

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of October 11, 2018**

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

MINUTES

Motion to approve the minutes of September 20, 2018 was made and seconded. Motion and second to amend the third question and answer on page 6 to include a note clarifying STARS. The minutes were approved as amended.

RECOGNITION OF GUESTS

Barbara Fritzsche, Associate Dean, College of Graduate Studies

Deborah Christian, Academic Progress and Student Services, College of Graduate Studies

Jana Jasinski, Vice Provost for Faculty Excellence

Brian Boyd, University Registrar, Registrar's Office

ANNOUNCEMENTS

Dr. Self congratulated Bari Hoffman Ruddy on receiving a Luminary Award that recognizes faculty members across all disciplines for being academic leaders in their field and conducting work that has a significant impact on the world.

The Board of Trustees previously approved the UCF Downtown project as a whole. In an abundance of transparency, a Board of Trustees Finance and Facilities meeting was held last week to approve the individual components of UCF Downtown followed by approval of the Board of Trustees. There were some good questions regarding process and two projects were not previously presented to the board in the same level of detail as other projects.

A member asked about the demolition of the old Colbourn Hall. Dr. Self indicated that the demolition and funding was previously approved. A member indicated that he heard that the sub-contractor withdrew from the project and must be rescheduled.

REPORT OF THE PROVOST

Vice Provost Jana Jasinski reporting for Provost Dooley.

Provost Forum

The first Provost Forum will be held November 6, 2018 from 10:00 a.m. – 12:00 p.m. in the Morgridge International Reading Center. The forum will focus on enhancing student success. The forum will include faculty and student insights regarding the importance of student success in reaching UCF goals and the challenges surrounding student success.

Department chairs and directors are encouraged to attend. The forum is led by Dr. Maribeth Ehasz, Dr. Jeff Jones, and Dr. Melody Bowdon.

Foundations of Excellence (FoE) Transfer Initiative

The John N. Gardner Institute will be on campus October 16 and October 17, 2018 for a follow-up consultation with a focus on undergraduate and first time in college student success. An open forum will be held October 16, 2018 from 10:00 a.m. – 11:00 a.m. in the Teaching Academy, room 117.

A member asked what is meant by student success? Dr. Self indicated that the answer is not clear. Raising this question at the open forum might provide a clearer answer. Brief discussion regarding the four-year graduation rate and identifying the reasons students don't graduate on-time. Dr. Self indicated that the consultants are reaching out to the associate deans and advising directors. Dr. Jasinski indicated that Dr. Maribeth Ehasz and Dr. Paige Borden are gathering data for the deans.

In response to a question, Dr. Self indicated that students would meet at the same open forum on October 16, 2018. Another question raised was how faculty and students that are unable to attend the forum can provide feedback. A comment was made that the university is given success criteria from the Florida Legislature tied to funding that doesn't necessarily correlate to the universities definition of success.

Luminary Awards

The award recognizes faculty making a difference. Their individual stories will be highlighted on the Office of Research website.

A member asked Dr. Jasinski to pass to the provost that there doesn't seem to be a website for the Council of Academic Vice Presidents (CAVP). The member was unable to locate a schedule of meetings, minutes, membership which seems to be covered under Sunshine law.

A member asked if we know who is paying for the forensic investigation. Dr. Self indicated that is still not known.

OLD BUSINESS

Motion and second to change the order of the agenda to present new business followed by old business. Vote: all in favor; motion passes.

UCF Policy, UCF Regulation, and Dean Policy Notification

Dr. Self explained that there are regulations by the Board of Governors which every university has to follow, Board of Trustees regulation at the university level, and the UCF policies committee that approves policies which two faculty members now serve. The deans have management rights to form policies within their academic units as long as it doesn't conflict with UCF Policy, BOT Regulation, BOG regulation, or the Collective Bargaining Agreement.

The deans and associate deans have been charged with developing department and college bylaws based on last year's approved resolution for Governance in Academic

Units which requires approval by the majority of the general faculty. The question of office hours or other issues should be in the bylaws. If there is push back from administration, the issue should be brought to the Steering Committee relating to the resolution. Faculty Excellence can serve as the mediator between disputes prior to submission.

Committee Bylaws for Eligibility Requirements

Dr. Self brought forward the discussion from the previous meeting regarding modifying the bylaws for specific committees to suggest or require specific knowledge, skills, or abilities in order to serve on a Senate operational or curricular committee. A Bylaws Ad Hoc Committee is still active which includes Bill Self, Michelle Kelley, Bari Hoffman Ruddy, and Keith Koons. Member comments included:

- Not discouraging a new assistant professor from learning and serving on specific committees.
- The question is of specific expertise in teaching a subject that would better serve a committee. Some colleges may not have the skill set needed or faculty that are interested in serving.
- We should have experts that have no affiliation with the university or committee to serve as experts to the committee members.
- Maybe the Senate just “prefers” faculty with certain experience. Response made that this would be a college preference versus a bylaw change.

A change in process needs to be made to solicit interest. Dr. Self noted that he has advocated for the dean or associate dean and the Committee on Committees member partner to solicit feedback. A member responded that they want to see more information for the faculty making the choice to serve and more assurance to the Committee on Committees member that the interest came from the faculty member and that every faculty member gets not just another email, but an email to do something. We need a system where faculty can get information about the committees with qualifications and availability to serve which requires resources. Dr. Self noted that this is a formal request to the chair of the Committee on Committees to look at how the committee functions to staff committees. Dr. Niekerk indicated that she distributed a qualtrics survey to all faculty to solicit interest in serving and held a vote for multiple nominees. The Committee on Committees representative had the final say in the appointment in consultation with the associate dean on split votes.

NEW BUSINESS

Resolution 2018-2019-6 Faculty Senate Bylaw Change, Graduate Appeals Committee Duties

This resolution was brought forward by the College of Graduate Studies to better communicate how the committee is assigned cases. Dr. Self introduced Dr. Barbara Fritzsche, Associate Dean with the College of Graduate Studies to speak on the rationale for the change. Dr. Fritzsche indicated the recommendations of the committee are advisory to the dean of the College of Graduate Studies and the final decision on appeals is made by the dean. The first duty of the committee implies all petitions are given to the Appeals Committee where Golden Rule appeals are only heard if referred to the

committee by the dean. Some appeals are complicated and need to be heard by the committee. Many petitions are straight forward in that if the appeal relates to miscommunication by the program the petitions are always approved. If the petition relates to a student challenging the 7-year rule that hasn't taken a course in seven years, the petitions are always denied. To reduce the workload on the committee, Graduate Studies is recommending that petitions are only heard by the Appeals committee if referred to the committee by the dean. The committee is seeing an increase in petitions and Golden Rule grievances. Grievances usually take the complete meeting time to hear.

Motion and second to place Resolution 2018-2019-6 Faculty Senate Bylaw Change, Graduate Appeals Committee Duties on the October 25 Senate agenda for 30-days review prior to discussion and vote. Open for discussion. Concern voiced that if petitions bypass the committee and the student doesn't agree with the outcome, there is no chance for the committee to hear the petition and the decision is final. Concern over one person having too much authority. Support voiced for bringing the resolution to the Senate floor and all concerns should be raised with a representative from Graduate Studies and Appeals Committee members in attendance to respond to questions and concerns. A member suggested adding to the first duty "or requested by the petitioner" to give the petitioner the ability to ask for a committee review. Dr. Fritzsche indicated that everyone would ask for the committee review. A member suggested that any petition that receives an initial denial would automatically go to the committee for review since nobody would appeal an approval. Dr. Fritzsche indicated that right now the committee deliberates and votes, the recommendations are given to the dean, then the dean makes the final decision. A member asked why there is no appeal to the outcome of a decision and another asked why we have committees if someone else makes the decision. Dr. Fritzsche indicated that the discussion in the committee often fleshes out details and the real issue. If a petition requires more information, the petition typically goes to the committee. Comment made that the promotion and tenure process bypasses the committee for all unanimous yes votes. In that process, the faculty member has the ability to respond at each step of the process. Discussion closed.

Vote: All opposed; motion fails.

Room Usage Guidelines

Dr. Self introduced Brian Boyd, University Registrar for a brief presentation on room usage guidelines. Mr. Boyd distributed a handout. Mr. Boyd indicated that several conversations were held over the summer to address classroom space and find ways to minimize student conflict in order to progress toward graduation. The guidelines regarding scheduling have been in place for a long time, we are just encouraging following the guidelines. Discussed the goals, the UCF Class Scheduling Model, and inefficient class scheduling example. The Registrar's Office is working with Ad Astra Information Systems regarding software and consulting regarding scheduling and facility usage. Discussed the consulting groups course offering opportunities for the university. The Registrar's Office has dashboard data that they are able to share with the deans, associate deans, and schedulers. Based on the consulting group and using the UCF Class Scheduling Model more effectively, UCF has the opportunity to reduce artificial barriers

with a 13% capacity improvement. Encouraging everyone to stick to the grid and for college schedulers to work toward an 80% capacity and assigning rooms based on the teaching and capacity needs of the class. The Registrar's Office centrally schedules the largest rooms on the main campus, Trevor Colbourn Hall, and UCF Downtown. The rest of the classrooms are somewhat decentralized in that the Registrar's Office pre-assigns the general purpose classrooms to the colleges based on the size category and the needs of each college. The colleges are then free to schedule the general purpose classrooms pre-assigned. A discussion ensued.

Question: What is our current capacity?

Answer: Mr. Boyd indicated that UCF's current enrollment capacity is 85% in aggregate. For each individual room, we would like to see 80% capacity. When looking at the 1000 or 2000 courses, we are at about 90% capacity.

Question: Are the media reports correct in that we have more students in a room than chairs and if so, how did this happen?

Answer: Mr. Boyd indicated that these instances are in the College of Business lecture capture courses where every student shows up the first couple of days which creates a capacity issue. The college is moving away from the modality of teaching.

Question: If the grid is followed for Monday, Wednesday, and Friday it would increase capacity. Will we need additional faculty to increase capacity?

Answer: Mr. Boyd indicated maybe, but we are talking about space availability. In some instances, like the 1000 and 2000 courses which are at 92% capacity, it may be due to lack of faculty availability but the study didn't address faculty availability.

Question: This issue was raised because it was communicated as a policy.

Answer: Room Usage has never been a policy. The scheduling grid has been in existence for many years. The college schedulers get a grid report every day. For some, the normal scheduling deviated from the grid and probably seemed new and used the term policy instead of guideline.

Question: Were the guidelines in consultation with faculty and students? Many students work and try to go to campus as little as possible. The guidelines will force students to go to campus at least twice a week.

Answer: Mr. Boyd indicated that ultimately, we don't want students harmed or graduation delayed by the way we schedule courses.

Question: Why isn't scheduling completely centralized?

Answer: Mr. Boyd indicated that we would have to reorganize the whole scheduling process if it was completely centralized.

Question: Have you considered different rooms on different days for the same class?

Answer: Yes, for different times on the different days.

Discussed different room and course combinations. Lack of reserved or available time for faculty meetings has been a big issue.

The software the Registrar's Office is purchasing has an optimizer and can optimize by zones. A lot of the data is based on Fall 17 and Spring 18 scheduling. A member commented that faculty teaching preferences are never honored in the contract and faculty aren't asked about teaching preferences. Dr. Self indicated that this is a chair and associate dean issue.

Question: Have you tried 75-minute blocks for all classes?

Answer: That would only work if everyone could do a 75-minute block.

Comment made that we may need a resolution to lower faculty/student ratio, can get courses they need to graduate on-time.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Qian Hu

The committee is scheduled to meet next week.

Information Technology Committee – Joseph Harrington

The committee met twice. Discussed the issue of multi-factor authorization and using personal cellphones. There is a \$20.00 USB dongle that can be purchased by the department; the issue is closed. Also discussed teleconference, Skype for Business, and Teams issue. It was discovered that the network is being paid for by telephone charges. This is difficult since many departments are no longer buying telephones. UCF IT is developing a committee to determine a more rational charging model. Discussed problems with Skype for Business, conference rooms, and who pays for the equipment in conference rooms and upgrades down the road. Discussed the Student Perception of Instruction for mid-cycle and mid-term evaluations. SPoI can be run at-will and should be requested from the Registrar's Office.

Parking, Transportation and Safety Committee – William Self for Kristine Shrauger

The Environmental Health and Safety (EH&S) department is working on campus-wide policies. EH&S is bringing in someone from the committee to expand on the policies that are being reviewed/revised. For the Active Shooter issue, many of the classroom doors don't have locks. There is money allocated to create a locking mechanism. They are looking at high volume/high usage classrooms first. Legislation needs to be created to be able to legally lock some classrooms. Other states already have passed legislation to comply. This would be the cheapest way to install locks on all doors. The Lime bikes are blocking doors, exits, and sidewalks. There is Lime Bike staff on campus that are monitoring and moving bikes around campus. They are working with Marketing and Communication to provide safety and parking lessons. It seems like faculty parking is shrinking. Faculty spots are becoming more reserved spots. Garage B residents have moved their vehicles out of the garage during the week. Someone will come and speak to the committee from Parking to explain more.

Comment made that Rosen College faculty were hired with no expectation of paying for parking. Now they are expected to pay for parking. The question is why are faculty, adjuncts, or volunteers paying for parking when there are no options for alternative transportation? Disney, Universal Studios, nor the hotels make their employees pay for parking. Motion and second made to assign the issue of faculty parking to the Parking, Transportation and Safety Committee. Vote: All in favor; motion passes.

Personnel Committee – Stephen King

Discussed last year's approved resolution regarding unanimous promotion and tenure decisions bypassing the committee. Discussed that this would be at all levels. Committee will address non-tenure track bylaws. Discussed the university telecommuting policy. It's a good policy that nobody knows about. Need a way to disseminate the information so faculty are aware of the policy. Also discussed the denial of the out-of-unit parental leave benefits from last year. The Faculty and Staff Benefits committee is looking into the issue. Looking into out-of-unit faculty for awards for Pegasus and other rewards. Discussed the issue of award and accountability for service. The committee envisioned multiple levels and feels the Senate should pilot first before disseminating university-wide. Committee needs clarification on the Joint Appointment issue with the College of Medicine. Is the problem when it's 50/50 or any joint appointment? It's any joint appointment.

Graduate Council – Mathilda Van Niekerk

The Curriculum committee canceled the October 10 meeting. The next meeting is scheduled for October 24. The Graduate Policy Committee has not met since the last meeting. The Graduate Appeals and the Graduate Program Review and Awards Committee has been conducting normal business.

Undergraduate Council – Nina Orlovskaya

A brief meeting was held since the department wasn't present so the item was tabled until the next meeting.

OTHER BUSINESS

The centers and institutes faculty have been moved within departments for tenure home. From what has been heard, when they teach, the SCH credits and the associated budget funds are not going to the department. The question is where are the funds going for research center teaching?

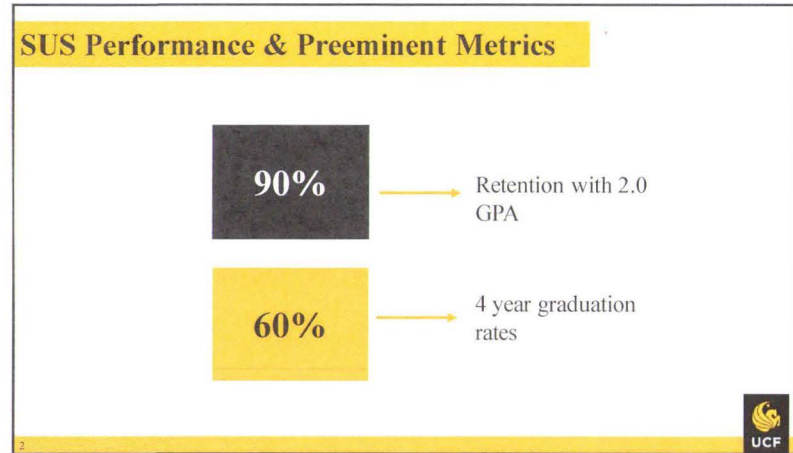
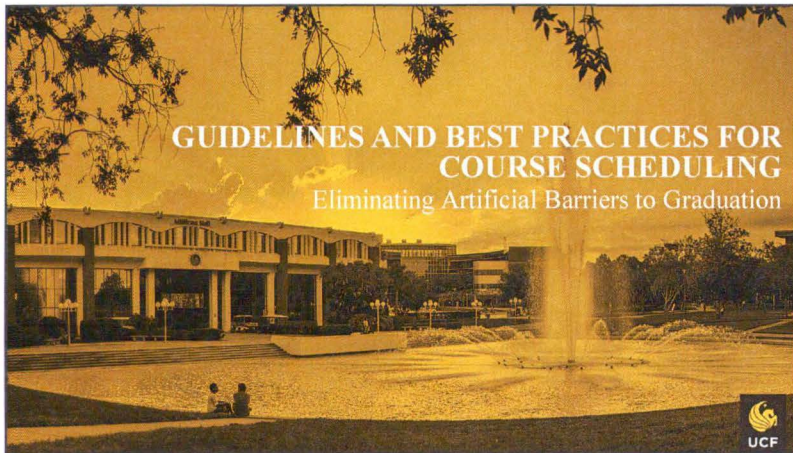
Note: After the meeting, Steering was informed that the SCH for faculty with research center liability assignments are redirected to the course offering colleges. The only units that are presently excluded from the model, and whose SCH are not redirected to the course offering colleges are the Burnett Honors College, Graduate Studies, SDES, and Undergraduate Studies.

A member indicated that he attended the Board of Trustees meeting and spoke about the broken bargaining process and argued the higher level faculty, provost and the president should be at the table. The member asked that the provost be made aware of the request

to attend and expedite the process and for faculty to attend these bargaining sessions in order to not delegate bargaining to delegates on both sides of the process.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 6:05 p.m.



Goals

Create an effective scheduling process to directly impact the university's retention and graduation goals

- Increase retention and graduation
- Increase enrollment and credit-hour production for each college
- Improve opportunities for students to get the courses they need and at the optimal time
- Maximize our potential for students to carry full schedules by eliminating artificial barriers that lead to graduation delays

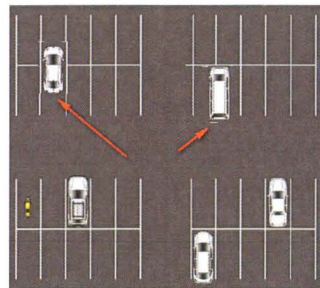
Course Offering Opportunities

- Improved course access from review of addition and potential addition candidates (*focus on required courses in 1000-2000 level bottlenecks*)
- Evaluate opportunities in rotating elimination candidates, dig further into low enrolled courses from UCF perspective
- Identify and prioritize changes that can help balance the schedule through reallocation rather than isolated reduction or addition

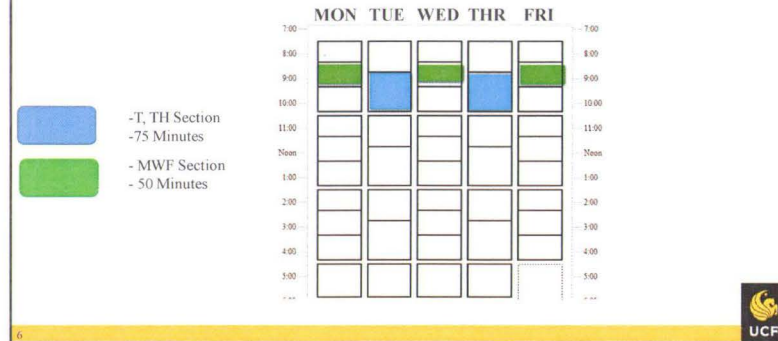
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Inefficient Parking Lot

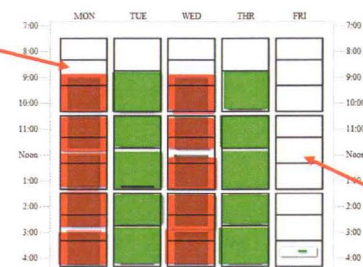


UCF Class Scheduling Model



Example of Inefficient Class Scheduling

Students unable to take classes in this hour due to the overlap



Unusable space on Fridays due to the Mon. - Wed. meeting pattern



Aggregate Impact with Improved Scheduling

- Use available scheduling options more effectively (*i.e. Use of Standard Meeting Model*)
 - Removes artificial barriers to registration and timely graduation (*i.e. Minimizes conflicts*)
 - 13% Capacity improvement potential
- Use the entire five-day week
 - 19% Capacity improvement potential



How Can You Help

We need your help in making the best use of **classroom space**

- Follow the correct rules of scheduling between 8:30 a.m. and 4:30 p.m.
- Use the entire week
 - Avoid MW classes between 8:30 a.m. and 4:30 p.m.
 - Two-day per week classes should meet on Tuesdays and Thursdays
- Use blended learning as a well to maximize space
 - Blended learning (mixed mode) must be paired to use the entire week
 - MWF – Use all three days for three sections
- 80% fill in general purpose classrooms in order to retain preassigned priority

Please Note:

- All general purpose rooms are available for general assignment for the entire university
- Funding renovations or technology projects by an individual unit shall not change this policy nor do they establish ownership of a room - *Current Policy*
- The Registrar's Office is eager to work with your schedulers in building a class schedule

Discussion

