sixteen, which is the Parramore PS-8 School and OCPS Academic Center for Excellence partnership. We are now looking for a second challenge. Applications can be submitted at <https://www.ucf.edu/strategic-plan/> until November 17. Some ideas expressed so far are human trafficking, homelessness, hunger, educational equity, and violence against women.

Bill and Melinda Gates Foundation

We had been planning for a visit from the President and CEO of the Foundation since September. However, we were pleasantly surprised last week when both Bill and Melinda Gates visited the campus for a day and a half. While at UCF, they met mostly with students. This bodes well for future partnership projects with the Foundation.

NEW BUSINESS

Two resolutions were brought forward by the Personnel Committee relating to the emergency Steering Committee meeting over the summer regarding the University Promotion and Tenure Committee workload. The first resolution will likely result in a UCF Regulation change that requires the Board of Trustees (BOT) approval prior to the next promotion and tenure cycle. Dr. Self explained the normal process for bylaw changes would place the resolution on the November Senate agenda for a 30-day review. The January meeting would be discussion only followed by a possible amendment and vote at the February meeting. To expedite the process, a Special December 7 Senate meeting can be held to allow adequate time to debate the resolutions and if passed allow time to formulate a regulation change for BOT approval.

Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and Tenure Committee and Procedures

This resolution will result in unanimous positive votes at the department and college level bypassing the committee for review.

Motion and second to place the resolution on the November 16 Senate agenda. Open for discussion.

Question: Why are the changes necessary? Why can't the committee just complete a cursory evaluation?

Response: The committee doesn't feel they can make this change.

Question: Are there written rules that dictate the committee process?

Response: Yes, the rules state all applications will be reviewed.

Comment: Since the resolution came from the Personnel Committee, the full Senate should have the opportunity to review and comment.

Question: Does unanimously positive votes on line 33 include abstained votes?

Answer: Yes.

Comments: This change can cause departments and colleges to vote a certain way to force a review. In addition, an individual that may abstain due to a conflict might decide to vote positively to prevent the review because of his/her abstention.

Motion and second to place the resolution on a newly scheduled December 7 Senate meeting. Vote: All in favor; motion passes.

Resolution 2017-2018-8 Faculty Senate Bylaw Change, University Promotion and Tenure Committee - Membership

This resolution adds an elected representative among tenured professors overseen by the Office of Research (ORC) if the ORC is the primary tenure home for any tenure-line faculty.

Comment: We have been informed that the eighteen tenure and tenure-track faculty in the nanoscience center will be moving their tenure to different departments. When this happens, this change will only affect two faculty in the Institute of Simulation and Training. This resolution was probably written without that knowledge.

Motion and second to table the resolution. Open for discussion.

Question: The intent of the language is to add a faculty member from ORC every year, not just when a faculty member has applied for promotion or tenure.

Answer: This is correct, but if there were no applications, they would not need to attend.

Question: Provost, do you know if the nanoscience faculty will be moving to departments?

Answer: I think the point of the change is to give ORC faculty representation on the committee. He knows the faculty have had a discussion, but is not aware of the status of the process to redistribute their tenure into existing academic departments. This was precipitated by the Academic Guidelines and Structure passed last year.

Comment: An Ad Hoc Committee is working on definitions and recommendations regarding Centers and Institutes. There is no urgency on this resolution.

Motion and second to table the resolution .Vote: all in favor; motion passes.

Faculty & Staff Benefits Committee – Membership

In the committee's 2016-2017 annual report, the committee is requesting an A&P faculty member be added to the membership. The current membership includes 11 faculty, 7 USPS Staff, 2 retirees (1 faculty and 1 staff retiree).

Motion and second to change the bylaws to add one A&P employee to the committee membership. Vote: all in favor; motion passes.

Ad Hoc Committee – Undergraduate Curriculum Handbook

The Steering Committee has formed an Ad Hoc Committee through email requests to develop a handbook to communicate processes, structures, and rationales. Kevin Murphy, Richard Harrison, Nina Orlovskaya, Pavel Zemliansky, Kristen Schellhase, and Rosa Cintron make up the committee.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Nina Orlovskaya

The committee met yesterday and discussed the need for additional teaching assistants and support staff. Received data on graduate assistants and graduate research assistants by college. Learned of several fellowships available to students. The chair will invite resources from the colleges to answer additional questions. Briefly discussed the Travel Awards Program and the lack of funds. The average for the fund is \$31,000 to \$34,000 per year. Tracy Clark suggested that an Exceptional Budget Request might need to be submitted to request additional funding. Bill Self noted that right now Exceptional Budget requests go through a vice president. Bill has asked administration to allow the Faculty Senate the ability to submit requests although the change has not been completed yet.

Information Technology Committee – Joseph Harrington

The committee met October 23. Discussed teleconference and telecommunication technology; mostly personal devices. Skype for Business being pushed as a replacement to desk phones in the future. There were questions regarding the quality of Skype for Business. Skype for Business provides better quality than regular Skype. Some discussion on other meeting technology ranging from the phones in meeting rooms to google docs for collaborative editing. UCF has a policy against using google docs. Discussed unfunded IT mandates. Chris Vakhordjian, the Information Security Officer explained Multi-factor authentication. Many questions regarding why the Multi-factor authentication wasn't tested better to identify issues. Discussed teaching assistants required to complete the authentication and unable to register for classes due. Chuck Dziuban will be at the next meeting to discuss the Student Perception of Instruction (SPoI) response rate and collecting data.

Parking, Transportation and Safety Committee – Margaret Ann Zaho

No update available.

Personnel Committee – Linda Walters

Reminded the Steering Committee members of the Faculty and Family Fun Sunday event scheduled for November 12 from 12:30 – 3:00 p.m. at the Arboretum. The Senate office will send the information to the senators. The committee discussed the Emeritus policy and possibly changing the application timeline. Discovered other units working on modifications to the policy. Formed a sub-group to review all potential changes.

Graduate Council – Jim Moharam

Committees are meeting and conducting normal business.

Undergraduate Council – Kevin Murphy

Committee approved a curriculum flowchart that shows the process of curriculum changes. The committee members questioned why lab fees are not allowed. It is starting to impact courses with a lab with no means of supporting the lab. Dr. Self indicated that this is a Governor Scott initiative to keep student costs down across all State Universities. Also questioned UCF online course security in regards to student testing. Trying to create a testing center, but it would require an increase in student fees. The provost suggested checking with Tom Cavanaugh regarding individual proxy technology, which is free. The new budget model helps the colleges get discretionary money that to subsidize lab fees or a testing center.

OTHER BUSINESS

High Impact Educational Practices at UCF – Presentation

Dr. Dooley and Kim Schneider would like to make a presentation at the November 16 Senate meeting.

Motion and second to schedule the presentation for the November 16 Senate meeting.
Vote: all in favor; motion passes.

Faculty Salary Equity Study - Presentation

The presentation originally scheduled for the October Senate meeting was delayed. The presentation is scheduled for the November 16 meeting.

Governance in Academic Units Working Group

Now that Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance in Academic Units has been sent to the Senate, the working group is officially retired. Thanked Kevin Coffey for leading this effort and the other members including Damla Turgut, Richard Harrison, Joe Harrington, Bari Hoffman-Ruddy, and Nin Orlovskaya.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:20 p.m.

1 **Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and**
2 **Tenure Committee and Procedures**

3
4 **Whereas**, the university has, in recent years, markedly increased the number of tenure-line faculty
5 hired, resulting in an increase from 43 to 79 applications reviewed by the University Promotion and
6 Tenure committee between 2015-2016 and 2016-2017; and

7
8 **Whereas**, Faculty Excellence projects the University Promotion and Tenure committee’s caseload to
9 steadily increase to over 120 applications by 2020-2021; and

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11 **Whereas**, the University Promotion and Tenure Committee estimates the maximum number of
12 applications to review to be around 50 for a reasonable caseload; and

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14 **Whereas**, one of the primary roles of the University Promotion and Tenure Committee is to advise the
15 Provost about applications that have received conflicting evaluations and votes at earlier steps of the
16 review process; and

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18 **Whereas**, applications forwarded to the University Promotion and Tenure Committee having received
19 unanimous positive votes at all previous levels comprise a substantial percentage of the University and
20 Promotion Committee’s caseload (38 out of 79 in 2016-2017) and would not need this committee’s
21 evaluation of conflicting evaluations; and

22
23 **Whereas**, all applications between 2013-2017 that received unanimous positive votes at all levels
24 before the University Promotion and Tenure Committee review were approved by the Provost and UCF
25 BOT; and

26
27 **Whereas**, bypassing the University Promotion and Tenure Committee for all applications that have
28 received unanimous positive votes at all previous levels—that is, forwarding such cases directly from
29 the Dean’s review to the Provost—would enable the University committee to maintain a reasonable
30 workload and focus on applications that most need its evaluation; therefore

31
32 **Be it resolved** that, beginning in the 2018-2019 promotion and tenure cycle, all tenure-line promotion
33 and tenure cases that receive unanimously positive votes at all levels before the University Promotion
34 and Tenure Committee will bypass this committee and be forwarded directly from the Dean’s review
35 to the Provost. The Provost may still ask the University Promotion and Tenure Committee to review
36 any such tenure-line cases if he/she needs the committee’s advisement about them; and

37
38 **Be it further resolved** that the *Bylaws* of the *Faculty Constitution* be amended as follows:

39
40 Section VIII. Joint Committees and Councils

41 **University Promotion and Tenure Committee**

42 1. Duties and Responsibilities.

- 43 a. To review and evaluate all **assigned** applications for promotion and tenure and make
44 recommendations to the provost and executive vice president.

Approved by the Faculty Senate Steering Committee on November 2, 2017.