

MEMORANDUM

Date: October 17, 2019
TO: All Faculty Senate Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: **Faculty Senate Meeting on October 24, 2019**

Meeting Date: Thursday, October 24, 2019
Meeting Time: 4:00 - 6:00 p.m.
Meeting Location: Student Union Key West, room 218

The Faculty Senate Meeting will be live streamed from 4:00 – 6:00 p.m. or until adjournment. Viewing the livestream does not count toward senator attendance.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of October 3, 2019**
4. **Announcements and Recognition of Guests**
 - Recognition of Guests
 - Announcements
 - Senate Chair Update
5. **Report of the Provost**
6. **Old Business**

None.
7. **New Business**
 - Vote on bylaw resolutions brought forward by the Steering Committee on April 18, 2019.
 - Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty
 - Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election
 - Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
 - Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
 - Resolution 2019-2020-14 Creative School for Children
 - Florida Prison Education Project – *Keri Watson*
 - Discussion on resolutions brought forward by the Steering Committee on August 22, 2019.
 - Resolution 2019-2020-6 Faculty Senate Bylaw Change – University Promotion and Tenure Committee Duties
 - Resolution 2019-2020-7 Faculty Senate Bylaw Change – Commencements, Convocations, and Recognition Committee

- Resolution 2019-2020-9 Faculty Senate Bylaw Change – Faculty Center for Teaching and Learning (FCTL) Committee Membership
- Resolution 2019-2020-10 Faculty Senate Bylaw Change – Library Advisory Committee Membership
- Resolution 2019-2020-11 Faculty Senate Bylaw Change – Strategic Planning Council Membership
- Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information Technology Committee Membership
- Advance notification of bylaw change resolution brought forward by Steering for discussion at the November 21, 2019 meeting allowing 30-days to review prior to discussion.
 - Resolution 2019-2020-13 Faculty Senate Bylaw Change – Bookstore Advisory Committee

8. Committee Reports

- Budget and Administrative Committee – *Shawn Putnam*
- Information Technology Committee – *Melanie Guldi*
- Parking, Transportation and Safety Committee – *Ahmad Elshennawy*
- Personnel Committee – *Stephen King*
- Graduate Council – *Jim Moharam*
- Undergraduate Council – *Kelly Semrad*

9. Other Business

10. Adjournment

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- Research Council – *Nina Orlovskaya*
- Graduate Council – *Jim Moharam*
- Undergraduate Council – *Kelly Semrad*

9. Other Business

10. Adjournment

Faculty Senate Meeting
Minutes of
October 3, 2019

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

MINUTES

Motion and second was made to approve the minutes of April 18, 2019. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Chiara Mazzucchelli, 2019-2020 Provost Faculty Fellow
Karla Amaro, Business Data Analyst, Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence
Aimee Denoyelles, Instructional Designer, Center for Distributed Learning
Manoj Chopra, Interim Associate Dean, College of Engineering and Computer Science
Crystal Saul, Associate Director for Presidential Events
Tim Letzring, Senior Associate Provost for Academic Affairs

ANNOUNCEMENTS

Student Government Association Representative

Dr. Self informed the senators that Diego Troncoso will serve as the student representative on the Faculty Senate. Diego will be recognized to participate in meetings and debates.

Live Stream

Like the Board of Trustees and the Student Government Association, today marks the first Senate meeting that will be live streamed. A link is provided on the Senate website for faculty to view. The Faculty Senate meetings are now live streamed to provide increased transparency and faculty involvement. The Senate Steering Committee had no objections or concerns with allowing the live stream. Dr. Self noted that the live stream is not a mechanism for senator attendance.

Replacement Faculty Senators

Welcomed Robin Back as a Rosen College of Hospitality Management senator who is replacing Mathilda Van Niekerk, who passed away last month. Mathilda was a faculty senator for eight years and a member of the Steering Committee last year. We will miss her wit, humor, and collegiality. Dr. Self also welcomed Viatcheslav Kokoouline from the College of Sciences, who is replacing Barbara Sharanowski and Ahmad Elshennawy from the College of Engineering and Computer Science, who is replacing Manoj Chopra.

Event Reminders

The senators were reminded to respond to the invitation to attend the UCF Faculty Welcome Back Assembly scheduled for October 11, 2019, from 3:00 – 4:30 p.m. in the FAIRWINDS Alumni Center. The assembly is an annual meeting of the faculty with the President and Provost as outlined in our Faculty Constitution. During the assembly, the Interim President, Provost, and Vice Provost for Faculty Excellence will all be speaking. We will also celebrate what we have accomplished and hear brief updates from our leaders.

Interim President Thad Seymour will also host the State of the University on Wednesday, October 16, 2019, from 3:00 – 4:30 p.m. in the Student Union Pegasus Ballroom. President Seymour will share plans for the upcoming academic year and celebrate recent faculty, students, alumni, and university accomplishments.

Faculty Senate Website Updates

The Faculty Senate website has been redesigned to provide each of the 26 committees a separate page to improve communication to committee members. [Resolution 2017-2018-5 Governance in Academic Units](#) provided minimum guidelines for developing academic unit bylaws. The Faculty Senate website now contains a new tab to display each Academic unit's bylaws. This page will be continuously updated as Faculty Excellence approves the bylaws. A member indicated that some departments are confused regarding the process for developing and approving bylaws since there is no policy. Dr. Jasinski stated that Faculty Excellence uses the procedure outlined in the resolution.

Resolution Update

Resolution 2017-2018-14 Faculty Participation on University Committees asked the administration for a single website that lists all university-wide committees. The initial version of the site can be found at www.provost.ucf.edu under Initiatives. Please look at the website and see if the product satisfies the intent of the resolution. In response to a question, Dr. Self indicated Ad Hoc Committees would only be listed if the committee spans more than one academic year.

2018-2019-9 UCF Conference Rooms 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.

2018-2019-12 SPoI Accessibility recommended in the short-term that administration makes the SPoI results transparent, provide students with information, pilot having the 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.

2019-2020-5 Travel Policy Guidelines for Faculty requested that Finance and Accounting develop a clear set of guidelines and assess the implementation of travel procedures across the university. The Provost denied this resolution and requested the committee discuss the issues with experts from Finance and Accounting before a resolution is submitted.

OLD BUSINESS

None.

REPORT OF THE PROVOST

The provost is out of the office this week. Dr. Jana Jasinski provided the report of the provost.

Legislative Budget Request

The provost is excited to work with the Faculty Senate this year to advance faculty excellence and student success. Faculty hiring is one of the highest priorities in the legislative budget request. UCF requested \$18.4 million, of which \$12.9 million is for 90 new faculty hires and \$2.5 million for 40 academic advisors.

A member of the Budget and Administrative Committee noted that the interim Chief Financial Officer provided the committee with an update and indicated that a task force would be formed to establish a new budget model. The member asked for an update on the task force and the faculty representation.

In response to a question, Dr. Jasinski indicated that the criteria to determine the distribution of the 90 new faculty positions had not been established. The funding needs to be approved first later in the Spring.

A senator asked about the raise previously agreed upon with the union before the budget cuts. Dr. Jasinski indicated an announcement would be forthcoming. Regarding the \$4 million budget cut, a senator asked if the budget cut was correct, why the budget was reduced, and what are the consequences of losing funding with a 1.5% student enrollment increase. Dr. Self noted that the State University System's base budget for all universities was cut by about \$16 million. UCF's portion of the cut resulted in a \$4 million reduction. The consequences will be identified in the coming weeks when the Board of Trustees holds budget workshops.

Dr. Jasinski clarified that UCF is not defining faculty excellence, but defining student success such as graduation rates, satisfaction, job attainment, etc. Defining student success has an impact on the programs developed. When talking about faculty excellence, does this mean grants, society memberships, fellowships, citations, etc.? We need a university-wide definition.

Organizational Changes

The provost recently made several organizational changes to better align student success with academics and university support units. These changes specifically address priorities that include strengthening advising, data analytics, shared philosophy for student success, and aligning shared ownership in accountability and impact to deliver on UCF's student success goals. The Faculty Center for Teaching and Learning will now report to Faculty Excellence. More details can be found on the provost website. This fall, we will better define what faculty excellence means.

Enrollment Management Task Force

The Enrollment Management Task Force continues to meet to define UCF's enrollment mix. Recommendations are expected in January.

A senator asked if the number of transferring juniors was reduced. Dr. Self noted that the work of the task force continues and is looking at the budgetary implications of possible decisions and brought to the Board of Trustees. A senator pointed out that the task force is not listed on the university-wide committee's website.

Student Body

Last year, UCF's freshman student retention rate was 90%, and this fall, UCF exceeded 91% in large part due to the efforts of faculty. The average GPA for incoming freshman this fall is 4.17, with an average SAT score of 1,332 and an average ACT score of 29.1. UCF also welcomed 90 freshman national merit scholars with an overall 330 national merit scholars. Fall enrollment is at 69,630 students, which is a 1.5% increase, mainly due to retention. Minority enrollment remains 47%, with 26% Hispanic and 11% African American.

Leadership

A campus forum was held with four finalists for the Vice Provost for Teaching and Learning and dean of the College of Undergraduate Studies. The search is in the final stages. Applications for the dean of the College of Optics and Photonics closed today. UCF welcomed Christopher Ingersoll as the founding dean of the College of Health Professions and Sciences and Tim Letzring as the Senior Associate Provost for Academic Affairs. Dr. Ross Wolf has been appointed interim Assistant Provost for UCF Downtown.

On September 13, 2019, Dean Sissi Carroll was honored as the Mildred W. Coyle Eminent Scholar Endowed Chair. The administration is working with the UCF Foundation to establish more faculty endowments.

NEW BUSINESS

Bylaw Change Resolutions for Discussion Only

The following bylaw resolutions are on the agenda for discussion and can be amended and voted on at the October 24, 2019 meeting.

- Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty

This resolution is brought forward by the Personnel Committee regarding the promotion of non-tenure earning clinical, research, and medical librarian faculty. Right now, some non-tenure earning positions go to the University Promotion & Tenure Committee for review while others don't. The resolution has all non-tenure earning promotion candidates bypass the University Promotion & Tenure Committee and deletes the membership for the committee regarding non-tenure earning faculty.

The resolution was being confused with all unanimous votes for tenure-earning faculty applications bypassing the University Promotion and Tenure Committee. A senator asked if the clinical assistant professor title should be listed in the resolution. Dr. King informed the senators that there are probably twenty related titles; therefore, the base title of assistant and associate was used to encompass all modifying titles since the modifiers don't mean the same in each college. The majority of non-tenure earning promotion already bypasses the University Promotion and Tenure Committee. This resolution makes all non-tenure earning promotions the same.

A brief discussion was held regarding units with non-tenure and tenure-earning faculty with the same promotion criteria. Comment made that an extra step is required for tenure-earning. Dr. King noted that this change allows the University Promotion and Tenure committee to focus on tenure and allows all non-tenure earning faculty to bypass the committee since the majority of non-tenure earning applications already bypass the committee. Concern was expressed that a university-level review should be completed for non-tenure earning faculty.

- Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions and clarifies that an open call for nominations is expected and communicates alternates to an election.

A senator asked if the college is required to vote on the allocation of Senate seats annually. Dr. Self indicated that due to college reorganizations, several colleges were required to conduct a vote on the allocation of Senate seats. A vote is only necessary when the faculty numbers increase substantially that would warrant a new allocation. The resolution does not change this requirement.

- Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The resolution removes old language referring to multi-year appointments and the requirement of tenured or tenure-earning faculty membership. No discussion.
- Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions to modify the standard Senate Agenda to include a report of the Senate chair, report of the President, and Campus Climate report.

In response to a question, Dr. Self noted that the Campus Climate report would be presentations scheduled by the Steering Committee based on requests. This Campus Climate report may be a union update or other units wanting to provide an update.

Advance Notice of Bylaw Change Resolutions

Bylaw resolutions 2019-2020-6, -7, -9, -10, -11, and -12 were distributed with the agenda to allow the senators 30-days to review the details before discussion at the October 24, 2019, Senate meeting.

Senate Parliamentarian

Joe Harrington has agreed to serve as Parliamentarian to the Senate and Steering Committee for 2019-2020.

2019-2020 Assigned Topics

The topics brought forward for 2019-2020 have been assigned to Senate committees by the Steering committee. The assigned topics were distributed with the agenda. Please notify your Steering member or the Faculty Senate Office if you identify any other issues that might impact all colleges. Updates to the issues will be provided in the Spring.

COMMITTEE REPORTS

Budget and Administrative Committee –*Shawn Putnam*

The committee approved a resolution drafted last spring regarding the Creative School for Children. An informal discussion was held by Dennis Crudele, interim Chief Financial Officer, and Rebeca Richards, Academic Affairs Budget director. They discussed new policies regarding carryforward with more details in the future. The committee reviewed and discussed the issues assigned by the Steering Committee.

A senator suggested the committee review how the proportion of the budget is in relation to overhead. In response, Dr. Putnam indicated that spreadsheets were used to calculate the university budget. The university does not have a formal software process. With such, it is difficult to get information as requested. Dr. Self noted that some data that is reported to the State is available, like the amount of education & general funds are spent on faculty versus non-faculty as compared to the rest of the State.

Information Technology Committee – Melanie Guldi

No report.

Parking, Transportation and Safety Committee – Ahmad Elshennawy

The committee met twice and brainstormed issues. Productive meetings were held discussing autonomous shuttles, gun safety on campus, vaping issues, and service dogs. Also discussed the removal of Lime bicycles and the possibility of scooters. The Committee is also discussing lighting on campus, golf cart speed limits, and navigation on campus.

In response to a question, Dr. Elshennawy indicated the Committee would be discussing the liability issues around scooters. A senator commented that everyone was blindsided by the new rule of no back-in parking. Outside of plate recognition that the prohibited back-in parking presents a significant safety issue. Dr. Self noted that this would be added to the issues list.

Personnel Committee – Stephen King

The committee has a long issues list. The committee is working on how the university responds to sexual harassment and misconduct, seeing if the grievance procedure can be routed a panel of faculty instead of an administrator, faculty review of all vice presidents, summer work assignments for faculty with no teaching assignment but other assignments for thesis or work with graduate students, benefits for out-of-unit faculty such as parental leave, and keeping track of the Emeritus policy changes.

Research Council – Nina Orlovskaya

The Committee has not met due to the hurricane closure. Next meeting scheduled for October 14, 2019.

Graduate Council – Jim Moharam

The committees met at least twice. Of interest, a new program for a Public Administration Ph.D was reviewed. The Graduate Policy Committee is discussing language regarding withdrawals.

Undergraduate Council – Kelly Semrad

The committees have not yet met due to programming issues with Curriculum.

OTHER BUSINESS

Motion and second to approve Senate Resolution 2019-2020-16 In Memoriam – Dr. Mathilda van Niekerk. The resolution honors Dr. Mathilda van Niekerk on behalf of the Rosen College faculty and in recognition for her innovative “We Care” program to help faculty, staff, and students facing a medical issue and asks the administration to look into programs to help support faculty, staff, and students. No discussion.

Vote: All in favor; motion passes.

Motion and second to approve Senate Resolution 2019-2020-15 UCF Presidential Search - Sense of the UCF Faculty Senate. The resolution requests additional faculty appointed to the Presidential Search Committee. Dr. Self noted that as a member of the Board of Trustees Governance Committee, he asked to increase the faculty membership from two to four, which was not approved. Notably, chair Seay sent a message requesting recommendations for search committee members through the Board office. No discussion.

Vote: All in favor; motion passes.

Dr. Self noted that interim President Seymour was scheduled to attend today's Senate meeting however is unable to attend due to a Florida Board of Governors' meeting being held at the UCF *FAIRWINDS* Alumni Center.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

1 **Resolution 2019-2020-1 Faculty Senate Bylaw Change**
2 **Promotion Procedures for Non-Tenure Earning Faculty**

3
4 **Whereas**, Non-Tenure Earning Assistant and Associate Professors, as well as Assistant and
5 Associate Medical Librarians, who are candidates for promotion currently undergo a
6 review by the UCF University Promotion and Tenure Committee after Dean or Unit Head
7 review but before Provost review, and

8
9 **Whereas**, all other Non-Tenure Earning faculty with titles including Instructor and
10 Associate Instructor, Lecturer and Associate Lecturer, Assistant and Associate Librarian,
11 and Assistant and Associate Instructional Designer do not undergo a review by the UCF
12 Promotion and Tenure Committee after Dean or Unit Head review but before Provost
13 review, and

14
15 **Whereas**, bypassing the University Promotion and Tenure Committee for all Non-Tenure
16 Earning Faculty regardless of title – that is, forwarding such cases directly from the Dean’s/
17 Unit Head’s review to the Provost – would enable the University Promotion and Tenure
18 Committee to maintain a reasonable workload and focus on tenured and tenure track
19 applications; therefore

20
21 **Be it Resolved** that all Non-Tenure Earning Assistant and Associate candidates for
22 promotion will bypass the University Promotion and Tenure committee and their cases will
23 be forwarded directly from Dean or Unit Head review to the Provost, and

24
25 **Be it Further Resolved** that Section VIII of the University of Central Florida Bylaws be
26 amended to remove paragraph 0.2.b.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

1 **Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination**
2 **and Election of Senators**

3
4
5 **Whereas**, the *Bylaws Section II.C.* provides basic guidelines for the nomination and election of
6 senators; and

7
8 **Whereas**, additional clarity and guidance is needed for the colleges; therefore

9
10 **BE IT RESOLVED** that the *Bylaws Section II.C.* be amended as follows:

11
12 B. Nomination and Election of Senators

13
14 Senators representing an academic unit shall be elected by a vote of the general faculty of
15 that academic unit. Each academic unit shall decide on a mechanism for conducting
16 elections (e.g., college assembly, paper or electronic ballot) as guided by Robert's Rules of
17 Order (latest edition). Visiting faculty, regardless of their rank or duration of appointment,
18 are not eligible to vote.

19
20 Each academic unit shall, by majority vote of its faculty, decide on a system of internal
21 allocation of Senate representation; e.g., at academic unit level, by department, by
22 proportion to department size, by a combination of department and academic unit
23 representation, etc. Each academic unit shall annually inform the chair of the Faculty Senate
24 of the details of such allocation and any subsequent changes in it.

25
26 No later than the fourth week of the spring semester, the Office of the Faculty Senate will
27 provide each academic unit with a list of faculty eligible for election to the Faculty Senate
28 and the number of seats to be filled. On receiving this information, the academic unit will
29 conduct an election.

30
31 An open call for nomination, including self-nomination, is expected.

32
33 Each academic unit will report election results to the Office of the Faculty Senate no later
34 than March 1. In order to provide a current list of alternate members of the Senate, each
35 academic unit will also forward the number of votes cast for each candidate for any **at-large**
36 election. If an alternate is needed, the alternate with the highest number of votes from the
37 most recent election shall serve. If no alternate is provided, or no alternate can serve, a
38 special election must be held.

39
40 The chair of the Faculty Senate will certify all Senate elections.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

1 **Resolution 2019-2020-3 Faculty Senate Bylaw**
2 **Change – Committee Membership**
3
4

5 **Whereas**, Senate operational committees specify the eligibility requirements of faculty; and
6

7 **Whereas**, the Personnel Committee and the Undergraduate Council’s membership contains
8 language referring to comparable rank with multi-year appointments; and
9

10 **Whereas**, faculty with multi-year appointments are non-tenure earning faculty; and
11

12 **Whereas**, by specifying multi-year appointments, non-tenure earning faculty are
13 unintentionally excluded from the membership; therefore
14

15 **BE IT RESOLVED** that the membership for the Personnel Committee and the Undergraduate
16 Council be amended as follows:
17

18 **Personnel Committee Membership**

19 The committee shall consist of at least one faculty member from each academic unit and the provost
20 and vice president or his/her designee (ex officio). All committee members must be ~~tenured~~ faculty
21 holding the rank of associate professor or professor, associate or senior instructor, associate or senior
22 lecturer, or associate or university librarian ~~general faculty of comparable rank with multi-year~~
23 ~~appointments or professional librarians of comparable rank~~. Committee members shall be selected by
24 the Committee on Committees, in consultation with the provost and vice president. Terms of service are
25 two years, staggered. The committee chair and vice chair shall be elected annually by its membership at
26 the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall
27 term.
28

29 **Undergraduate Council Membership**

30 The council shall consist of all of the members of the committees of the Undergraduate Council and the
31 vice provost for Teaching and Learning and dean of the College of Undergraduate Studies (ex officio). All
32 faculty members must be full-time ~~and tenured or tenure-earning~~, general faculty ~~with multi-year~~
33 ~~appointments, or professional librarians~~. The Committee on Committees shall select the faculty
34 members for all committees of the Undergraduate Council and shall solicit nominees from the deans of
35 the respective academic units as well as from the vice provost for Teaching and Learning and dean of the
36 College of Undergraduate Studies, among others. The council chair and the vice chair are elected
37 annually by the membership of the council at the first meeting after the new Senate is elected, normally
38 early in the fall term. The elected chair of the council will serve as the chair of the Undergraduate Policy
39 and Curriculum Committee. The vice chair will serve as the chair of the Undergraduate Course Review
40 Committee.

Approved by the Faculty Senate Steering Committee on April 4, 2019.

1 **Resolution 2019-2020-4 Faculty Senate Bylaw Change - Standard Agenda**
2
3

4 **Whereas**, the *Bylaws Section IV.B.* specifies the standard agenda of the Faculty Senate; and
5

6 **Whereas**, the Senate desires more direct communication from university administrators to the
7 faculty senators through the addition of the Report of the President to the Faculty Senate
8 agenda; and
9

10 **Whereas**, a Campus Climate report would allow other division administrators and the faculty
11 union to provide updates for increased transparency and feedback; therefore
12

13 **BE IT RESOLVED** that the standard agenda in the *Bylaws Section IV.B.* be amended as follows:
14

15 B. Senate Agenda
16

17 Call to Order

18 Roll Call

19 Minutes

20 Recognition of Guests

21 ~~Announcements and Recognition of Guests~~

22 Report of the Senate Chair

23 Report of the President

24 Report of the Provost

25 Old Business

26 New Business

27 Committee reports

28 Campus Climate report

29 Other Business

30 Adjournment
31

Approved by the Faculty Senate Steering Committee on April 4, 2019.

1 **Resolution 2019-2020-6 Faculty Senate Bylaw Change –**
2 **University Promotion and Tenure Committee Duties**

3
4
5 **Whereas**, the University Promotion and Tenure Committee has been exempt from submitting
6 an annual report to the Senate Chair since 2005; and

7
8 **Whereas**, the duties of the committee were never changed to eliminate the requirement;
9 therefore

10
11 **BE IT RESOLVED** that the bylaws for the University Promotion and Tenure Committee be
12 modified as follows:

13 **University Promotion and Tenure Committee**

- 14 1. Duties and Responsibilities.
- 15 a. To review and evaluate all assigned applications for promotion and tenure and make
 - 16 recommendations to the provost and vice president for Academic Affairs.
 - 17 b. To maintain the confidentiality of all personnel records and matters under its
 - 18 jurisdiction.
 - 19 c. To function as an advisory committee to the provost and vice president for
 - 20 Academic Affairs.
 - 21 d. To submit all policy concerns to the Faculty Senate Steering Committee and the
 - 22 provost and vice president for Academic Affairs.
 - 23 ~~e. To submit an annual report of the committee's activities to the chair of the Faculty~~
 - 24 ~~Senate by the end of the spring semester, while complying with the rules set out by~~
 - 25 ~~the Collective Bargaining Agreement relating to confidentiality.~~

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-7 Faculty Senate Bylaw Change – Commencements,**
2 **Convocations, and Recognitions Committee**

3
4
5 **Whereas**, UCF Policy 4-404 defines the requirements for awarding degrees posthumously; and

6
7 **Whereas**, the procedures request the Commencements, Convocations, and Recognitions
8 Committee to determine if the student has met the university criteria for a posthumous degree;
9 and

10
11 **Whereas**, the duties of the committee do not indicate the committees review for awarding a
12 posthumous degree; therefore

13
14 **BE IT RESOLVED** that the duties for the Commencements, Convocations, and Recognitions
15 Committee in the Bylaws be amended as follows:

16
17 Duties and Responsibilities.

- 18 a. To examine and review commencement and convocation procedures and to make
19 recommendations for future commencements and convocations, taking into account
20 budgetary implications.
21 b. To make recommendations to the president regarding speakers for commencements
22 and convocations.
23 c. To make recommendations regarding the number and kinds of commencements and
24 convocations.
25 d. To review proposals for awards, emeritus status, honorary degrees, **awarding**
26 **posthumous degrees**, and any other recognition or honors bestowed by the university
27 and to make recommendations to the president.
28 e. To recommend the standards and criteria by which to judge the qualifications for
29 awarding honorary degrees.
30 f. To recommend criteria for the selection of those to be honored by the university with
31 the designation distinguished alumnus.
32 g. To serve as a selection committee for those to be named distinguished alumni.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-9 Faculty Senate Bylaw Change – Faculty Center for**
2 **Teaching and Learning (FCTL) Committee Membership**

3
4
5 **Whereas**, the membership for Senate Joint Committees and Councils includes stakeholders
6 around the university; and

7
8 **Whereas**, instructional design faculty of the university are not included in the membership; and

9
10 **Whereas**, instructional design faculty have a stake in research and creative endeavors,
11 professional development, and excellence in teaching and learning activities and would like to
12 contribute to the committee; therefore

13
14 **BE IT RESOLVED** that the membership for the Faculty Center for Teaching and Learning in the
15 Bylaws be amended as follows:

16
17 Membership

18 The committee consists of a minimum of at least one faculty member from each academic unit,
19 ~~and~~ a faculty member representing UCF Connect, and an associate or senior instructional
20 designer who shall be the voting members of the committee. The chair and vice chair of the
21 committee shall be a faculty member elected annually by the membership. The ex officio
22 members of the committee shall be the vice president for Information Technologies and
23 Resources (or designee) and the directors (or their designees) of offices that impact teaching
24 and learning, who shall be designated by the director of the Faculty Center for Teaching and
25 Learning. Terms of service shall be three years, staggered. Faculty members of the committee
26 are selected by the Committee on Committees in consultation with the director of the Faculty
27 Center for Teaching and Learning and the college deans.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-10 Faculty Senate Bylaw Change – Library Advisory**
2 **Committee Membership**

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4
5 **Whereas**, the membership for Senate Joint Committees and Councils includes stakeholders
6 around the university; and

7
8 **Whereas**, the instructional design faculty of the university are not included in the membership;
9 and

10
11 **Whereas**, instructional design faculty have a stake in learning and teaching, materials and
12 resources, and the enrichment of the academic experience, and would like to contribute to the
13 committee; therefore

14
15 **BE IT RESOLVED** that the membership for the Library Advisory Committee in the Bylaws be
16 amended as follows:

17
18 Membership

19 The committee shall consist of one faculty member from each academic unit, one college dean,
20 and one department chair, all selected by the Committee on Committees (in consultation with
21 the director of Libraries). Other members include an associate or senior instructional designer,
22 one undergraduate student (appointed by the president of the Student Government
23 Association) and one graduate student (appointed by the dean of the College of Graduate
24 Studies based on the recommendation of the president of the Graduate Student Association).
25 The director of the University Libraries shall serve as an ex officio member. The chair and vice
26 chair of the committee shall be a faculty member of the committee elected at the first meeting
27 at the beginning of each academic year. Terms of service shall be three years, staggered, with
28 the exception of the student members, who shall serve for one year.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-11 Faculty Senate Bylaw Change – Strategic Planning**
2 **Council Membership**

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Whereas, the membership for Senate Joint Committees and Councils includes stakeholders around the university; and

Whereas, the instructional design faculty of the university are not included in the membership; and

Whereas, instructional design faculty have a stake in the university's strategic plan, policies to support the university's strategic planning process, academic plan and any budget or academic support actions and would like to contribute to the committee; therefore

BE IT RESOLVED that the membership for the Strategic Planning Council Committee in the Bylaws be amended as follows:

Membership

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the provost and vice president for Academic Affairs); one student (appointed by the president of the Student Government Association); the chair of the Faculty Senate; one staff member (selected by the USPS Staff Council); one department chair (appointed by the provost and vice president for Academic Affairs); one faculty representing UCF Connect (appointed by the vice provost for UCF Connect); one alumnus or alumna (selected by the senior associate vice president of Alumni Engagement and Annual Giving); an associate or senior instructional designer; and the provost and vice president for Academic Affairs. The provost and vice president for Academic Affairs (ex officio), in concert with the vice presidents of the administrative and academic divisions, will identify remaining members in an effort to ensure widespread representation across the university. The council chair shall be appointed by the president from the membership of the council. 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 are three years, staggered, with the exception of the student members, who shall serve for one year.

Approved by the Faculty Senate Steering Committee on August 22, 2019.

1 **Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information**
2 **Technology Committee Membership**

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5 **Whereas**, instructional design faculty are impacted by decisions regarding educational media
6 and communications, and can provide expertise regarding information technology resources,
7 and would like to contribute to the committee; therefore

8
9 **BE IT RESOLVED** that the membership for the Information Technology Committee in the Bylaws
10 be amended as follows:

11 Membership

12 The committee shall consist of at least one faculty member from each academic unit, selected
13 by the Committee on Committees and the vice president for Information Technologies and
14 Resources or his/her designee (ex officio). An associate or senior instructional designer shall
15 serve as an ex officio member. The committee chair and vice chair shall be elected annually by
16 its membership at the first meeting of the committee after the new Faculty Senate is elected,
17 normally in the early fall term. Terms of service are two years, staggered.
18

Approved by the Faculty Senate Steering Committee on August 22, 2019.

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.

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

Approved by the Steering Committee on October 17, 2019.

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

Approved by the Steering Committee on October 17, 2019.