

MEMORANDUM

Date: September 26, 2019
TO: All Faculty Senate Members
FROM: William Self
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on October 3, 2019

Meeting Date: Thursday, October 3, 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.

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of April 18, 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**
 - Discussion of 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
 - Advance notification of bylaw change resolutions brought forward by Steering for discussion at the October 24, 2019 meeting allowing 30-days to review prior to discussion.
 - 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
- Senate Parliamentarian
- 2019-2020 Assigned Topics

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

President's reception will follow the meeting in Key West.

Faculty Senate Meeting
Minutes of
April 18, 2019

William Self, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

MINUTES

A motion to approve the minutes of March 21, 2019 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Allison Hurtado, Assistant Director of Marketing and Communications, Faculty Excellence
Jana Jasinski, Vice Provost for Faculty Excellence

Christine Dellert, Deputy Chief of Staff for Communications and Operations, Office of the President

Amanda Major, Instructional Designer, Division of Digital Learning

Aimee Denoyelles, Instructional Designer, Division of Digital Learning

Chad Macuszonok, Assistant Director of IT Business Services, Office of Research

Chris Meholic, Projects and Planning Manager, Office of Research

Dorothy Yates, Associate Vice President, Office of Research

Liz Klonoff, Vice President of the Office of Research

ANNOUNCEMENTS

The senators introduced themselves to start getting familiar with everyone from different colleges.

Dr. Self congratulated senators Timothy Hawthorne, Murat Kizildag, and Daniel Topping for their recent promotion to Associate Professor. Dr. Self also congratulated Andre Gesquiere and Gergana Vitanova for promotion to Professor and Tina Buck for promotion to Associate University Librarian. Welcomed the faculty from the College of Graduate Studies are now serving as senators and congratulated and welcomed those faculty in the positions of Instructors and Lecturers newly elected to the Faculty Senate.

Dr. Self informed the senators of house bill 839 that calls for the Board of Governors to conduct annual surveys of faculty, students, and administrators to gauge intellectual freedom. This bill passed the Higher Education Appropriations Subcommittee and is now in the Education Committee before going to the floor. Dr. Self also indicated that the Board of Governors recently signed a statewide statement on [Freedom of Expression](#).

Dr. Self yielded the floor to interim President Thad Seymour for comments and an update.

OLD BUSINESS

None.

REPORT OF THE PRESIDENT

President Seymour indicated that the role of the Faculty Senate is critical to the university and looks forward to the academic year. Suggested that the community strongly supports the university and its contributions to the community. The policy discussions continue in the State Legislature regarding funding. The President discussed four initial priorities in moving UCF forward. First, strengthening operations is imperative which includes hiring a long-term interim Chief Financial Officer (CFO). Misty Shepherd has agreed to serve as the interim CFO until a long-term interim is appointed. Secondly, is to rebuild trust. We have made progress in building external trust; now we must focus on building internal trust. The third is to expand resources to complete our mission including internal and philanthropy. The fourth priority is investing in excellence. Our impact is driven by scale in excellence in the classroom, laboratory, role in the community, and service mission. A key to excellence is making sure the university has the right long-term enrollment strategy. An enrollment task force is being launched this summer to ensure the right mix of students over the next five to ten years. The general opinion within the academic units is that the Compensation and Classification project did not go well. We will focus on hiring the best people, assessing performance, promotion and pay, training, and address non-performing staff.

The Board of Trustees will launch a presidential search in the Fall for with the expectation of a July 1 start date.

REPORT OF THE PROVOST

Dr. Dooley welcomed the senators new to the Senate and thanked the senators for their leadership. Thanked the Senate chair for advocating on behalf of faculty, the Steering Committee members, and chairs of the Senate committees. The Provost inspires to have a dialog with the Senate by providing continuous opportunities for faculty engagement. Dr. Dooley is committed to the leadership of the Faculty Senate in how we meet the needs of faculty. The Provost indicated that a provost's office has assigned an employee with tracking the status of the implementation decisions and implementation to respond to the Senate.

Dean Search

The College of Health Professions and Sciences dean search has concluded. The provost will meet with the college leadership tomorrow before making the announcement public.

Dean Saleh Bahaa from the College of Optics and Photonics has expressed a desire to return to faculty. Dean Georgioplous will chair the search committee. More details will follow.

Comments and Questions

Comment: Would like to see the Provost and President meet with departments for conversations.

Response: The President indicated that he has already started meetings with departments in small groups, more will follow.

OLD BUSINESS

None.

NEW BUSINESS

Faculty Senate Overview

Dr. Self provided a presentation with the basic understanding of the Faculty Senate and the governance role of faculty senators in perspective with the State governance system. Dr. Self encouraged the senators to review the Faculty Constitution which is the governance structure for faculty.

Question: Early in the academic year you indicated you were going to attend the Collective Bargaining meetings, did that occur?

Answer: Yes, I attended several sessions as an observer and encourage all faculty to attend the meetings.

Election of Officers

Dr. Koons, chair of the nominating committee presented the slate of officers for the 2019-2020 Senate confirmed by the Steering Committee. The Nominating Committee recommended a new slate of nominees; William Self for chair, Bari Hoffman Ruddy for vice chair, and Linda Walters for secretary. All candidates agreed to the nominations. Dr. Koons called for additional nominations from the floor. There were no nominations from the floor.

Motion and second made close the nominations and vote on the slate of officers by acclamation. All in favor; motion carried.

The officers elected for the 2019-2020 Senate are:

Chair: William Self, College of Medicine

Vice Chair: Bari Hoffman Ruddy, College of Health Professions and Sciences

Secretary: Linda Walters, College of Sciences

Dr. Self thanked Bari Hoffman Ruddy and Linda Walters for their service and indicated that he is humbled by the support of the faculty.

Advance Notification of Resolutions brought forward by Steering for the September 5 Faculty Senate Meeting.

Dr. Self noted that the following resolutions result in changes to the Faculty Senate Bylaws. The resolutions are presented today to allow 30 days to review the resolutions prior to discussion at the September 5 meeting followed by possible amendment and vote at the October 3 Senate 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.

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.

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 to specific committees.

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. The Campus Climate report is an opportunity for other UCF divisions and the union to provide an update scheduled by the Steering Committee.

Resolution 2019-2020-5 Travel Policy Guidelines for Faculty

This resolution is brought forward by the Personnel Committee and asks the Finance and Accounting Department to develop a clear set of guidelines in consultation with faculty for faculty traveling on UCF business. The current Guidelines have a section for faculty, approvers, and processors that are intermingled and unclear.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty. Open for discussion.

Comment: Need clarity on the intent of lines 21 and 22.

Comment: A senator suggested the Be it resolved be re-written and clarified.

Dr. Self laid the motion on the table temporarily to allow time to formulate new language. The floor was yielded to the UCF Rising Presentation.

Motion to take the motion from the table. Motion and second to strike and replace the Be it resolved clause:

~~Be it resolved that the Finance and Accounting Department will develop a clear set of Guidelines in consultation with faculty for faculty traveling on UCF business, that will clearly explain to the faculty what procedures, information and documentation they must supply while requesting approval of their travel and what reimbursements and under what conditions faculty are entitled to them when submitting a report after travel completion.~~

“Be it resolved that the Finance and Accounting Department, in consultation with faculty, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty the procedures and policies for travel, including information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Question: Are we listing examples or an inclusive list of what needs to be included?

Answer: Trying to mimic what was in the original motion.

Vote: All in favor; motion passed.

Motion and second to approve Resolution 2019-2020-5 Travel Policy Guidelines for Faculty as amended. A member asked for another reading of the Be it resolved clause.

Comment: We are faculty focused, but these guidelines apply to everyone at UCF.

Response: Dr. Self noted during the Steering Committee meeting that we were asking for clarity on faculty travel.

Comment: UCF already has a 20-page Travel Guidelines manual. Asked any Personnel Committee members present for clarity on why this resolution is needed.

Response: Units handle and interpret the guidelines differently. The guidelines are also for administrators that administer travel which presents issues for faculty looking for information. There are separate guidelines for Research Initiative Awards resulting in two separate guidelines.

Response: The Personnel Committee completed a straw poll that resulted in varied results. The guidelines are being interpreted and applied differently across the university.

Comment: Concerned about having separate guidelines manuals due to update issues. Might be relevant to ask for Finance and Accounting to provide consistent training to ensure uniformity.

Response: We are looking for better ways to administer travel and to clarify policies.

Question: Will new guidelines and policies supersede the current Travel Guidelines Manual or attached to the existing manual?

Answer: That would be up to administration.

Motion and second to add a Be it further resolved.

“Be it further resolved that the Finance and Accounting Department assess the implementation of travel procedures across the university and take appropriate action to ensure uniformity.”

Comment: There may be a consensus that there already is uniformity across the campus, although there is no uniformity.

Comment: The Be it resolved further is probably the only Be it resolved needed.

Vote: All in favor; motion passes.

Motion and second to amend the Be it resolved with:

“Be it resolved that the Finance and Accounting Department, in consultation with faculty stakeholders, will develop a clear set of guidelines for faculty traveling on UCF business. The guidelines will clearly explain to the faculty traveler the ~~procedures and~~ policies and procedures for travel, including without restriction information or documentation required for travel approval or reimbursement, policies to be followed while traveling, what reimbursements may be claimed and any conditions thereon, and how to be reimbursed.”

Vote: All in favor; motion passes.

Comment: Senator is confused about the resolution wording without seeing the changes.

Motion and second to table the resolution until the senators can see the revisions in writing. Comment made that a senator opposes tabling the resolution.

Motion and second to lay the motion on the table and reconvene after the Senate caucus for Steering and Committee on Committees membership.

Vote: All in favor; motion passes. The Senate caucused for the election of Steering and Committee on committee membership.

The motion was taken from the table. The final proposed resolution amendment to the Be it resolved was displayed on the screen for senators to review. Revised Resolution 2019-2020-5 on the table.

Address existing motion and second to table the resolution.

Vote: All opposed; motion fails.

Question: Existing policy is not working. Are we striking the existing guidelines and formulating new guidelines or amending the existing guidelines?

Response: There is no existing policy; it is a guidelines document.

Comment: I have seen that we are no longer to stay at Air BnB locations, but not in the guidelines, but we need to follow the mandate.

Response: The Air BNB statement was State mandated.

Comment: Finance and Accounting is trying to provide guidelines devised from a State mandated 5,000 pages of rules. All the resolution is asking for is a guideline and the whereas clauses communicate the issues with the current guidelines. All we are asking for is that the guidelines be precise.

Motion and second to remove the first Be it resolved and maybe provide a checklist and consistency.

Vote: Too close to call. Vote by hands called.

Vote by hands: 17 in favor; 20 opposed; motion fails.

Vote for revised Resolution 2019-2020-5: All in favor; motion passes.

Establishment of Steering and Committee on Committees

Dr. Self explained the caucus process by which colleges elect members to serve on the Steering Committee and the Committee on Committees in addition to the role of each committee which was emailed with the agenda.

Each college met to caucus and elect members to the Steering Committee. The following senators in addition to the Senate leaders were elected by their colleges to serve on the Steering Committee:

College of Arts and Humanities: Gergana Vitanova and Margaret Ann Zaho

College of Business Administration: Axel Stock

College of Community Innovation and Education: David Mitchell

College of Engineering and Computer Science: Nina Orlovskaya and Yongho Sohn

College of Graduate Studies: Shawn Burke

College of Health Professions and Sciences: Nicole Dawson

College of Medicine: Nyla Dil

College of Nursing: Victoria Loerzel

College of Optics and Photonics: Jim Moharam

College of Sciences: Joseph Harrington and Alfons Schulte

Rosen College of Hospitality Management: Kelly Semrad

University Libraries: Kristine Shrauger

The following Steering Committee members were elected by the senators from their colleges to serve on the Committee on Committees:

College of Arts and Humanities: Gergana Vitanova

College of Business Administration: Axel Stock

College of Community Innovation and Education: David Mitchell

College of Engineering and Computer Science: Nina Orlovskaya

College of Graduate Studies: Shawn Burke

College of Health Professions and Sciences: Nicole Dawson

College of Medicine: Nyla Dil

College of Nursing: Victoria Loerzel

College of Optics and Photonics: Jim Moharam

College of Sciences: Joseph Harrington

Rosen College of Hospitality Management: Kelly Semrad

University Libraries: Kristine Shrauger

Call for Topics 2019-2020

The current list of topics identified was distributed with the agenda. Due to time constraints, the solicitation of additional topics was not addressed. The following message was distributed to all senators Friday, April 19 with the Senate attendance.

“The Topics for the 2019-2020 Faculty Senate was distributed with the agenda, but not discussed at the meeting due to time constraints. Issues or problems are gathered from

Steering members, senators, deans, and your colleagues. If you have an issue that likely impacts multiple colleges, please email fsenate@ucf.edu. The Steering Committee gathers issues throughout the summer then assigns the issues to the appropriate committees at the August 22 Steering Committee meeting.”

UCF Rising Presentation

Dr. Self introduced Elizabeth Klonoff, Dorothy Yates, and Chad Macuszonok from the Office of Research for a presentation on UCF Rising.

Elizabeth Klonoff started the presentation by discussing the faculty involvement in selecting a new system and indicated that UCF is now implementing the new research and administration system. Dorothy Yates provided the background, the governance structure, timeline, and next steps.

Comment: The governance structure includes administrators that approve grants, but no faculty that write the grants.

Response: Dr. Klonoff noted the concern and will address faculty involvement.

Question: Will this replace the ARGIS® research management system software?

Answer: Yes, ARGIS will be replaced for proposal and award submission, but not eCRT. eCRT will be updated for effort reporting.

Question: Is the new limited submission portal part of the Huron research suite?

Answer: The limited submission portal is a separate software package.

Question: Will the grants currently in ARGIS transfer over?

Answer: Active grants and contracts will be transferred to Huron. ARGIS will be available for previous data.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 5:15 p.m.

Steering Assigned Topics for 2019-2020 Faculty Senate

Steering #	Committee Assignment	Topic	Description	Referred By	Status
1	Remove	Student Perception of Instruction minimum students	UCF IT indicates that the Faculty Senate determined that any courses with fewer than five students excludes results from being released. After research, no Senate resolution or minutes can be found that indicates the Senate set the minimum number. Faculty Excellence receives numerous calls regarding the rule. The Senate needs to document to reason for the minimum in a resolution.	Jasinski 5-31-19	Remove Steering 8-22-19
2	Remove	Summer courses and funding	Need recommendations on how to affordably offer summer courses. Costs are exceeding the colleges funding resulting in courses being reduced.	Deans Meeting 5-31-19	Remove Steering 8-22-19
3	Academic Calendar Committee	Academic Calendar	The calendar shift to meet Valencia's schedule resulted in a lost week of clinical work. Adopt UCF's calendar most appropriate for the university.	Deans Meeting 5-31-19	
4	Personnel Committee	Faculty administrative action	Consistent investigation and consequences for faculty administrative action regarding sexual harassment or other issues of misconduct.	Deans Meeting 5-31-19	
5	Personnel Committee	Faculty facing administrator and vice president reviews.	The Senate was heavily involved in the review of administrators and vice presidents pre-BOT during the 90's. Previously approved administrative review resolutions were approved and placed in the Faculty Handbook (1971-1972-3, 1978-1979-5, 1983-1984-5, 1991-1992-13). With the evolution of the BOT and Faculty Excellence, faculty need more involvement in the review process.	Self and Steering 5-29-19	
6	Commencements, Convocations and Recognition	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.	Self 5-14-19	
7	Master Planning	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 Dr 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.	Proctor 4-19-19	

8	Master Planning	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.	Proctor 4-19-19	
9	Ad Hoc Bylaws	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.	Steering 4-4-19	
10	Budget & Administrative	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.	Steering 4-4-19	
11	Steering	Faculty Senate Budget	Obtain a budget from Academic Affairs to provide committees funding to conduct research or hire an outside firm.	Steering 4-4-19	
12	Personnel	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. Also research/benchmark other universities process.	Steering 4-4-19	
13	Ad Hoc Bylaws	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.	Steering 4-4-19	
14	Ask each committee to review	Senate Resolution Appeals	Consider bringing back to the Senate any past resolutions that were not approved for an appeal vote.	Walters/Self 4-4-19	
15	SPoI Task Force	Student Perception of Instruction (SPoI)	The surveys are prone to gender and minority bias and too much or too little emphasis is placed on SPoI for faculty evaluation.	Koons 3-27-19	
16	Budget and Administrative	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.	Senate 3-21-19	

17	Personnel	Summer Work Assignments	Current discrepancies in the compensation for faculty that are required to have graduate students take thesis hours during the summer, independent of other responsibilities.	Personnel 3-6-19	
18	Personnel	Out-of-unit Faculty Benefits	Resolution 2017-2018-12 was denied. Work with the Faculty and Staff Benefits Committee in upcoming year to address issue.	Personnel 3-6-19	
19	Personnel	Emeritus Resolution 2017-2018-13	Policy update proceeding, examine to see if points raised in resolution are addressed in the policy.	Personnel 3-6-19	
20	Chair Talk to Provost	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.	Steering 3-7-19	
21	Ad Hoc Bylaws	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.	Steering 8-22-19	
2018-2019-1	Personnel	Faculty Excluded from Awards.	Faculty with minor administrative roles (out-of-unit) are now excluded from awards based on the Collective Bargaining Agreement. The impact on the faculty evaluation based on the inability to apply and be selected for an award. Response: Pegasus Award now includes out-of-unit.	Steering 4-5-18	Committee monitoring.
2018-2019-2	Personnel	Payment Structure for Awards.	Excellence and Pegasus Professor awards should be more prestigious than individual accomplishment awards such as TIP, RIA, and SoTL and the financial benefit should be more than a one-time payment.	Steering 4-5-18	Continuing Issues regarding TIP, RIA, SoTL, etc.
2018-2019-4	FCTL – reassign to Bookstore Advisory	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER). Response: FCTL including materials in summer conference.	Steering 4-5-18	FCTL given a seat on campus-wide CDL & Library committee.
2018-2019-9	Postpone Indefinitely	GEP Assessment System.	The system to enter GEP Assessment results needs major improvement. GEP courses are being requested to be Gordon Rule eligible that can't. Note: Keisha Hoerrner, Melody Bowdon, OEAS, and other faculty are trying working to improve the assessment.	Steering 4-5-18	

2018-2019-10	Parking, Transportation, & Safety	Golf Cart Speed Limit.	Environmental Health & Safety appears to be setting a 15MPH speed limit for golf carts on pedestrian walkways. Should be slower to ensure pedestrians have time to be aware of a golf cart in order to avoid a collision. Response: Transitioning from EHS to Compliance & Ethics. A new UCF policy needs to be created regarding speed limits. Committee recommended 10mph on sidewalks.	Coffey 4-9-18	Committee Monitoring
2018-2019-12	Personnel	Faculty Salary Compression Study	Update to study for all faculty. Comment: Request both equity AND compression studies in upcoming year. Steering 4-4-19: Identify the annual pay raises around the State.	Self 8-8-18	Not addressed
2018-2019-14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.	Dean meetings 8-8-18	Faculty Excellence is examining via COACHE response.
2018-2019-15	UPCC	Transfer Credit Evaluation Issues	No formal process or guidelines to evaluate transfer credit evaluation for out-of-state or courses at other institutions. Response: Draft documents complete. UPCC may vote on them in April. Changes to SACSCOC regulations & UCF's timeline for launching OCR software has made this more complex.	Hoerrner 8-8-18	In Progress – better suited for program coordinators, chairs/directors, or Assoc. Deans.
2017-2018-6	Budget & Administrative	Creative School Accessibility. (www.csc.sdes.ucf.edu/enrollment/)	The school has a waiting list of 200. The preference is for students to get slots first. The increase in faculty has resulted in an increased need for accessibility to the Creative School. The facility is at maximum capacity. Discussion: No new faculty hires were able to enroll and waiting list is longer. Is it possible to create a new school for faculty? Is it possible to develop the Creative School downtown as we build the campus?	Steering 4-6-17	Still Discussing
2017-2018-7a	Information Technology – reassign to Parking, Transportation & Safety	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.	Steering 8-7-17	Issue should be assigned to the PTS Committee.
2016-2017-35	Personnel to Steering	Committee chairs, reward and accountability for service (including service during the summer).	Modest number of faculty that do a very high amount of service (30-40%). They get credit for 10 – 15% assignment of service. Anything over that amount doesn't count. Give appropriate benefit or payment.	Harrington 8-11-16	Steering AD Hoc Committee 3-7-19
2017-2018-18	Postpone Indefinitely to monitor	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.	University Master Planning Committee	Monitor

2017-2018-5	FCTL	Lack of Study Abroad policy. (UCF policy 2-902; CBA Article 8.8)	Need a policy that explains the expectations on number of students, salary, etc. Taking 30 students abroad for one faculty member is dangerous and impossible to manage. Faculty are told you must take a minimum of 25 students in order to be paid. The union complains that we are giving away SCH's and the students beg for the opportunity. Discussion: Don't think UCF Global has a policy. Need a resolution to get a policy created.	Steering 4-6-17	FCTL gave to Division of Teaching & Learning and UCF Global to handle task.
2017-2018-16	Personnel	Spousal Conflict of Interest Resolution; Resolution 2016-2017-13	Keep informed of progress the UCF Research Conflict of Interest committee is making on issue. Policy didn't resolve specific issues. Response: Current policy didn't resolve specific issues. UCF Research Col committee supposed to address. Issue may need input from Compliance & Ethics.	Personnel Committee	Keep Open – Other input to occur
2017-2018-28	Strategic Planning Council	Strategic Planning Council	The membership and duties of the Strategic Council Committee may be out-of-date with the Collective Impact Strategic Plan. What is the role of this advisory committee to the president?	Self 7-25-17	Pending

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**

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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 2019-2020-4 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 2019-2020-9 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 2019-2020-12 Faculty Senate Bylaw Change – Information**
2 **Technology Committee Membership**

3
4
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
12 Membership

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

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