

## MEMORANDUM

**Date:** October 12, 2017  
**TO:** All Faculty Senate Members  
**FROM:** William Self  
Chair, Faculty Senate  
**SUBJECT:** **Faculty Senate Meeting on October 19, 2017**

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Meeting Date: Thursday, October 19, 2017  
Meeting Time: 4:00 - 6:00 p.m.  
Meeting Location: Student Union Key West, Room 218

### A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *August 24, 2017***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**  
None.
7. **New Business**
  - Discussion of resolutions brought forward by Steering August 10, 2017.
    - Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy and Curriculum and Undergraduate Course Review Committees
    - Resolution 2017-2018-3 Faculty Senate Bylaw Change, Undergraduate Common Program Oversight Committee
    - Resolution 2017-2018-4 Faculty Senate Bylaw Change, Admissions and Standards Committee
  - Advance notification of a resolution brought forward by Steering for the November 16 Senate meeting, allowing 30-days to review prior to discussion.
    - Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance in Academic Units
  - Resolution 2017-2018-6 Endorsement of University of Chicago Statement on Freedom of Expression

**8. Committee Reports**

- Budget and Administrative Committee – *Kimi Sugaya*
- Information Technology Committee – *Reid Oetjen*
- Parking, Transportation and Safety Committee – *Ahmad Elshennawy*
- Personnel Committee – *Stephen King*
- Graduate Council – *Jim Moharam*
- Undergraduate Council – *Nina Orlovskaya*

**9. Other Business**

**10. Adjournment**

**Faculty Senate Meeting**  
Minutes of  
**August 24, 2017**

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 April 20, 2017 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Stephanie Vie, Writing and Rhetoric Department Chair, College of Arts & Humanities  
Devon Jensen, Associate Dean for the College of Graduate Studies  
Jana Jasinski, Interim Vice Provost for Faculty Excellence  
Nataly Chandia Viano, Assistant Vice President for UCF Global  
Keisha Hoerrner, Associate Dean for Teaching and Learning and the College of Undergraduate Studies  
Kristy McAllister, Coordinator, Academic Affairs Information and Publication Services

**ANNOUNCEMENTS**

Dr. Self welcomed Melanie Guldi from the College of Business and Ann Miller from the College of Sciences as new senators.

Automatic updates have been completed to the Bylaws to reflect title changes from Regional Campuses to UCF Connect, and changing all reference to the Alumni Association to Alumni Engagement and Annual Giving.

Dr. Self informed the senators that an emergency Steering meeting with members of the 2016-2017 Personnel Committee was held on July 19, 2017 to discuss proposals to handle increased work load of the University Promotion and Tenure Committee. The Steering Committee voted to make the issue a top priority for the Personnel Committee this Fall semester.

Asked for a senator to volunteer to serve on the University Master Planning Committee for 2017-2019. Described the duties of the committee. If interested, notify the chair or the Office of the Faculty Senate.

The 50<sup>th</sup> anniversary celebration of the UCF Faculty Senate will be held immediately following the Senate meeting. Once adjourned, we will take a 50<sup>th</sup> Senate commemorative photo on stage.

Reminded the senators that the Faculty Welcome Reception to recognize all new and returning faculty members hosted by Dr. Hitt will be tomorrow from 3:00 – 4:00 p.m. in the Student Union, Pegasus Ballroom.

## **OLD BUSINESS**

None.

## **REPORT OF THE PROVOST**

### Faculty Hiring

As of last week we welcomed 105 new faculty at the new faculty orientation. A total of 138 new faculty members join UCF this year. These new faculty members add to the over 500 faculty hired since 2014. As of today, we have 1,030 tenured and tenure-track faculty. When the provost started in 2014, UCF had 870 tenured and tenured-track faculty. Our goal is 1,200 by 2020.

We hired 20 of the 33 faculty lines allocated for Faculty Cluster 1.0 and 13 positions are in the process of interviewing. For Faculty Cluster 2.0, three new faculty clusters were approved over the summer for Disability, Aging, and Technology; Violence Against Women; and Learning Sciences. The three new clusters have been allocated 17 new positions with an anticipated hire date in 2018. At this week's deans meeting, an additional 24 new positions were allocated based on strategic areas.

### Task Forces

Two new task forces have been formed charged with exploring new opportunities for academic structure. One focuses on health and clinical professions and the other focuses on new media and urban innovation. The College of Health and Public Affairs faculty are key drivers in both of these task forces. The first task force to develop an academic Health Science Center was triggered by the final approval to build the academic hospital in Lake Nona. The teaching hospital now has an approved certificate of need and the foundation is to be poured by January, 2019. The second task force will identify the alignment of programs that could eventually make the best use of the urban setting, thinking of the multiple phases of the downtown campus.

### Leadership Changes

Michael Frumkin has stepped-down as Dean of the College of Health and Public Affairs. José Fernández has stepped in as the interim dean to maintain forward progress.

Abe Pizam announced he will be stepping down as Dean of the Rosen College of Hospitality Management on August 2018. We will do a national search with potential overlap without the need for an interim dean. He will return to the faculty in Fall 2019 as the Linda Chapin Imminent Scholar chair of Tourism Management.

We have created a new division, Digital Learning, that includes the Center for Distributed Learning (CDL), the Office of Instructional Resources, and new digital initiatives. We have asked Tom Cavanagh to serve as the new Vice Provost for Digital Learning. Joel Hartman's group will focus on physical and cyber infrastructure, space, and information technology.

### Bill & Melinda Gates Foundation

The Division of Postsecondary Education has selected UCF as a trendsetter. The President and CEO of the foundation will be on campus in October for a culmination of several visits. The foundation is interested in the Parramore and UCF Downtown project as a potential role model for integrating pre-K through graduate school in a geographic location.

Question: Will the search for the Rosen dean be a national or international search?

Answer: International.

### **NEW BUSINESS**

#### Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women

This resolution was brought forward by the Personnel Committee. Last year, resolution 2016-2017-12 was not approved due to language in the Be It Resolved clause. The Personnel Committee has modified the language and presents resolution 2017-2018-1 for approval.

Motion and second to approve the resolution.

Vote: All in favor to approve the resolution; motion passes.

#### Notification of Bylaw Changes

Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy and Curriculum and Undergraduate Course Review Committees, Resolution 2017-2018-3 Faculty Senate Bylaw Change, Undergraduate Common Program Oversight Committee, and Resolution 2017-2018-4 Faculty Senate Bylaw Change, Admissions and Standards Committee are bylaw changes that were developed over the summer based on conversations with associate deans to clarify the duties of the committees. The resolutions are on the agenda to provide 30-days to review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting.

#### Senate Committee Liaisons

Steering liaisons are established for each Senate committee to keep the Steering Committee informed and help with the flow of resolutions. The Steering liaisons are:

Budget and Administrative: Bari Hoffman-Ruddy

Information Technology: Joseph Harrington

Parking, Transportation and Safety: TBD

Personnel: Linda Walters

Graduate Council: Jim Moharam

Undergraduate Council: Kevin Murphy

#### Senate Parliamentarian

Eric Merriam has been appointed as Parliamentarian for 2017-2018.

Topics for 2017-2018 Senate Committee Action

The topics brought forward for 2017-2018 have been assigned to Senate committees by the Steering Committee. The assigned topics were distributed with the agenda.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

The meeting adjourned at 4:20 p.m.

1                   **Resolution 2017-2018-2 Faculty Senate Bylaw Change, Undergraduate Policy**  
2                   **and Curriculum and Undergraduate Course Review Committees**

3                   **Whereas**, the duties and responsibilities of the Undergraduate Policy and Curriculum and  
4                   Undergraduate Course Review committees have not been updated to reflect university  
5                   organizational or process changes since 2010; and

6                   **Whereas**, the College of Undergraduate Studies would like to modify the duties and responsibilities  
7                   to clearly reflect the committees duties and responsibilities; therefore

8                   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows:

9                   **1. Undergraduate Policy and Curriculum Committee**

10                   a. Duties and Responsibilities.

- 11                   i. To study, review, and provide recommendations on undergraduate academic  
12                   policies, ~~instruction, and standards.~~
- 13                   ii. To study, review, and provide recommendations on university-wide  
14                   undergraduate degree requirements, including the General Education Program  
15                   (GEP), foreign language requirements or proficiency, admission standards,  
16                   ~~instruction,~~ and baccalaureate academic honors.
- 17                   iii. To study and review recommendations from the University Common Program  
18                   Oversight Committee on changes to the General Education Program and to  
19                   transmit recommendations to the ~~Faculty Senate vice provost for Teaching and~~  
20                   Learning and dean of the College of Undergraduate Studies for approval.
- 21                   iv. To review and make recommendations on all proposals for planning and  
22                   implementation of new undergraduate degree programs, minors, and  
23                   elimination of existing programs that will be submitted by the committee to the  
24                   Office of Academic Affairs prior to submission to the Board of Trustees for final  
25                   approval.
- 26                   ~~v. To review the university program review reports and make recommendations~~  
27                   ~~on any policy or curriculum changes that might appear warranted based on the~~  
28                   ~~program review.~~
- 29                   v. To review and make recommendations on all proposals for revisions to existing  
30                   degree programs, and certificates.
- 31                   vi. To review and make recommendations on the allocation of the Equipment Fee  
32                   to the vice provost for Teaching and Learning and dean of the College of  
33                   Undergraduate Studies, who submits his/her recommendations to the provost  
34                   and executive vice president.
- 35                   vii. To transmit its recommendations to the vice provost for Teaching and Learning  
36                   and dean of the College of Undergraduate Studies, who submits his/her  
37                   recommendations to the provost and executive vice president. The committee  
38                   may also make recommendations to the Steering Committee of the Faculty  
39                   Senate.

40 **2. Undergraduate Course Review Committee**

41 a. Duties and Responsibilities.

42 i. To review all undergraduate course additions, revisions or deletions, and special  
43 topics course requests and transmit its recommendations to the vice provost for  
44 Teaching and Learning and dean of the College of Undergraduate Studies (or  
45 designee) for approval. The vice provost for Teaching and Learning and dean of  
46 the College of Undergraduate Studies will inform the Undergraduate Policy and  
47 Curriculum Committee of any related mandated curricular changes.

48 ii. To review recommendations from the Undergraduate Common Program  
49 Oversight Committee regarding course proposals related to the General  
50 Education Program.

51 iii. To make recommendations on the allocation of the Materials and Supplies Fee  
52 to the vice provost for Teaching and Learning and dean of the College of  
53 Undergraduate Studies, who submits his/her recommendations to the provost  
54 and executive vice president.

*Approved by the Faculty Senate Steering Committee on August 17, 2017.*



1                   **Resolution 2017-2018-3 Faculty Senate Bylaw Change, Undergraduate**  
2                   **Common Program Oversight Committee**

3           **Whereas**, the duties and responsibilities of the Undergraduate Common Program Oversight  
4           Committee has not been updated to reflect university changes since 2010; and

5           **Whereas**, the College of Undergraduate Studies would like to modify the duties and responsibilities  
6           to clearly reflect the duties and responsibilities; therefore

7           **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows:

8           **I. Undergraduate Common Program Oversight Committee**

9               1. Duties and Responsibilities.

- 10                           ~~a. To monitor that students fulfill common undergraduate program requirements~~  
11                           ~~such as General Education Program, diversity, Gordon Rule, and foreign~~  
12                           ~~language, and CLAST as outlined in the undergraduate catalog.~~
- 13                           a. To monitor university-wide undergraduate curriculum requirements such as the  
14                           General Education Program, diversity, Gordon Rule, foreign language  
15                           proficiency, and to review any changes, additions, or deletions to those  
16                           curriculum requirements.
- 17                           b. To review, monitor, and make recommendations to the vice provost for  
18                           Teaching and Learning and dean of the College of Undergraduate Studies on  
19                           ~~that all~~ courses and syllabi submitted to fulfill the university diversity  
20                           requirement meet the established definition of diversity.
- 21                           ~~c. To review and approve alternative diversity plans for those units in which some~~  
22                           ~~students cannot meet the diversity graduation requirement via the General~~  
23                           ~~Education Program or a course in the major.~~
- 24                           d. To make recommendations to the Undergraduate Policy and Curriculum  
25                           Committee on changes to the General Education Program.
- 26                           e. To make recommendations to the Undergraduate Course Review Committee  
27                           regarding course proposals related to the General Education Program.
- 28                           ~~f. To work with the Faculty Center for Teaching and Learning, The Burnett Honors~~  
29                           ~~College, the Office of Diversity Initiatives, and other units as appropriate to~~  
30                           ~~develop lectures, workshops, and other opportunities to permit faculty~~  
31                           ~~development related to the diversity requirement.~~
- 32                           ~~g. To oversee the creation of survey instruments and other assessment materials~~  
33                           ~~regarding the General Education Program and to work with the deans and chairs~~  
34                           ~~to incorporate the results into the General Education Program.~~
- 35                           ~~h. To review initiatives directed towards enhancing undergraduate academic~~  
36                           ~~experience.~~

Approved by the Faculty Senate Steering Committee on August 17, 2017.

1                   **Resolution 2017-2018-4 Faculty Senate Bylaw Change, Admissions and**  
2                   **Standards Committee**

3           **Whereas**, during the 2014 Legislative Session, the passage of House Bill 433 amended Florida  
4 Statutes 1012.56, eliminating the obsolete option of achieving a passing score on the CLAST to  
5 satisfy the general knowledge requirement; and

6           **Whereas**, the requirement for CLAST expired June 2009; therefore

7           **BE IT RESOLVED** that the *Bylaws* for the Admissions and Standards committee be amended as  
8 follows:

9           **Admissions and Standards Committee**

10                   1. Duties and Responsibilities.

- 11                           a. To consider all undergraduate student admissions that do not meet the  
12                           minimum university admissions standards and that are referred to it by the  
13                           Office of Undergraduate Admissions.
- 14                           b. To consider all undergraduate student appeals of readmission decisions or  
15                           academic standing.
- 16                           c. To consider undergraduate student appeals of decisions that have been made  
17                           by the College of Undergraduate Studies concerning late withdrawals, late  
18                           drops, late adds, and medical withdrawals.
- 19                           ~~d. To consider continuation of undergraduate students who fail to meet CLAST~~  
20                           ~~requirements in accordance with appropriate rules and regulations.~~
- 21                           e. To consider graduate student appeals of decisions that have been made by the  
22                           College of Graduate Studies concerning late withdrawals, late drops, late adds,  
23                           and medical withdrawals.

*Approved by the Faculty Senate Steering Committee on August 17, 2017.*

1                   **Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance**  
2                   **in Academic Units**

3   **Whereas**, the *Faculty Senate Constitution* contains Article VII. Governance in Academic Units, specifying that  
4 each academic unit of the university shall provide for non-administrative faculty representation in its  
5 governance; and

6   **Whereas**, the *Bylaws* do not provide details regarding governance in Academic Units; therefore

7   **BE IT RESOLVED** that the *Bylaws* of the *Faculty Constitution* be amended as follows to include a new Section  
8 IX. Governance in Academic Units with the Constitution Article VII automatically updated to reflect, as set  
9 forth in Senate Bylaws, Section IX:

10   **SECTION IX.**  
11   **Governance in Academic Units**

12           A. Operation and Bylaws

13           Each academic unit, and departments and schools whose leader holds an administrative  
14 appointment, must operate according to written bylaws approved by a majority of the unit's general  
15 faculty. The unit's general faculty is defined in Faculty Senate Bylaws *Section I. Definition of Faculty*  
16 and typically includes the leader of the unit. The unit's bylaws will be approved by the unit faculty,  
17 the unit leader, and appropriate Dean (or equivalent). The Dean will have the Office of Faculty  
18 Excellence review the bylaws to ensure compliance with university policy. When fully approved, the  
19 bylaws will be posted electronically by the Office of Faculty Excellence in a manner accessible and  
20 easily navigable by all unit faculty. The unit bylaws will be reapproved and revised (as needed) every  
21 five years or whenever requested by a majority of the unit faculty.

22           B. The unit bylaws shall at least include the following topics:

- 23           a. Frequency of Meetings - Meetings of Department/School faculty will be regularly called by  
24 and presided over by the leader. Their frequency will depend on the needs and usages of  
25 the units. At least one meeting per semester shall be held. Chairs and directors in colleges  
26 with multiple units should meet at least monthly with the college dean.
- 27           b. Meeting Rules - Unit meetings should run according to the latest edition of *Robert's Rules of*  
28 *Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules  
29 therein).
- 30           c. Faculty-called Meetings - The faculty in a Department/School shall be entitled to call a  
31 special meeting with a specific agenda upon presentation to the appropriate leader of such  
32 a request of one-third of the Department/School faculty. The special faculty meeting shall  
33 occur within five business days of the presented request if reasonably possible.
- 34           d. Membership and Voting - All general faculty should attend and participate in unit meetings.  
35 The unit bylaws must designate voting rights.
- 36           e. Records - Proposed meeting agendas must be provided to the faculty by the leader in  
37 advance of the meetings. Minutes must be circulated to the members before the next  
38 meeting and offered for approval at the next meeting. Agendas and approved minutes must  
39 be posted electronically in a manner accessible and easily navigable by all unit faculty. A  
40 shared drive or unit intranet is the preferred means for information sharing.

- 41 f. Except for records deemed confidential under law or university policy, leaders must not  
42 keep unit records confidential from unit faculty. As requested by unit faculty, records must  
43 be posted electronically in a manner accessible to all unit faculty.
- 44 g. Unit policies and bylaws; unit budgets; formal plans; unit meeting agendas, minutes, and  
45 exhibits; unit committee records (including membership, agendas, minutes, and exhibits); as  
46 determined by a majority of the faculty of each unit, must be posted online in a manner  
47 accessible and easily navigable by all unit faculty.
- 48 h. Upon the request of unit faculty, other public data relevant to unit members should be  
49 posted electronically in a manner accessible and easily navigable by all unit faculty.
- 50 C. Steering Committee
- 51 Each unit is strongly encouraged to have a steering or executive committee of senior faculty to  
52 advise the unit leadership.

*Approved by the Faculty Senate Steering Committee on October 5, 2017.*



44 individual members of the University community, not for the University as an institution, to make those  
45 judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by  
46 openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of  
47 the University community to engage in such debate and deliberation in an effective and responsible  
48 manner is an essential part of the University's educational mission.

49 As a corollary to the University of Central Florida's commitment to protect and promote free expression,  
50 members of the University community must also act in conformity with the principle of free expression.  
51 Although members of the University community are free to criticize and contest the views expressed on  
52 campus, and to criticize and contest speakers who are invited to express their views on campus, they  
53 may not obstruct or otherwise interfere with the freedom of others to express views they reject or even  
54 loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless  
55 freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

*Approved by the Faculty Senate Steering Committee on October 5, 2017.*