

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of October 5, 2017**

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

MINUTES

Motion and second to approve the minutes of August 17, 2017. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Interim Vice Provost for Faculty Excellence

Liz Klonoff, Vice President for Research and dean of the College of Graduate Studies

ANNOUNCEMENTS

Dr. Self welcomed Laura Gonzalez from the College of Nursing serving as an interim senator and Steering Committee member for Mindi Anderson.

OLD BUSINESS

None.

REPORT OF THE PROVOST

None.

NEW BUSINESS

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

An informal working group led by Kevin Coffey modified the original resolution from 2016-2017 that was denied by the provost.

Motion to place the resolution on the October 19 Senate agenda for a 30-day review prior to discussion at the November Senate meeting followed by possible amendment and vote at the January Senate meeting. Since the resolution was brought forward from the working group, no second is needed. The resolution is open for discussion.

Comment: Line 25 originally indicated one meeting per month. It's been changed to one meeting per semester. Keeping one per month as the guideline helps units not working well, but doesn't force units to have monthly meetings if they do not need it. The change to once a semester was voted down in the Senate. Also, don't know why all the "should" has been changed to "shall".

Response: These questions can be addressed in the Senate.

Motion to change line 25: strike "semester shall" and insert "month should". No second, motion fails. No other discussion.

Motion to place the resolution on the October 19 Senate agenda. Vote: All in favor; motion passes.

Resolution 2017-2018-6 Endorsement of University of Chicago Statement on Freedom of Expression

This resolution was brought forward by Ann Miller, a College of Sciences senator. The resolution asks for the support of the Faculty Senate on the statement.

Motion and second to place the resolution on the October 19 Senate agenda. Open for discussion. Motion and second to amend line 41: strike "In a word". Vote: all in favor; motion passes.

Question: How many schools have endorsed the statement?

Answer: Not sure, but there is a website you can look at

<https://www.thefire.org/cases/fire-launches-campaign-in-support-of-university-of-chicago-free-speech-statement/>.

Question: Is there a reason we changed the original language?

Answer: The changes were minor relating to UCF instead of the University of Chicago.

Briefly discussed the wording found at the beginning of lines 20 and 25. The remaining changes can be handled at the Senate meeting.

Motion and second to place the resolution on the October 19 Senate agenda. Vote: All in favor; motion passes.

Ad Hoc Committee on Faculty Participation on University Committees

The name of the Ad Hoc Committee was created at the August 17 Steering Committee meeting based on the topic list issue relating to the need for the Faculty Senate to be involved in ensuring that committees developed and maintained by the administration are staffed with faculty and have faculty contributing to their mission. This is especially true for University committees.

Question: How do we even know when a committee is formed?

Answer: That is one of the issues and there is no process to inform the Senate in order to identify if faculty should be appointed to a committee.

Comment: The last time the Senate tried to ensure faculty were appointed to search committees for school directors, it was denied.

Dr. Self asked if anyone would like to volunteer to serve on the Ad Hoc Committee. Bari Hoffman-Ruddy and Michelle Kelley volunteered. If anyone else would like to volunteer, contact Bill Self.

LIAISON COMMITTEE REPORTS

Budget and Administrative Committee – Bari Hoffman-Ruddy

The committee met twice. At the first meeting, the committee discussed funding for graduate assistants and is currently gathering more data. At the October 4 meeting, the committee focused on the insufficient funding of the Travel Awards program.

Question: Is there a clear direction or guidelines for the awards? It seems like the reasons for the travel funds are all over the place.

Response: Last year, the committee decided to award travel to conferences and to receive awards. It may be too early to get too concerned since the committee is trying to determine the application volume.

Comment: If there isn't a clear opinion of committee members, maybe the committee could seek opinions from Senate members, or the faculty at large via a survey.

Question: Can we advocate that the fund be increased?

Response: The issue of lack of funding for faculty programs came up last spring. The number of faculty new hires is rising, yet budgets are remaining the same. We can keep advocating this going forward, or maybe a resolution needs to be drafted.

Information Technology Committee – Joseph Harrington

The committee met September 25 with meetings scheduled every two-weeks. Discussed the multi-factor authorization issue. Human Resources may be the most effected, having to authenticate every few minutes. Also discussed using faculty owned devices for authenticating. There is a security dongle that can be purchased that connects via USB, but UCF IT isn't funded to purchase a \$50.00 dongle for employees. The committee also discussed the Student Perception of Instruction (SPoI) in regards to UCF students need to access data in an easier manner in addition to chairs and directors accessing tools to analyze the data. The last issue raised was a better way to navigate and get directions on campus, especially if you are walking from building to building.

Parking, Transportation and Safety Committee – Margaret Ann Zaho

The committee has not met due to the hurricane closure. The next scheduled meeting is Monday, October 9 in the College of Sciences.

Personnel Committee – Linda Walters

The committee met September 20. Discussed the University Promotion and Tenure Committee caseload issue due to the increase in faculty, the role of the committee, and the right to be evaluated by faculty in your college. For centers and institutes and the medical school, this would be someone from those divisions or the Office of Research. Lucretia Cooney is gathering data on how many recommendations from the committee have been overturned by the provost. The committee also discussed an issue regarding the Emeritus policy. Since faculty can't apply for Emeritus status until they have retired, there is a gap between when they apply and when Emeritus is granted. Faculty on student committees at the time of retirement can no longer serve on the committees until Emeritus status is granted. In addition, discussed faculty short notice regarding teaching assignments, change in mode, or summer courses. The committee is recommending the issue be brought up at the chairs council. Teaching assignment is in the Collective

Bargaining Agreement with the disclaimer, if possible. Comment made that the mode change isn't occurring by the chair, but scheduling. A reminder was voiced that the committee can ask Bill to discuss the issue with the provost, or the committee can draft a resolution that encourages chairs and directors to provide as much notice as possible.

Graduate Council – Jim Moharam

Three of the committees have met twice and the Policy Committee has met once. Discussed the 7-year rule. The current policy applies to coursework being completed within 7 years at which time the student must file a petition or re-take the courses. A new policy is being considered that changes the 7-year rule to finish a master's degree from the day of admission. The new policy has been supported by the associate deans and the committee. Students that applied for a combined master's and doctorate program would only have 7-years to complete the degree. Discussing how this would be implemented in the catalog. Comment regarding how this policy would be problematic for the student that only takes two courses a semester due to full-time work, parenting, and other time commitments that prevents them from attending full-time. For those students, a 6-year program can go well beyond the 7-year deadline. For the Humanities, the average time to complete a degree is 6.9 years, which may be too close to the 7-year deadline.

Undergraduate Council – Kevin Murphy

No update available.

OTHER BUSINESS

Faculty Salary Equity Study - Presentation

Linda Sullivan with Institutional Knowledge Management would like to provide the Senate with an update on the Salary Equity Study on October 19. A working group worked over the summer to further the analysis and is ready to provide a final report.

Motion and second to schedule the presentation for October 19. Vote: All in favor; motion passes.

Conflict of Interest - Compliance Committee

Dr. Harrington indicated that this committee meets with Dr. Klonoff once a month. The committee is looking for input on the following ideas:

1. Rather than giving a 15% summer buyout in the Spring semester, spread the buyout over a 12-month appointment so faculty can accrue and take annual leave. This is a compliance issue for the faculty and university. What are the implications of doing this? Would faculty be in favor of this idea? Does it have to be mandatory?

Question: If soft money, do faculty accrue leave?

Answer: Yes, if a 12-month contract.

Comment: At other universities, if you can show you have contract money to cover your summer salary, they give you a 12-month fiscal contract and accrue leave. If it's your first year getting a grant, you have a 9-month academic contract and a summer fiscal contract. After that, it's a 12-month fiscal contract.

Comment: If a 9-month faculty member goes to a 12-month contract, they lose the paid parental leave benefit.

Comment: Should bring this up at the October Senate meeting so faculty are informed and can provide feedback.

2. Reviewing the Conflict of Interest form in regards to ambiguous language and options that if selected, won't let you change it.

If there are items in the Conflict of Interest that are concerning, please email Doug Backman at dbackman@ucf.edu.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:04 p.m.

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.

1 **Resolution 2017-2018-6 Endorsement of University of Chicago Statement**
2 **on Freedom of Expression**

3
4 **Whereas**, the University of Central Florida firmly supports academic freedom and free speech on
5 campus; and

6
7 **Whereas**, multiple events on university campuses across the country over the past several years, but
8 especially 2017, have raised questions about status of free speech on American university campuses;
9 and

10
11 **Whereas**, the free speech policy statement produced by the Committee for Freedom of Expression at
12 the University of Chicago has become a model for university affirmations of free speech and academic
13 freedom across the country since its publication in 2015; and

14
15 **Whereas**, the Chicago Statement has been adopted or endorsed by a growing number of faculty bodies
16 and institution across the United States; therefore

17
18 **BE IT RESOLVED** that the Faculty Senate endorses the following statement on freedom of expression,
19 adapted from the University of Chicago statement:

20 Because the University of Central Florida is committed to free and open inquiry in all matters, it
21 guarantees all members of the University community the broadest possible latitude to speak, write,
22 listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the
23 functioning of the University, the University of Central Florida fully respects and supports the freedom of
24 all members of the University community to discuss any problem that presents itself.

25 Of course, the ideas of different members of the University of Central Florida community will often and
26 quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals
27 from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the
28 University greatly values civility, and although all members of the University community share in the
29 responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect
30 can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable
31 those ideas may be to some members of our community.

32 The freedom to debate and discuss the merits of competing ideas does not, of course, mean that
33 individuals may say whatever they wish, wherever they wish. The University of Central Florida may
34 restrict expression that violates the law, that falsely defames a specific individual, that constitutes a
35 genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests,
36 or that is otherwise directly incompatible with the functioning of the University. In addition, the
37 University may reasonably regulate the time, place, and manner of expression to ensure that it does not
38 disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle
39 of freedom of expression, and it is vitally important that these exceptions never be used in a manner
40 that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

41 The University of Central Florida's fundamental commitment is to the principle that debate or
42 deliberation may not be suppressed because the ideas put forth are thought by some or even by most
43 members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the

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.