

MEMORANDUM

Date: October 27, 2016
TO: Members of the Steering Committee
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on November 3, 2016**

Meeting Date: Thursday, November 3, 2016
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: **Student Union Pensacola Board room 222**

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *September 8, 2016***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Foundation of Excellence (FoE) Update – *Dr. Jennifer Sumner*
 - 50th Anniversary of the Faculty Senate
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Nina Orlovskaya*
 - Parking Advisory Committee – *Bari Hoffman-Ruddy*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Minutes of September 8, 2016

Keith Koons, chair, called the meeting to order at 4:01 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of August 11, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Tracy Clark, Associate Vice President for Finance and Controller, and Associate Vice President Academic Affairs Budget, Planning, and Administration

Christina Tant, Director of University Budget, Finance & Accounting

Paige Borden, Associate Provost, Academic Program Quality and Associate Vice President, Institutional Knowledge Management

Cynthia Young, Vice Provost, Faculty Excellence and International Affairs and Global Strategies

Kristy McAllister, Coordinator, Academic Affairs Information and Publication Services

ANNOUNCEMENTS

All operational and curricular committees have elected chairs and are already meeting. The fixed times are generally working with the exception of a few course conflicts and a couple of committees that would like to extend the meeting time.

The Office of Faculty Excellence is establishing a Faculty Excellence Advisory Council. They are requesting a faculty member from the Steering Committee to participate. The council seat is a one year term. Bari Hoffman-Ruddy and Nina Orlovskaya both volunteered.

OLD BUSINESS

None.

REPORT OF THE PROVOST

No report.

NEW BUSINESS

Approval of TIP, RIA, and SoTL Documents

The Steering committee can only change dates; we cannot change the substance of the awards. Motion and second made to approve date changes. Motion passes.

Budget Model Presentation

Dr. Koons introduced Tracy Clark and Christina Tant. A mock distribution example was distributed. A year ago, the provost established a workgroup to develop a college budget model that would distribute incremental new funding to the colleges in a predictable and

transparent manner. The workgroup consisted of two deans, a college budget director, Tracy Clark, Christina Tant, Lynn Gonzalez, and ACE Fellow Lisa Jones. The workgroup was given a deadline of June 30. The model will allocate incremental tuition funding, state appropriations, and performance funding. Pre-eminent funding will continue to be allocated by the University Budget Committee. Stressed “quality” and not chasing dollars. Emphasized that previous funding is not being re-allocated and the distributions are managed by each college. The allocations are driven by workload, incentive funding, and strategic priorities.

Workload is calculated by the increase or decrease in SCH and is allocated by 70% for each undergraduate SCH increase/decrease and 100% of each graduate SCH increase/decrease. The allocation is reflected by the teaching assignment to support interdisciplinary collaboration and help the colleges support workload. This includes funded and unfunded SCH. To reduce the impact on colleges, the allocation is distributed over two years. It was noted that the Burnett School of Biomedical Sciences is listed and not the College of Medicine as a whole since the legislature created a separate budget entity for the college and receives separate state appropriations and own tuition.

Incentive funding is allocated by degree efficiency, endowed faculty support, and growth in research awards which aligns with the strategic plan. The total dollar amount available to allocate is from the growth in out-of-state fees offset by waivers and other fees. Degree efficiency is allocated to the top five colleges based on the beginning of the year base budget (number of degrees awarded in a given year, divided by the number of majors in a college with 60 or more credit hours). Points are given for excellence (how close a college gets to the perfect calculation of 50) and for improvement. For endowed faculty support, when new endowments are created (starting this fiscal year) 4% (based on the earning with the foundation) of the endowment received is distributed. The types of endowments include: fellowships, professorships, chairs, and university chairs. The lowest level of endowment that counts is \$500,000. This allows the college to support the endowment as the money is received instead of waiting until the endowment is fully funded which can take years. Research growth is allocated to the top five colleges based on the share of the top five’s total increase in research awards. There are no penalties for decreases, but a minimum increase of \$350,000 is required to compete for the top five spots. The College of Medicine is included in the endowment and research growth categories.

Question: How is the \$350,000 increase in research awards calculated?

Answer: The total award amount, not counting expenditures.

Question: It’s understandable that we can’t re-balance the allocations, but some departments are upside down. Is there a way to appeal funding?

Answer: Colleges can submit an exceptional funding request through the dean, then academic affairs. If not funded at these levels, the request may be approved for submission to the University Budget Committee.

Strategic investments are funds distributed to colleges by the provost for a new program, initiative, or cross subsidies guided by the strategic plan. This doesn't include the Cluster Hire program, which is funded through performance funding.

The implementation timeline was reviewed. The first workload funding distribution will occur July 1, 2017 with the first incentive funding distribution occurring in October or November of 2017.

Question: The provost has about 20% of the total incentive and strategic funding. When will the overall amount specified by metric be re-evaluated?

Answer: We will have to see. We are hoping the \$2 million between the metrics will stay the same, but endowments may go up or down. If there is no money from tuition to go to the strategic investment, the University Budget Committee might need to allocate.

Question regarding University Travel Award and underfunded and inability to apply.

Answer: Dr. Young informed the group that the funds, approximately \$33,000 are meant to supplement travel when the department and college has exhausted resources. The committee will be reviewing prior to the next cycle in the Spring semester.

Question: How many colleges are actually eligible for the research growth funding?

Answer: All but Rosen College qualified at some point within the last 5 years.

Question: Wouldn't it be better to award based on percent improvement instead of a set dollar amount?

Answer: The workgroup talked about it, but the metric is to support the pre-eminent research goal.

Dr. Koons thanked Tracy Clark and Christina Tant for the presentation.

COACHE Implementation Strategies

Dr. Koons introduced Cynthia Young. Dr. Young discussed the timeline of the COACHE survey launch, the priority-setting committee, and the strategy sub-committees. Based on the five priority areas for improvement, the sub-committees developed strategies for improvement. Prior to submitting the recommendations to administration, Dr. Young would like the Steering Committee to provide feedback and support since the COACHE survey stems from a Senate Resolution. The total annual direct costs for the strategies is \$230,000, which doesn't include personnel time or the three proposed Faculty Excellence COACHE related positions. The Faculty Excellence COACHE related positions are being requested as part of the 21 staff positions the provost announced being allocated to support faculty. The next cycle to take the survey again is in Spring 2018. Details and the provost report from COACHE can be found at <http://facultyexcellence.ucf.edu/coache/>.

[Item 8. Departmental Leadership: Departmental/unit by-laws]

Question: It's challenging and difficult to develop by-laws based on the governance structure passed down unless someone from the outside comes in to facilitate. Any thought to budget or resources for a facilitator?

Answer: One of the staff positions requested will reach out to external groups, peer departments and help facilitate. Dr. Koons pointed out that Resolution 2016-2017-9 Governance in Academic Units specifies departments must operate according to bylaws.

Question: What happens when it isn't followed?

Answer: If against University policy, there are clear steps to take. Absence of the policies is more difficult.

Comment: As a chair, I have no problem following the guidelines, the problem is getting the guidelines.

Response: We are instituting a Chairs Excellence Program to bring all the chairs together and discuss best practices and how to achieve.

Question: If the Senate resolution passes, Governance in Academic Units will be in the Senate Bylaws. Will there be an effort to put into policy?

Answer: Faculty Excellence's job is to make sure that when the provost indicates approval, the appropriate area will implement. Then if not followed, it becomes a leadership problem.

[Provost Report]

Question: What is the provost report mentioned on page 3.

Answer: This refers to the COACHE survey report given to the provost which can be found on the <http://facultyexcellence.ucf.edu/coache/> website.

[Item 3. Promotion: Require CPE for associate professors before they apply for promotion]

Question: Why more Cumulative Progress Evaluations (CPE)? It's stressful and extremely time consuming to produce a CPE every year.

Answer: This is a simplified, one-time, one-page CPE, which is essentially a vita highlighting accomplishments since being promoted to associate professor. What the subcommittee is still discussing is whether all long-time associate professors that don't want to be promoted to professor can be grandfathered and exempted from the CPE. The CPE could be mandated at least once prior to promotion any time after promotion to associate professor. The idea is to get good feedback on progression when the stakes are low. Although a CPE is required for promotion to associate professor, the CPE is not required to be submitted with the dossier for promotion to full professor.

Question: Why not change the name to something else?

Answer: The name is defined in the Collective Bargaining Agreement.

Comment: Faculty Excellence is going to a completely online system. The dossier will be able to automatically pull information.

Issues brought up for more thought: Departments with no full professors, who evaluates? What about chairs that are associate professors going up for full professor, who evaluates?

Question: As a co-chair, it's disappointing that the final decisions were made in the summer when not on contract. Not sure how this was submitted as many of the items do not appear.

Answer: The group did come together as co-chairs. Some of the items on the list are Article 17 items in the Collective Bargaining Agreement. Other items are being worked on and the document does not reflect that.

Motion and second made to endorse the COACHE Implementation Strategies Executive Summary. Vote: All in favor, endorsement passes. Dr. Koons asked members if the strategies need to go to the Senate. Consensus was no, but would suggest sending the strategies to the senators so they know the status. Strategies will be emailed to the senators as an information item, indicating that the Steering Committee endorsed the strategies after discussion with Dr. Young.

Question: How will this be communicated to the faculty at-large?

Answer: We are working on a communications plan. The Faculty Excellence newsletter is now monthly and will have a COACHE update. In addition, we will communicate with the chairs group.

Dr. Young commented that the six credit hour benefit (Employee Tuition Free Course Enrollment) was approved by the Board of Trustees, but denied by the Board of Governors. Legal Counsel was able to put together language that the Board of Governors approved. The regulation is scheduled for Board of Trustee approval September 15. We are on schedule for all employees to have the benefit by Spring 2017, allowing an employee to transfer the six credit hours to a spouse or dependent under age 26. The Center for Success of Women Faculty is assisting Faculty Excellence in developing a frequently asked questions document for tuition waivers. We have two pages so far, requested help in identifying questions to add to the list. Email Linda Walters with questions.

Question: How much did it cost to join COACHE for the survey? Surprised that the strategies direct costs are so low. Just wondering if the cost of the survey is more than the cost of improvements.

Answer: The participation fee was \$31,500 with an additional \$15,000 to survey instructor and lecturers for a total of \$46,500.

LIAISON COMMITTEE REPORTS

Budget and Administrative – Nina Orlovskaya

Held initial meeting to elect a chair.

Parking Advisory Committee – Bari Hoffman-Ruddy

Met August 29 to elect a chair and selected two members to participate on the University Parking and Transportation Committee. Topic to be discussed came from the COACHE survey regarding faculty parking fees and not aligning other universities and how the cost of our decals compare. Also plan to discuss the priority for downtown campus parking in addition to the College of Medicine.

Personnel Committee – Linda Walters

Committee met and elected Stephen King from the College of Medicine chair.

Graduate Council – Jim Moharam

No report.

Undergraduate Council – Kelly Allred

No report.

OTHER BUSINESS

Linda Walters updated Fall activities offered by the Center for Success of Women Faculty. We have an online faculty fitness challenge to encourage activity and promote career life balance. So far, 107 people have joined. Contact Fran Ragsdale for a registration form. You will get a weekly google form to complete and submit to determine if you are meeting your goals. A weekly raffle is held for those meeting weekly goals to win fresh produce from the campus garden. If you meet your semester goals, you will be entered into a raffle to have lunch with a mystery guest. The fitness challenge is open for friends and family.

Also holding three Sunday events this semester called Faculty and Family Fun Sundays to get faculty together outside of a conference room. The first event is September 11 from 12:30 – 3:00 p.m. at the UCF Arboretum/Community Garden. Please contact Linda Walters for flyers.

Dr. Koons reminded everyone of the following dates:

Tuesday, September 20 – State of the University

Thursday, September 22 – Senate Meeting with Greg Schuckman on federal research.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:45 p.m.