

MEMORANDUM

Date: October 10, 2019
TO: Members of the Steering Committee
FROM: William Self
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on October 17, 2019**

Meeting Date: Thursday, October 17, 2019

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of September 12, 2019**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
7. **New Business**
 - Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory Committee
 - Resolution 2019-2020-14 Creative School for Children
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *David Mitchell*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Nicole Dawson*
 - Personnel Committee – *Linda Walters/Kristine Shrauger*
 - Research Council – *Nina Orlovskaya*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Kelly Semrad*
9. **Other Business**
10. **Adjournment**

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of September 12, 2019**

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

MINUTES

Motion to approve the minutes of August 22, 2019, was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Vice Provost for Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence
Chiara Mazzucchelli, 2019-2020 Provost Faculty Fellow

ANNOUNCEMENTS

Dr. Self thanked Keith Koons and Bari Hoffman Ruddy for facilitating the campus presentations for four candidates making a presentation on Student Success for the position of Vice Provost for Teaching and Learning and Dean of Undergraduate Studies.

Resolution Update

- **Resolution 2018-2019-9 UCF Conference Rooms**
This resolution asked the administration to identify and take responsibility for generally available conference rooms and to develop a minimum standard for technology and support. Although the Provost supports the resolution in principle, it is pending a decision and has been assigned to UCF IT for cost analysis and implementation plan.

- **Resolution 2018-2019-12 SPoI Accessibility and Improvements**
The resolution recommended in the short-term that administration make the SPoI results transparent, provide students with information, pilot making evaluations optional with active reminders, and modify the email currently sent to students. It also recommended long-term actions such as forming a task force and purchasing a software package to capture and report SPoI data. The Provost approved this resolution on September 10, 2019.

- **Resolution 2019-2020-1 Travel Policy Guidelines for Faculty**
The resolution requested Finance and Accounting develop a clear set of guidelines and assess the implementation of travel procedures across the university. The Provost denied this resolution on September 10, 2019. The Provost feels that experts from Finance & Accounting should be invited to the committee to answer questions and talk about information that is missing or not clear before a resolution is submitted.

Live Stream

Dr. Self noted that the Board of Trustees meetings are now live-streamed. The Faculty Senate has the opportunity also to live stream meetings. An upcoming resolution provides senators with an update from the President and Provost. The opportunity to live stream the meetings allows more faculty in remote locations to view the meetings, keep up to date, and hear the administrative updates. Dr. Self requested feedback on potentially live streaming the meetings. Members did not have any concerns and liked the increased transparency. Viewers would not have the ability to live chat, viewing by senators does not count for attendance since senators must be present to vote, and a live stream link would be provided on the Faculty Senate website instead of the UCF YouTube channel. Since there were no objections, Dr. Self indicated the Senate would move forward in coordinating live streams.

OLD BUSINESS

Topics for 2019-2020 Senate Committee Action

The committee either assigned issues to specific committees, postponed an issue, or removed an issue permanently. Issues one through five were voted on at the August 22, 2019 meeting.

21. Joint Committee Membership

Review the rationale for membership on Joint Committees in relation to the total number of faculty in units, faculty workload, and relevance.

Dr. Self clarified that the review includes the rationale for why a committee specifies one faculty member from each academic unit versus multiple faculty from specific units. The review should include a review of other stakeholders assigned to the committees.

Motion and second to assign the issue to the *Ad Hoc Bylaws Committee*.

Vote: all in favor; motion passes.

6. Honorary Degrees

According to BOG regulation 3.004, each BOT shall establish policies and procedures for recommending candidates for honorary degrees. The Faculty Senate last suggested procedures in 1994-1995 http://facultysenate.ucf.edu/resolutions/1994_1995/index.asp#res8. Previous resolutions include 1991-1992-7 Honorary Degree Criteria and 1972-1973 Guideline Recommendations for Awarding Honorary Degrees. A BOT regulation needs to be developed for the criteria and rescinding on the honor for approval by the BOT.

Motion and second to assign the issue to the *Commencements, Convocations, and Recognition Committee*.

Vote: all in favor; motion passes.

Issues #7 and #8 regarding Campus Entrances

7. Coordinate with Orange County to extend access to an eastern entrance to UCF to North Tanner Road

The University experiences huge amounts of flow through traffic, particularly going to and from the Research Park. This flow through traffic contributes to the huge traffic backups on Orion and along Gemini as well as at Libra drive and Gemini and long waits from 7 to 9:30 AM and 4 to 6 PM or later. The connection to North Tanner is NOT to be confused with any larger plans for another east/west route between route 50 and University. This is simply a limited route extension to North Tanner only. Plans and budgeting must be put in place to reroute traffic arising from the Research Park around the University to the east.

8. Plan and budget an east entrance from Percival Road

The University has four west entrances, one south entrance, one north entrance, and no east entrance. Traffic arising or returning from the east of the University as well as the Research Park must circle around and come in through either the north or south entrance. The result is huge traffic backups on Orion and along Gemini as well as at Libra Dr and Gemini and long wait times occurring from 7 to 9:30 AM and 4 to 6 PM or later. Plans and budgeting must be put in place to enable traffic to enter the University from the east.

Discussion regarding the issue being outside of the scope of UCF regarding infrastructure and road development since roads are in the purview of Orange County Government, including impact fees. Debated whether the issue is outside of the Parking, Transportation and Safety Committee's purview. Comment made that the committee could communicate the need for an entrance. Determined the issues are better discussed within the University Master Planning Committee.

Motion and second to assign the issues #7 and #8 to the *University Master Planning Committee*.

Vote: all in favor; motion passes.

9. Undergraduate Common Program Oversight Committee

Change bylaws to move committee from a Joint Committee to a subcommittee of the Undergraduate Council and change membership to include more constituents.

Dr. Self noted that the committee's main role deals with general education courses and overlaps with the Undergraduate Course Review and Undergraduate Policy and Curriculum Committees. Multiple current and past committee members and administrators have suggested that the committee be moved within the Undergraduate Council and reorganized. Comment made that feedback should be sought from the council and committees regarding reorganizing the committees.

Motion and second to assign the issue to the *Ad Hoc Bylaws Committee*.
Vote: all in favor; motion passes.

10. **Library Funding**

The University Library funding has been flat, as with other units. FY 18-19 resulted in \$200,000 less for acquisitions. Concerned that the Stars Digital Library is in jeopardy.

It was noted that the Stars Digital Library would be covered by Auxiliary funds this year. Possible budget cuts have implications for future years. Discussion followed that the Library is the only unit that has representation on the Senate and that administration has a procedure for requesting funds, and this could be seen as a conflict of interest. Others noted that acquisitions are vital to research, and this is a perennial problem. The issue isn't concerning Librarian salaries, and it is in direct support of the universities research mission and faculty. Questions raised as to why the Library funding is flat and if cost increases are built into the budget. Vendors can increase costs anywhere from 5% to 20%, which is difficult to budget. The university needs a long-term solution in funding the Libraries. Outside of objective criteria by the administration to determine funding, the faculty have a subjective opinion concerning needs. Would like to see the Budget and Administrative Committee involved in those discussions and make recommendations to the administration. The administrators are more transparent with budget information.

Motion and second to assign the issue to the *Budget and Administrative Committee*.

Vote: all in favor; motion passes.

11. **Faculty Senate Budget**

Obtain a budget from Academic Affairs to provide committees funding to conduct research or hire an outside firm.

Discussed committee placement options. Dr. Self clarified that the Faculty Senate budget includes funds for travel to the Advisory Council of Faculty Senates meetings, cost of an Administrative Assistant, and office supplies. Funds left over carry to the next year. Clarified the request is for a pool of money that the committees can use for outside experts. A suggestion was made that Steering develop a proposal that is more specific regarding need.

Motion and second to assign the issue to the *Steering Committee*.

Vote: all in favor; motion passes.

12. Faculty Grievances

Grievances should be heard by a faculty panel instead of one administrator making the final decision. Obtain statistics on grievances from Contract Compliance & Administration Support on historical total number grievances by type, gender, etc. to identify a trend.

Comment made that the committee should also research/benchmark other universities process for grievances.

Motion and second to assign the issue to the *Personnel Committee*.

Vote: all in favor; motion passes.

13. Senate Resolution Appeals Process

Modify the Bylaws Section IV.I. Resolutions to include the final appeal to the BOT as stated prior to the 2010 Constitution rewrite.

Motion and second to assign the issue to the *Ad Hoc Bylaws Committee*.

Vote: all in favor; motion passes.

14. Senate Resolution Appeals

Consider bringing back to the Senate any prior resolutions that were not approved for an appeal vote.

Committees have the ability to revise and submit a new resolution. Discussed how old resolutions should be reviewed and discussed in the committee and the committee should determine if the original resolution should be appealed, if it should be modified and submitted, or if it is no longer a relevant resolution. Question if Steering should review and steer to the committees.

Motion and second to assign the issue to each committee to review the last five years of resolutions that have been denied and determine if the denied resolutions should be appealed to the President, a new resolution developed, or dropped.

Vote: all in favor; motion passes.

15. Student Perception of Instruction (SPoI)

The surveys are prone to gender and minority bias, and too much or too little emphasis are placed on SPoI for faculty evaluation.

Discussed possibly assigning to Personnel to possibly limit the weight SPoI is given on a faculty evaluation. It was noted that the bargaining agreement governs evaluations; however an opinion can still be expressed. Debated whether the issue should be assigned to the SPoI Task Force or the Personnel Committee.

Motion and second to assign the issue to the *SPoI Task Force* once formed.

Vote: all in favor; motion passes.

Bari Hoffman Ruddy, vice chair of the Faculty Senate led the discussion on the remaining issues before adjournment.

16. Digital Time Sheets

All faculty and undergraduate assistants are required to complete a paper timesheet resulting in additional workload and paper waste to complete. The time sheet should be digitized to reduce waste and time.

Short debate over committee assignment. The Chief Financial Officer noted in a Budget and Administrative Committee that they are actively looking for a new ERP system. Compared the duties of Personnel and Budget and Administrative.

Motion and second to assign the issue to the *Budget and Administrative Committee*.

Vote: all in favor; motion passes.

Issues 17 through 19 were previously assigned and remain on the list for tracking purposes.

20. UCF Policy 4-401.2 Make-up Assignments for Authorized University Events or Co-Curricular Activities

Review and update the policy to include the undergraduate research showcase.

Great debate and discussion on the issue. Discussed how UCF Regulation 5.020 already covers religious holidays. Reviewed UCF Policy 4-403.1 Required Elements of the Course Syllabus section 6 indicating that the syllabus should contain make-up exam and assignment policies and procedures, including those regarding participation in university activities and religious holidays and syllabus language. Reviewed at 4-401.2 for Make-Up Assignments for Authorized University Events or Co-curricular activities. The policy is for students that represent the university in authorized events and activities and does not cover university activities. Noted that some students presenting at the undergraduate showcase can't get excused from class to present. There is no form or permission for a university activity. Debated if the issue is an administrative issue or academic issue.

Motion and second to remove the issue and ask the chair of the Faculty Senate to discuss the issue with the Provost.

Vote: all in favor; motion passes.

Re-assigned Issues

2018-2019-4 Textbook Affordability

Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER).

Response: FCTL including materials in the summer conference.

The Faculty Center for Teaching and Learning (FCTL) includes materials in the summer conference. The FCTL was given a seat on the campus-wide CDL & Library Committee. The existing Bookstore Advisory Committee is being modified to include textbook affordability.

Motion and second to re-assign the issue to the *Bookstore Advisory Committee*.

Vote: all in favor; motion passes.

2017-2018-7a Navigation/directions on campus

Even though more signs have been installed, visitors need a way to navigate and determine where they are on campus and how to get to a location on their phone.

Response: Based on information received (2-11-19 minutes), the issue should be re-assigned to the Parking committee.

The Information Technology Committee recommends the issue be re-assigned to the Parking, Transportation and Safety Committee.

Motion and second to re-assign the issue to the *Parking, Transportation and Safety Committee*.

Vote: all in favor; motion passes.

REPORT OF THE PROVOST

Provost Dooley sent regrets for her absence. Dr. Jana Jasinski provided the report of the Provost.

Dr. Jasinski indicated that this Fall semester, an external facilitator would assist in an open-ended conversation around what faculty excellence means and how to elevate excellence.

This past Tuesday, the Women of Distinction Award was presented to Anne Bubriski in Women's Studies, Caridad Hernandez in Internal Medicine, and Julia Listengarten in Theatre at the welcome reception for women faculty.

During last month's meeting, a question was asked as to how many of the new faculty hires were underrepresented minorities. To clarify, 21 of the 128 new faculty are underrepresented minorities.

NEW BUSINESS

None.

LIAISON REPORTS

Budget and Administrative Committee – David Mitchell

The committee had a robust conversation how the current budget model won't support UCF and administration plans to implement a new budget model with a task force to work across the university which will have committee member representation. The carryforward changes will be part of the new model. The committee plans to have an informational session regarding the carryforward changes. The administration does not believe the changes in carryforward will reduce summer course offerings. The UCF Forward Program and UCF Restores are two priorities communicated to the Legislature. The 1.25% faculty increase is more than likely not going to occur due to budget shortfalls. Committee discussed and voted on the Creative School resolution that requests administration review the facility and financial situations and investigates alternative means for the school to meet the demand of current UCF students and employees.

Information Technology Committee – Joseph Harrington

The committee was charged and continued to meet. The committee discussed Resolution 2019-2020-12 to add an instructional designer as an ex officio member. Tom Cavanagh and an instructional designer have been invited to discuss the request at the next meeting. The committee schedule has been set through April.

Parking, Transportation and Safety Committee – Nicole Dawson

The committee has not met.

Personnel Committee – Kristine Shrauger

The committee met to elect a chair and vice chair.

Research Council – Nina Orlovskaya

The committee elected a chair and vice chair. The first meeting was postponed due to the hurricane.

Graduate Council – Jim Moharam

All of the committees have met at least once. Looking at refining language regarding late withdrawals.

Undergraduate Council – Kelly Semrad

No report at this time.

OTHER BUSINESS

None.

ADJOURNMENT

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

1 **Resolution 2019-2020-13 Faculty Senate Bylaw Change –**
2 **Bookstore Advisory Committee**

3
4 **Whereas**, the University Bookstore Advisory Committee was formed in 1999 to advise the Bookstore
5 management concerning materials and services needed by all segments of the University community;
6 and

7
8 **Whereas**, the duties of the committee were updated to include the selection of textbook scholarships
9 in 2010; and

10
11 **Whereas**, meeting textbook adoption legislative requirements and improving textbook affordability
12 are issues relevant to the State of Florida, the university, and faculty and students; therefore

13
14 **BE IT RESOLVED** that the bylaws for the Bookstore Advisory Committee be modified to include
15 changing the name of the committee to reflect the broader topic as follows:

16 **University Bookstore Advisory Textbook Committee**

17 1. Duties and Responsibilities.

- 18 a. To review and recommend to the dean of the College of Undergraduate Studies
19 procedures to meet textbook adoption deadlines and requirements.
20 b. To promote a culture that values textbook affordability by educating faculty regarding
21 the economic impacts of textbook costs for students.
22 c. To respect the faculty member’s expertise in choosing appropriate curriculum materials
23 while highlighting the cost-effectiveness for students.
24 ~~d. To recommend policies that will foster a cooperative, mutually productive and beneficial~~
25 ~~relationship between the bookstore and its customers in the university community.~~
26 e. To develop scholarship selection criteria, review applications, and select scholarship
27 recipients each year to receive free course textbooks and other awards for each
28 semester from the university Bookstore.

29
30 2. Membership.

31 The committee shall consist of one faculty member from each academic unit (selected by the
32 Committee on Committees), one associate or senior instructional designer, ~~two staff members~~
33 ~~(nominated by the USPS Staff Council)~~, one student (nominated by the president of the Student
34 Government Association), one representative from ~~Academic Affairs~~ the Faculty Center for
35 Teaching and Learning, one representative from the University Libraries, the bookstore
36 manager, a representative from the Center for Distributed Learning, and the ~~director of~~
37 ~~Business Services~~ dean of the College of Undergraduate (or designee). The dean of the College
38 of Undergraduate Studies (or designee) ~~bookstore manager~~ shall identify ex officio members.
39 The chair and vice chair shall be elected annually from its faculty membership. Terms of service
40 shall be two years, staggered, with the exception of the student member, who shall serve for
41 one year.

1 **Resolution 2019-2020-14 Creative School for Children**

2

3 **Whereas,** the Creative School for Children provides child care for kids with the following
4 enrollment priority (1) UCF enrolled Students with 6 credit hours or more. (2) UCF Employees of
5 any rank (3) UCF Alumni Community member (4) Community members; and

6

7 **Whereas,** the Creative School for Children provides opportunities for university students to
8 receive experience and training in working with young children; and

9

10 **Whereas,** the Creative School for Children provides opportunities for faculty and
11 graduate students to conduct educational research; and

12

13 **Whereas,** Current enrollment of the Creative School for Children is 115 with a long waiting list;
14 and

15

16 **Whereas,** the Creative School for Children building was built in 1976 (renovated during 1981
17 and 1994), and requires an average of \$100,000 each year on maintenance fees; and

18

19 **Whereas,** Currently UCF has more than 68,000 students and more than 13,000 employees
20 while it had about 25,000 students and less than 7,000 employees in 1994; therefore

21

22 **Be it resolved** that the proper administrative unit of UCF review the facility and financial
23 situations of the Creative School for Children and investigate alternative means for the Creative
24 School for Children to meet the demand of current UCF students and employees.