# Faculty Senate

Minutes of meeting Thursday, November 2, 2023, 3:00 – 5:00 p.m.

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

Zoom recorded link:
https://ucf.zoom.us/rec/share/ZzvVQf7rTerzXcmNDGDcPnYoG6_9piBczEGFATWcYo5m72w-0rsAmzYV7ZaSKt56.7p-_n4nnMp3B1KPP

Passcode: $WwY63Gf

1.  [00:00:17] Call to Order- 3:02 pm

    [00:00:38] Roll Call via Qualtrics: Faculty Senate Chair Stephen King, Vice Chair Keri Watson, Secretary Kristine Shrauger, and Acting Past Chair William Self were present. *(See meeting materials Attachment A for list of participants)*

2.  [00:01:10] Approval of Minutes of October 5th, 2023

    *   Minutes are approved as written.

3.  Recognition of in-person Guests:

    Mike Johnson, Provost
    Gerald Hector, Sr Vice President, Administration & Finance
    Paul Dosal, Senior Vice President for Student Success
    Joe Harrington, Interim Associate Vice President for Research
    Jana Jasinski, Vice Provost for Faculty Excellence
    Beau Case, Dean of Libraries
    Thomas Caswell, Associate Dean for Academic Engagement, University Libraries
    Rachel Vacek, Associate Dean for Technology & Digital Strategies, University Libraries
    Ying Zhang, Associate Dean, Collection Services & Resource Management, University Libraries
    Frank Allen, Senior Associate Director of Libraries
    Joe Adams, Senior Communications Director
    Colby Smith, Student Government Vice President

4.  [00:01:48] Announcements and Report of the Senate Chair – Stephen King

    Chair King spoke about

    *   The Board of Governors is meeting next week at UCF located at the Fairwinds Alumni Center. The UCF Board of Trustees will be meeting in two weeks, on November 16th in the Live Oak Event Center.
    *   The Office of Research and the Workday Team are looking for volunteers to test out a new PI Dashboard.
    *   Update on the status of the Faculty Senate with respect to the Florida Sunshine Law
    *   BOG Regulation 9.016 Prohibited Expenditures.

    *(For full report, please see attachment B.)*

5. [00:11:03] Report of the Provost- Provost Johnson
The provost spoke about

- Accolades, acknowledging awards, and sharing the Shanghai Rankings which show that Rosen College being nation's No. 1 hospitality school for the fourth year in a row.
- Changes in Leadership: Matt Hall, Vice President, and Chief Information Officer, announced he is leaving on November 15. UCF is in the process of getting started to find the next dynamic leaders for this position and for the dean of Rosen College.
- Improvements to help UCF reach its goal of preeminence include developing a new advising plan.
- SB266 regulations are still in draft form at this stage.

    *(For full report, please see attachment C)*

6. [00:57:16] Unfinished Business

7. [00:57:19] New Business
- Resolution 2023-2024-3 Bylaw Amendment: Commencement, Convocations, and Recognition Committee Membership was open for comment.

8. [00:59:09] Committee reports
- **B&A Committee**: Keri Watson, Chair of B&A Committee
- **IT Committee**: Joseph Kider report for Glenn Martin, Chair of IT Committee
- **Personnel Committee**: Karol Lucken, Chair of Personnel Committee
- **Research Committee**: Keri Watson report for Linda Walters, Chair of Research Council
- **Graduate Council**: Danny Seigler, Steering Liaison for Graduate Council
- **Undergraduate Council**: Jeff Kauffman, Chair of UPCC

    The senate heard reports from each of the committees.
    *(For full report, please see attachment D)*

9. [01:13:38] Campus Climate Report:
- Library Report on Deaccessioning of Periodicals and Monographs
    i)  Beau Case, Dean of University Libraries

    *(Discussion of questions provided in attachment E)*

10. Other Business
11. [01:51:25] Adjournment- 4:53pm


Respectfully submitted by


*Kristine J. Shrauger*    10/12/2023

Kristine J. Shrauger

Faculty Senate Secretary

# 2023-2024 Faculty Senate Attendance

| Last Name | First Name | Term | 04/20/23 | 09/07/23 | 10/05/23 | 11/02/23 | 12/07/23 | 01/18/24 | 02/15/24 | 03/14/24 | Total Meetings Attended |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **College of Arts and Humanities** | | | | | | | | | | | |
| Brown | James | 2022-2024 | 1 | 1 | | 1 | | | | | 3 |
| Cash | Mason | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Dieterle | Brandy | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Duarte | Esmeralda | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Gannon | Barbara | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Johnson | Emily | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Mack-Shelton | Kibibi | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Neal | Darlin' | 2023-2025 | 1 | 1 | | | | | | | 2 |
| Kourova | Alla | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Sousa | Sandra | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Tollefson | Kristina | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Watson | Keri | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Weishar | Peter | 2022-2024 | | 1 | 1 | | | | | | 2 |
| **College of Business Administration** | | | | | | | | | | | |
| Gallo | James | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Gatchev | Vladmimir | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Goldwater | Paul | 2023-2024 | | Sabbatical-Rosenthal Subbing | | | | | | | 0 |
| Rosenthal | Leigh | 2023-2024 | | 1 | 1 | 1 | | | | | 3 |
| Schmidbauer | Eric | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Butcher | Lonny | 2023-2024 | | 1 | 1 | 1 | | | | | 3 |
| Wang | Ze | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| **College of Community Innovation and Education** | | | | | | | | | | | |
| Ceballos | Marjorie | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Eadens | Daniel | 2023-2025 | 1 | 1 | 1 | | | | | | 3 |
| Hoffman | Bobby | 2022-2024 | 1 | 1 | | 1 | | | | | 3 |
| Lucken | Karol | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Meltzer | Brett | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Oetjen | Reid | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Olan | Elsie | 2023-2025 | | 1 | 1 | 1 | | | | | 3 |
| Seigler | Daniel | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Hundley | Gulnora | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| **College of Engineering and Computer Science** | | | | | | | | | | | |
| Boloni | Ladislau | 2023-2025 | 1 | 1 | 1 | | | | | | 3 |
| Coffey | Kevin | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Elshennawy | Ahmad | 2023-2025 | 1 | 1 | 1 | | | | | | 3 |
| Filler | Dennis | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Garibay | Ivan | 2023-2025 | 1 | 1 | | | | | | | 2 |
| Kauffman | Jeffrey | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Mansy | Hansen | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Pattanaik | Sumanta | 2022-2024 | 1 | Sabbatical- Stresau Subbing | | | | | | | 1 |
| Proctor | Michael | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Stresau | Kurt | 2023-2024 | | 1 | 1 | 1 | | | | | 2 |
| Tian | Tian | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| **College of Graduate Studies** | | | | | | | | | | | |
| Kider | Joseph | 2022-2024 | | 1 | 1 | 1 | | | | | 3 |
| Martin | Glenn | 2022-2024 | 1 | 1 | 1 | | | | | | 3 |
| **College of Health Professions and Sciences** | | | | | | | | | | | |
| Lopez Castillo | Humberto | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Vanryckeghem | Martine | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Wells | Adam | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Yalim | Asli | 2022-2024 | 1 | 1 | | 1 | | | | | 3 |

*Summer meetings do not count for or against a senator's attendance

2023-2024 Faculty Senate Attendance

| Last Name | First Name | Term | 04/20/23 | 09/07/23 | 10/05/23 | 11/02/23 | 12/07/23 | 01/18/24 | 02/15/24 | 03/14/24 | Total Meetings Attended |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **College of Medicine** | | | | | | | | | | | |
| Chai | Karl | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Chiarelli | Tina | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Harris | David | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Kay | Denise | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| King | Stephen | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Lambert | Stephen | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Roy | Herve | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| **College of Nursing** | | | | | | | | | | | |
| D'Amato-Kubiet | Leslee | 2022-2024 | | 1 | 1 | 1 | | | | | 3 |
| Guido-Sanz | Francisco | 2022-2024 | | 1 | 1 | 1 | | | | | 3 |
| **College of Optics and Photonics** | | | | | | | | | | | |
| Amezcua Correa | Rodrigo | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Schulzgen | Axel | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| **College of Sciences** | | | | | | | | | | | |
| Callaghan | Michael | 2022-2024 | 1 | 1 | 1 | | | | | | 3 |
| Koszulinski | Georg | 2023-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Donley | Amy | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Dusseau | Michelle | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Velisssaris | Christos | 2023-2024 | 1 | 1 | | | | | | | 2 |
| Kuebler | Stephen | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Lapeyrouse | Nicole | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Marien | Daniel | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Mosher | Matthew | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Schulte | Alfons | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Shuai | Zhisheng | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Uddin | Nizam | 2022-2024 | | 1 | 1 | 1 | | | | | 3 |
| Walters | Linda | 2023-2025 | 1 | 1 | 1 | | | | | | 3 |
| Zaman | Widaad | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Zou | Shengli | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| **Rosen College of Hospitality Management** | | | | | | | | | | | |
| Baker | Carissa | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| Judy | Jonathan (Jay) | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Semrad | Kelly | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| **University Libraries** | | | | | | | | | | | |
| Murphey | Missy | 2022-2024 | 1 | 1 | 1 | 1 | | | | | 4 |
| Shrauger | Kristine | 2023-2025 | 1 | 1 | 1 | 1 | | | | | 4 |
| **Total Present** | | | 67 | 75 | 69 | 65 | 0 | 0 | 0 | 0 | |

*Summer meetings do not count for or against a senator's attendance

**November 2nd senate chair announcements and report**

**My first announcement** is about the Board of Governors:
The Board of Governors will be meeting next week at UCF.   On Wednesday the 8th there will be a Trustee summit in the Pegasus Ballroom downstairs with Trustees from all 12 SUS institutions present.  On Thursday the 9th, the Board of Governors will be meeting in the Fairwinds Alumni Center to have committee meetings followed by a meeting of the full Board.  The agenda is still somewhat fluid, so I am not yet sure what will be discussed at the individual committee meetings or for the full Board.   The Board of Governors meeting are open to the public, so you are welcome to attend and see how the SUS is governed.

**My next announcement** is about the Board of Trustees.  The UCF Board of Trustees will be meeting in two weeks, on November 16th in the Live Oaks Center.  As with the BOG, the Board of Trustees committee meetings and full board meeting are open to the public and you are welcome to attend and see how decisions are made at UCF that impact all of us.

**Workday announcement**:  The office of Research and the Workday Team are looking for volunteers to test out a new PI Dashboard.  I want to thank those that have already agreed to help, but we need more faculty to take part.   If you or someone from your department are interested, please either reach out to the senate office, or to Joe Harrington for more information.

I want to make a plug here.   It is very easy to say that the administration is not including the faculty voice and view-point in key decisions like in Workday…well here's your chance to be heard before the next PI Dashboard comes out!

**I'll give my report of the Chair** starting with an update on the status of the Faculty Senate with respect to the Florida Sunshine Law

I'll start by getting us all on the same page: I have an excerpt from the website maintained by the state Attorney General on the Florida Sunshine law that I'd like to share:

*Florida's Government-in-the-Sunshine law provides a right of access to* **governmental** *proceedings at both the state and local levels. It applies to any gathering* **of two or more members** *of the* **same board** *to discuss some matter which will foreseeably* **come before that board for action***.*

Now what does this mean for the senate?
The Sunshine law applies to the body that makes decisions that affect the broader community.   It's **the Board of Trustees** that decides things for UCF and the broader community, not the Senate.

To be clear: the Senate is **not a board or commission** and we are only advisory in each of our actions.  The Senate is involved in internal governance of ourselves, which does not affect the broader community.   Even actions we take to approve curriculum or courses are only advisory to the provost.

So, let's go into specifics of the Sunshine Law and **what we are NOT required** to do.

Because we are not under the Sunshine Law, our Faculty Senate and committee meetings **are NOT required** to be open to the public, although we do open them to the UCF community and the public as our own choice,

Further, we are **not required** to allow any member of the public to speak at our meetings…our constitution and bylaws state that faculty have the right to speak, the SGA vice president has the right to speak for students, and administrators or other persons with specific knowledge **can be invited by the chair** to speak.
But others that attend will not be recognized to speak without the prior knowledge of the chair

We also are **NOT required** to have open voting for every vote, instead we can have secret ballots for officer elections, for example.

Finally, we are **not required** to allow others to record our meetings.   The senate can decide to record our meetings **if we wish**, and we can **restrict others** from making their own recordings.  If we do record meetings, we are required to keep those recordings for a certain length of time.  I will be writing details about this up and sharing this information with all of our senate committees for their understanding and record keeping.

**The second topic of my chair report** is a rather somber declaration that in early October, the BOG released a draft Regulation that will affect many faculty and students across campus.   This is BOG Regulation 9.016 Prohibited Expenditures, which was a part of SB 266, passed in the most recent legislative session.  This regulation basically outlaws any monies spent on Diversity Equity and Inclusion at any SUS campus, with incredibly strict definitions, and had no exception for state or federal grants, including NSF grants.

The BOG requested feedback from each University on that draft Regulation by October 20th.  I had our Faculty Senate Steering committee as well as our Faculty Senate Government Relations committee examine the draft Regulation, and provide feedback to me, which I then collated and forwarded to President Cartwright and his team.

I just looked last night and the BOG has this Regulation on the agenda, and the BOG also posted an updated version of the Regulation that will be discussed and likely approved next week.

One change of note from the earlier draft that I want to share is that …As far as I can tell!... the current version of the regulation has a better view of grants that will not be as restrictive as the original draft regulation.  This was a major point that we raised in steering and that I sent along to President Cartwright and to be given to the BOG.  I am relieved that change was made, but the **but the overall impact** of the regulation has only been shifted slightly.

If the BOG does approve this or a similar draft version of the Regulation next week, it will go out to comment from the public.  I am already working with others to have a resolution ready for consideration to address the regulation at that time it is posted for public comment. I will keep everyone posted on this critical topic.

# Provost Michael Johnson's report to the Faculty Senate

Thursday, November 2, 2023 | 3 to 5 p.m.
Charge On Chamber, Room 340, Student Union

- The provost's update covered his items and those President Cartwright would have covered had he been able to attend.

## Accolades

- Provost Johnson congratulated the 15 winners of this year's Luminary awards and Pegasus Professor Talat Rahman and guest faculty member and alumnus Jason Eichenholz for earning induction into the Academy of Science, Engineering and Medicine of Florida. He also noted the latest *Shanghai Rankings* rate the Rosen College of Hospitality Management as the nation's No. 1 hospitality school for the fourth year in a row and again among the Top 5 programs in the world. He congratulated the Rosen faculty and all others who make this level of excellence possible.

## Leadership updates

- Johnson said Matt Hall, Vice President and Chief Information Officer, announced he is leaving on November 15 to join Texas State University as its CIO. With this position and the dean of the Rosen College opening, UCF is in the process of getting started to find the next dynamic leaders for these crucial roles, the provost said.

## New advising model

- The provost said UCF announced this week a transition to a new model for professional academic advising and coaching to speed up student success improvements and help UCF reach its goal of preeminence.
- The new model centralizes most professional undergraduate academic advising and coaching under the Division of Student Success and Well-Being. Advisors will continue to serve and reside in their current colleges, utilizing their local knowledge.
- He said the new structure is also designed to standardize a focus on active student support across the university. It also aligns the use of technologies to help with mapping, communication, and tracking.
- The goal is to have the new structure and associated training in place by March to benefit students heading into orientation for summer and fall 2024. These changes are a significant investment in student success – $3.5 million received this year in increased student performance funds.

- These funds will be invested into a more competitive pay structure for advisors, to make us competitive for talent, as well as adding new positions, he said.

**SB 266**
- Johnson said state universities have been anticipating guidance on the implementation of SB 266 passed earlier this year by the Legislature. The legislation has many parts that require regulations from the BOG before implementation. The BOG is leading off with a draft regulation on the DEI portion, he said.
- An initial draft has been posted online and will be addressed by the BOG at its meetings next week at UCF. Once approved by the BOG for public notice, a formal public comment period will begin.
- Johnson said the regulation could be approved as soon as the BOG's next meeting in late January to go into effect shortly after. He said UCF is still reviewing the proposal for questions and feedback to the BOG. It was unclear, he said, how the regulation might or might not affect curriculum or research. Johnson said he would share more later as UCF learned more.

**Strategic planning**
- Johnson said UCF is developing an approach to planning for each college and administrative unit to help ensure the university is moving as rapidly as possible to meet the goals of the strategic plan, including making appropriate investments at college and unit levels. More details are coming as they unfold.
- Johnson concluded by answering questions from the senators.

# Resolution 2023-2024-3
## Bylaws Amendment Resolution
## Commencements, Convocations and Recognition Committee Membership

**Whereas**, the Commencements, Convocations and Recognition Committee duties and responsibilities include, amongst other things, evaluation for emeritus status, honorary degrees, posthumous degrees, and other related awards; and

**Whereas**, the Commencements, Convocations and Recognition Committee was first established when the only faculty in the Faculty Senate and the only faculty eligible for emeritus status were tenured faculty; and

**Whereas**, non-tenure track faculty are now eligible to serve as senators of the faculty senate and are also eligible for the award of emeritus status; and

**Whereas**, the experience of a broad array of faculty is beneficial to understanding the full range of the duties and responsibilities of the Commencements, Convocations and Recognition Committee; therefore

**Be it Resolved**, to amend the Faculty Bylaws to remove the Commencements, Convocations and Recognition Committee membership requirement that faculty from the academic units must be tenured; and

**Be it Further Resolved**, to amend the Membership section of the Faculty Bylaws of the Commencements, Convocations and Recognition Committee to state *"The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees, (in consultation with the president), two students selected by the president of the Student Government Association (in consultation with the president) and the president and the provost and vice president for Academic Affairs or their designees. All faculty committee members must be faculty holding the rank of associate professor or professor, associate or senior instructor, associate or senior lecturer, associate or university librarian, or associate or senior instructional designer. The president (or designee) shall identify other ex officio members. The chair is appointed annually by the president from the faculty membership. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year. "*

# COMMENCEMENTS, CONVOCATIONS, AND RECOGNITION COMMITTEE

## CURRENT

The committee shall consist of one ~~tenured~~ faculty member from each academic unit~~, and one Associate or University Librarian~~ selected by the Committee on Committees (in consultation with the president), two students selected by the president of the Student Government Association (in consultation with the president) and the president and the provost and vice president for Academic Affairs or their designees. The president (or designee) shall identify other ex officio members. The chair is appointed annually by the president from the faculty membership. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

## PROPOSED

The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees, (in consultation with the president), two students selected by the president of the Student Government Association (in consultation with the president) and the president and the provost and vice president for Academic Affairs or their designees. All faculty committee members must be faculty holding the rank of associate professor or professor, associate or senior instructor, associate or senior lecturer, associate or university librarian, or associate or senior instructional designer. The president (or designee) shall identify other ex officio members. The chair is appointed annually by the president from the faculty membership. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

**B&A Committee Report:**

The Budget and Administrative Committee was charged by Chair King on August 23. We had our first full committee meeting on September 6.

At the September 6 meeting, we discussed the 7 topics assigned to us by Steering. A recommendation was made to combine foreign influence screening procedures and practices, reducing time to hire faculty/staff, and mapping hiring procedures and practices into one topic so they can be addressed simultaneously. We formed an HR subcommittee to lead the efforts in these areas.

Issues regarding the distribution of summer pay were raised. Concerns included: the process, the communication of the new process, and the ethics of getting paid ahead of the work period and then getting paid less during the actual summer contract. Those who worked a 6-week summer session felt like they were paid less, and this may influence their decision to teach again in the summer. 1.0 Summer FTE faculty did not like the lack of continuity between paychecks.

VP Gerald Hector gave a "Dollars and Sense" presentation. He noted that the state has provided a budget to the university, which must be voted on by the board. He also noted that the topics steered to BA are being addressed by the administration. Specifically, there is an ongoing review of HR hiring process with the goal of identifying bottlenecks in the hiring process and determining a reasonable time to hire for specific positions.

We will meet again on October 4. VP Hector is scheduled to present the FY24 budget.


**I.T Committee Report:**

Summary for meeting of Tuesday, September 26, 2023, 3:00 p.m.

Committee met for about an hour. Largely continued discussion on the use of Artificial Intelligence for research including competency of faculty (do they all know what AI can offer?), AI as a disruptor, potential uses in research, and concerns (plagiarism, job security, data use). Dr. Kevin Yee from FCTL attended as a guest to review and comment based on his perspectives. Discussion of AI tools "in the common good" was included and licensing concerns.


**Personnel Committee Report:**

The committee forwarded to Jana Jasinski recommendations for edits and revisions to the draft of the Joint/Secondary Faculty Appointment policy. The draft was prepared by Faculty Excellence. Participation on the subcommittee for the Evaluation of Teaching/SPIs was reaffirmed, with Matthew Mosher agreeing to serve as chair. The subcommittee was instructed to work with the FCTL Advisory Committee and have already sent up a joint meeting. A second 2-person subcommittee was formed to address UCF's participation in the Big 12 Conference Faculty Fellowship Program. The purpose of the subcommittee is to select two models based on other university programs, recommend changes as

needed and bring the recommendations to the full committee. Discussion was also had on the resubmission of the Faculty Involvement in Hiring Resolution. Current efforts on this front involve finding out what information about unit search meetings and minutes are publicly posted and when and where. Finally, concerns were raised about the privacy of information associated with Interfolio and all other UCF vendors that maintain personal data.

**Research Council Report:**

Here is the blurb:

The tech team working with OR on WorkDay implementation for grant administration demonstrated several tools:

1. How to generate an Award Budget position report. These reports are available now on Workday; the IT team is working on minor improvements for ease of use.
2. The PI Dashboard on Workday. PIs can customize the dashboard to show information they need. This includes: Grant budget summary, payroll reports, gift and designation reports, and 90-day closeout awards. "Help" buttons are built into the dashboard.
3. PowerBI, a platform that enables greater data accessibility from a historical trend perspective. Power BI will be designed for use by managers, not necessarily PIs. It provides historical records for awards in a visual manner (graphs). Within the next year, the tech team will be asking faculty for input to help design this platform.

Dr. Harrington is seeking volunteers to pilot test and provide feedback on features of (1) and (2). This is an opportunity for PIs to have the reports and dashboard they want.

**Undergraduate Council Report:**

On Tuesday, 10 October, the UCRC held its monthly meeting. During that time, 1 Consent Agenda and 3 Action Agenda items were approved. The UPCC met on Tuesday, 17 October. During the meeting, the SGA presented their resolution to create a policy that would excuse student absences to vote in local, state, and federal elections and Dean Case presented details on the Leganto implementation into Web courses and how it will save students money on textbook / course materials costs. In addition, the committee discussed the following:

* The value of sharing draft policies with Senate to get additional input.

* An upcoming proposal from Undergrad Studies in November that would remove the C-, D+, and D- from the university grading scale.

* The role of the UPCC in UCF's curricular agreements with other institutions; Harrison Oonge (Undergrad Studies) will be invited to future meeting to provide more information.

* AI usage in teaching

**Graduate Council Report:**

The Graduate Council Program Review and Award Committee met on Friday, September 15th and approved the Master of Science and Health Sciences Proposal.

Also, the Graduate Appeals Committee continues to meet each month before the Faculty Senate meeting, and so far, we have heard over 20 cases this semester.

**Questions raised by Senators in preparation of the Library Deaccessioning Report**

**Overall Scope of the Project**
1   What is the total number of holdings in the entire library (physical versus electronic)?
2   Do Research 1 libraries have a number of physical books or periodicals required or expected to be in their library?
3   What are the steps required to deaccession a single book?  Which of these steps are required by law or regulation?
4   What are the total   *external*  costs for every step of the deaccessioning of the 4th floor?
5   Pictures have been circulated of reference books with large X's over the call numbers.   Are these part of the deaccessioning process?
6   When will the deaccessioning process begin, when will it be ramped up to full speeed, and when does it need to finish by?
7   What number of items need to be removed in the deaccessioning to make the space needed for renovations?
8   Of the items on the 4th floor, what number (or linear feet, or similar measure) can go elsewhere in the library and what number needs to be removed?
9   What would the estimated cost be of temporary offsite storage of ~50% or 100% of the 4th floor items for a 2 year period?
10  Would there be room for any offsite material to return to the library after renovations are complete?
11  According to fire codes, what is the current max occupancy for the building, and what will the max occupancy be after 4th floor renovation?
12  Have the UCF president and/or provost approved the deaccessioning plans and do they feel these plans support the research infrastructure investments in the UCF Strategic Plan?  .

**ARC**
13  Instead of renovating the 4th floor, why don't we complete aisles 4 and 5 of the ARC, thus increasing the capacity of the library.  The 4th floor could be renovated afterwards.
14  Since we are not purchasing additional robotic access, how much extra space do we have in the ARC and what will the extra space in the ARC be used for?
15  What number of books will need to removed from the ARC to make room for new books coming in from the 4th floor?
16  What books or items will be in the non-robotic ARC space?

**Donating Periodicals or Books**
17  Can UCF departmental libraries accept or adopt books if no on else wants them? What about government docs? Periodicals?  If not…then why not?
18  Why can't items be donated or given to faculty or departments?   What would the cost be to donate items in terms of space needed, time, personnel, and money?

**Details of  Deaccession Criteria**
19  Are any of the books being removed having this happen since they are "banned" due to their topic?"
20  Library materials that support existing classes are identified via library impact reports when the courses are generated.  Will any of these materials be removed?
21  How many items to be deaccessioned have not been checked out in 10 years?  20 years? 30 years?
22  How do you identify items that are not checked out, but are browsed and returned, so still in "usage" without being checked out from the library?
23  What number of usages per item are needed to keep it?
24  What number of STEM items will be removed?  What number of non-STEM will be removed?
25  What call numbers are considered STEM.  Are only those call numbers being held to the formula based on a number of 3 or less checkouts in the last ten years for possible removal?  .
26  If we have 10 editions of a book, which editions would we keep during deaccessioning?  The 1st edition, the most recent edition, or another plan?

**Virtual Access**
27  For current year journal and book acquisition, what % of our purchases are physical copies and what % are only virtual access?
28  How many of our physical books/items do we also have electronic access for?
29  What % of deaccessioned material will have permanent virtual access versus temporary virtual access?
30  How permanent is permannent access in the virtual book world?
31  For all the older journals being removed, what % will have permanent virtual access, and what % have temporary virtual access?
32  If we have less physical books, we can expect more interlibrary loan requests. Will we need extra librarians to handle the expected increased volume ?

**Communication**
33  How can faculty see a list of what is to be donated or removed? If no list is being provided to faculty, why not?
34  Where have the plans for the removal of items from the library been shared with faculty in a way to allow feedback from faculty?
35  What aspects of the deaccessioning plan could be altered based on the conversation here today and other consultations with faculty?
36  What does it mean when you said you consulted faculty?   Which faculty did you consult with? Was the interaction a consultation or just infomration about the impending process?  .
37  If faculty are not being consulted on a case by case basis before removal, in what way are faculty being consulted?
38  Have Librarians been able to inform or consult with campus faculty about the deaccessioning process?

**UCF Libraries facts and figures**
**Faculty Senate meeting, 11/2/2023**


4th floor deaccessioning project

What stays:

- See our collection policy: https://library.ucf.edu/about/policies/collections/
- All arts and humanities books will be retained and will move to the 1st and 2nd floors;
- STEM books acquired (by purchase, gift, or otherwise) 2012–present will be retained and will move to the 1st and 2nd floors, or to the ARC;
- STEM books acquired prior to 2012 having at least three uses (i.e., checked out), will be retained and will move to the 1st and 2nd floors, or to the ARC;
- Print art journals
- Print scholarly journals in other disciplines without a stable and reliable online version (e.g., JSTOR) will be retained and will move to the 1st and 2nd floors, or to the ARC.

What is subject to deaccession:

- Print scholarly journals, excluding art, with stable and reliable online versions (e.g., JSTOR);
- STEM books acquired prior to 2012 with less than 3 uses;
- See American Library Association statement on collection management in academic libraries:


Circulation—physical materials, all UCF Libraries

|  | **2002** | **2012** | **2018** | **2020** | **2022** |
|---|---|---|---|---|---|
| **Undergraduates** | 259,758 | 248,977 | 197,896 | 63,503 | 25,593 |
| **Graduates** | 122,390 | 84,006 | 46,341 | 22,175 | 5,071 |
| **Faculty** | 33,716 | 29,741 | 25,746 | 23,560 | 12,314 |
| **Staff, alumni, public** | 47,481 | 29,240 | 13,366 | 8,293 | 3,189 |
| **ILL, other** | 15,373 | 17,224 | 14,330 | 13,111 | 7,111 |
| **TOTAL** | 478,718 | 409,188 | 297,679 | 130,642 | 53,278 |

E-books downloads

| **2002** | **2012** | **2018** | **2020** | **2022** |
|---|---|---|---|---|
| unavailable | 33,888 | 22,845 | 151,286 | 232,760 |

Acquisitions spend

|  | **2002** | **2012** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023 est.** |
|---|---|---|---|---|---|---|---|---|---|
|  | $5.3M | $6.5M | $7.5M | $7.5M | $7.3M | $7.2M | $7.5M | $7.1M | $7.4M |
| **3% inflation** |  |  |  |  |  |  |  | **$9.6M*** |  |

*figure we would need to keep up with inflation over 20 year period.

Print books added, all UCF Libraries

1969: 20,000
1973: 20,000
1993: 19,000—decline begins this year
2013: 16,000
2020: 15,000
2021: 11,000
2022: 7,000
2023: 4,000 (est.)

Holdings, all UCF Libraries

1,723,117 physical items
    1,166,485 print books
1,632,568 online titles

Hitt 4th floor holdings

394,161 items
    156,194 STEM books
    155,219 arts & humanities books
    82,748 journal volumes

Hitt 4th floor Library of Congress call numbers

- M (music)
- N (art)
- P (language and literature)
- Q (physical sciences)
- T (engineering and computer science)  TR (photography)
- U and V (military science)
- Z (library science)

ARC holdings

779,395 items in ARC
110,000 free space