

MEMORANDUM

Date: September 13, 2018
TO: Members of the Steering Committee
FROM: William Self
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on September 20, 2018**

Meeting Date: Thursday, September 20, 2018

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: Millican Hall, room 395E

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of August 16, 2018**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Resolution 2018-2019-5 Faculty Senate Bylaw Change, Senate Operational and Curricular Councils Membership
 - Promotion and Tenure and Faculty Annual Reporting, Interfolio Presentation – *Wesley Lyon*
 - Overhead Oversight
 - UCF Parking Application Reliability
 - Volunteer and Short-term Parking
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Qian Hu*
 - Information Technology Committee – *Joseph Harrington*
 - Parking, Transportation and Safety Committee – *Kristine Shrauger*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Mathilda Van Niekerk*
 - Undergraduate Council – *Nina Orlovskaya*
9. **Other Business**
10. **Adjournment**

**Faculty Senate
Steering Committee Meeting
Millican Hall, room 395E
Minutes of August 16, 2018**

William Self, chair, called the meeting to order at 4:01 p.m. Committee members and guests introduced themselves. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 5, 2018 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jana Jasinski, Vice Provost for Faculty Excellence
Joe Adams, Communications, Office of the Provost
Lucretia Cooney, Associate Director, Faculty Excellence
Silvana Sidhom, UCF Graduate Student

ANNOUNCEMENTS

The Advisory Council of Faculty Senates (ACFS) meets three times a year. This advisory body to the Florida Board of Governors represents Senate leaders from each university in the State University System. Shawn Felton with Florida International University was elected chair and Bill Self was elected vice chair for 2018-2020. As the vice chair, Bill will be attending the Florida Board of Governor meetings. The ACFS recently passed a resolution regarding performance based funding including the entire Education and General (E&G) funding in the universities budget. The resolution has been presented to Chancellor Criser.

Since the passing of Resolution 2017-2018-14 Faculty Participation on University Committees last April, Keith Koons and Rebecca Bennett have been appointed to the UCF Policy Committee and faculty nominees were just submitted for members to the University Budget and Facilities Budget Committees. In addition, the Compliance and Ethics Committee is requesting to add two faculty members to the committee.

The new Trevor Colbourn Hall has a lactation room on the 3rd floor. The administration was acknowledged and thanked for planning the room in a newly constructed building in support of Resolution 2017-2018-1 Availability of Lactation Rooms for UCF Women passed last year.

Dean Michael Johnson is the chair of the Provost search committee. The members and progress of the search can be found at <https://provost.ucf.edu/provost-search/>.

The Senate leadership team met with the deans over the summer. Issues raised have been added to the topics list.

The COACHE survey data should be received by the end of August. Faculty Excellence would like faculty nominees to look at the results and help identify priorities moving forward. Nominations are due by August 22.

President Whittaker will host the annual faculty reception on Friday, August 24, 2018 in the Pegasus Ballroom from 3:00 – 4:30 p.m. The president will also host the traditional reception on August 30 immediately following the Senate meeting.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Construction

The new Trevor Colbourn Hall has over 340 new offices. A celebration will be held November 14. The downtown campus planning is underway. A groundbreaker's breakfast was held Tuesday. The dean search is underway for the College of Health Professions and Sciences.

Incoming Students

This year, UCF has 316 National Merit Scholars. Incoming freshman have an average GPA of 4.08, up from 4.06 last year. The average SAT score is 1322, up from 1316 last year with an average ACT score of 28.2, up from 28.1 over last year. We should have about 7,000 transfer students this year and about 6,000 first time in college (FTIC) students. We expect about 67,000 students for the Fall semester. A member questioned if we are losing ground on the student/faculty ratio. The provost indicated that we are still committed to hiring 400 faculty. In conversation with deans, we need to make sure we are meeting the instructional need and need to add more instructors and lecturers. A member commented that more faculty are needed however, there is no space in the buildings to house the faculty and students are unable to enroll in required courses due to the class limit. The provost indicated that the deans are now receiving a report indicating classroom utilization to determine if the classroom is in use to capacity or not.

Provost Dooley announced that Dr. Jana Jasinski has been officially appointed as the vice provost for Faculty Excellence.

Performance Funding and Preeminence

If UCF doesn't achieve performance at a certain level, we risk leaving \$15 million on the table. It's not about the metrics, it's about the funds and how we can fund faculty members, programs, and that our students have access to the best student support services. We are pushing to become preeminent and be ranked in the top three for performance within the next three years. The deans are committed and the faculty are the core to student and faculty success.

NEW BUSINESS

Resolution 2018-2019-2 Guidelines for Centers and Institutes at the University of Central Florida

Resolution 2017-2018-11 approved by the Senate last year was not approved by administration with objection to the added BE IT FURTHER RESOLVED to retain any faculty that can't find a tenure home. The clause infringes on managements right to reorganize that can't be waived, creates implications for management and bargaining, and could result in a one-person unit.

Since all of the faculty in centers and institutes have been moved within academic units, the objectionable clause is no longer necessary and the resolution is being brought forward without the added clause.

Motion and second to place the resolution on the August 30 Senate agenda. The resolution is open for discussion.

Motion and second to amend line 133 by replacing the title "~~Exclusions~~" with "Other Named Centers and Institutes." Vote: All in favor; motion passes. No further discussion.

Motion and second to place the resolution on the August 30 Senate agenda. Vote: All in favor; motion passes.

Resolution 2018-2019-3 Faculty Senate Bylaw Change, Committee Membership

This resolution is the result of a topic issue from last year. A Bylaw Revisions Ad Hoc Committee was formed in April 18 to address the issue. The resolution modifies the bylaws for every committee to elect a chair and vice chair at the first meeting. This provides a back-up for the chair in the event he/she is unable to attend a meeting.

Motion and second to place the resolution on the August 30 Senate agenda for a 30-day review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting. A member questioned how this would work for the curriculum councils. Dr. Self indicated that a vice chair would be added to the individual curriculum committees. No discussion.

Vote: All in favor to add the resolution to the August 30 Senate agenda; motion passes.

Resolution 2018-2019-4 Faculty Senate Bylaw Change, Senate Membership

This resolution is the result of a topic issue from last year. The Bylaw Revisions an Ad Hoc committee recommends removing the exclusive language to allow instructors or lecturers to be elected as faculty senators. The committee reviewed data from other Florida Universities, inspirational, and peer institutions that will be sent to the senators for review.

Motion and second to place the resolution on the August 30 Senate agenda for a 30-day review prior to discussion at the September Senate meeting followed by possible amendment and vote at the October Senate meeting. A member questioned if any other

faculty positions are eliminated. This relates to the faculty as defined in the Faculty Constitution Bylaws and would allow instructors, lecturers, and instructor librarians to be elected as a senator. A senator commented that it would be good information to know how many of these positions serve on committees that have not been allowed to be senators. The ACFS discussed inclusion to the Faculty Senate and determined that UCF and Florida State University are the only Florida institutions that were exclusionary. No other discussion.

Vote: All in favor to add the resolution to the August 30 Senate agenda; motion passes.

Senate Committee Liaisons

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

Budget and Administrative: TBD

Information Technology: Joseph Harrington - tentative

Parking, Transportation, and Safety: TBD

Personnel: TBD

Graduate Council: TBD

Undergraduate Council: Jim Moharam

Senate Parliamentarian

Dr. Self announced that Eric Merriam has agreed to serve as Parliamentarian for 2018-2019. Dr. Self thanked Dr. Merriam for his service.

Topics for 2018-2019 Senate Committee Action

Each summer, the Senate leadership meets with all deans to identify issues arising that may impact all colleges. Other topics were gathered from Steering and Senate members. Brief discussion ensued regarding issues and resolutions to administration that are bargained. Although the Senate can voice an opinion on any topic, administration can't approve a resolution involving a bargaining item. A member pointed out that there has been instances of a resolution passed regarding a bargained item to make a point that was addressed a couple of years later.

The members discussed the terminology to use for the action for each topic. Each of the following topics were assigned to a committee, postponed indefinitely or terminated. Each topic was motioned and seconded and voted all in favor unless otherwise noted.

Steering #	Committee Assignment	Topic	Description
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.
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.
3	Research Council	Different method to assess Excellence Award in Research.	The Excellence award in Research is always unfair to the behavioral sciences, and arts and humanities. Need a different method of evaluating to ensure fairness across disciplines.
4	FCTL	Textbook Affordability.	Increase faculty involvement and additional training regarding textbook affordability through open educational resources (OER).
5	Budget & Administrative	Faculty Collaborative Commons.	A Faculty Collaborative Commons where faculty can eat, meet, and collaborate. A Faculty Excellence exceptional budget request was denied.
6	Senate Chair - ACFS	New Degree Program Approval Process.	BOG-Improve the process to get a new degree program approved. Right now it can take three years. Need to respond to the marketplace and student needs.
7	Senate Chair - ACFS	Lack of flexibility with Course Catalog in offering approved courses in academic year.	Course Catalog inability to quickly respond to student demand; inability to offer a new course approved with a course number for the spring due to inability to add the course due to the annual catalog year limitations. Results in student transcript showing ST instead of the course.
8	Research Council <i>1 opposed vote; motion passed</i>	IRB Speed and Efficiency.	Improve the speed and efficiency of the Internal Review Board process. Need better department/college review prior to submission, training, and system improvement.
9	Postpone Indefinitely	GAP 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.
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.
11	Budget & Administrative	Departments Financially Responsible for Building Maintenance.	Faculty located in a non-teaching building are being told that building maintenance is the responsibility of the department that is not funded for building maintenance. This includes declining equipment built into the building before faculty where moved.

12	Personnel	Faculty Salary Compression Study	Update to study for all faculty.
13	Terminate with communication to Alumni Office	Pilot Information gathering from Alumni	Solicit information from Alumni regarding what courses/faculty made a strong impact in early career (2-5 years post-graduation)? Might be useful for curriculum/faculty evaluation.
14	Personnel	Faculty Retention	Colleges are struggling with faculty retention.
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.
16	Postpone Indefinitely	Committee Ownership	Parking and transportation is under the authority of the BOT that was delegated to the president and is questionable if the Senate has the authority or ownership to make any changes to the committee structure. Remove from bylaws, leave as is, or let administration create new committee.
2017-2018-41	Parking, Transportation, & Safety	Classroom Safety.	Active Shooter protocols in UCF classrooms. Lack of materials.
2017-2018-40	Steering – Ad Hoc Bylaws Committee	Non-tenure Faculty, Faculty Senate representation.	Non-tenure earning faculty need leadership opportunities. Should the bylaws be changed to allow instructors/lecturers to be elected senators?
2017-2018-3	Steering – Ad Hoc Bylaws Committee	Senate Oversight of Senate elections.	Gather and review the Senate nomination and election process. Discussion: Although all colleges will differ, determine nomination and voting procedures and process, length of election, bylaws or not, etc.
2017-2018-39	Steering – Ad Hoc Bylaws Committee	Senate Operational and Curricular chairs and vice chairs	Increased need for a backup chair due to conflicts. The Bylaws many need to be updated regarding the absence of a chair.
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?
2017-2018-7a	Information Technology	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.

2017-2018-22	Information Technology	Teleconference Technology.	Need a better university-wide solution to connect faculty to meetings like Google Docs, Adobe Connect or other reliable package.
2017-2018-27	Information Technology	Student Perception of Instruction (SPol) – Processing Mid-Cycle or Mid-Term reports.	Special tuition programs (market/tuition rate/cost recovery) and some newer programs have special course dates (like 7 weeks). Need a means to get processed for timely evaluation. Test Scoring Services does not process any mid-cycle or mid-term SPol's. They are all done at the end of each term. Changes to the process need to be approved by the Senate and the Registrar's Office.
2017-2018-29	Steering Ad Hoc Committee <u>Vote by hand: 11 in favor; motion passed</u>	Student Perception of Instruction (SPol) available to students. (http://www.cst.ucf.edu/resources/testscoring/spi/)	Would like SPol made more available to students by putting them in my.ucf.edu in an easier format for students to review a particular faculty member. Discussion: Publically available now as a single pdf and without verbal comments. Students want to use myUCF instead of rate my professor or other sites. Encourages more student engagement in completing SPol's. It's is also a nightmare for colleges. SGA passed a resolution to address issue. Student guest showed GatorRater at U.F. used tech fees to develop. This is a transparency issue.
2017-2018-31	Information Technology	Multi-Factor Authentication	Should not have to use personal phone to authenticate.
2016-2017-34	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be? <i>(Regulation 3.010, CBA Article 10)</i>	Need to review the process.
2016-2017-35	Personnel	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.
2017-2018-38	Personnel	Telecommuting Policy (http://hr.ucf.edu/files/telecommuting_man.pdf) (https://hr.ucf.edu/files/telecomm_forms.pdf)	Work-Life Balance Faculty Excellence Advisory Group requests a transparent and fair policy, especially for the non-teaching/research faculty (CDL, library, etc.)
2017-2018-18	Postpone Indefinitely to monitor	University Master Planning Committee	Recommendations to increase the UMPC's involvement in short- and long-range planning.
2017-2018-5	FCTL	Lack of Study Abroad policy. (<i>UCF policy 2-902; CBA Article 8.8</i>)	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.

2017-2018-13	Terminate	Hispanic Serving Institution	What changes need to be in place prior to becoming a Hispanic serving institution? <i>Discussion: We are already there in number, but how do we serve the population? Difference services or more services?</i>
2016-2017-13	Terminate	Post-tenure review (Regulation 3.010, CBA Article 10)	Not useful or beneficial. Is there a better way?
2017-2018-14	Terminate	TIP, RIA, SoTL (CBA Article 23.5)	a) What is the relevant history of what happened at the time UCF kept these, while other universities canceled? b) How did UCF vs other universities deal with the related salary issues? c.) What is the impact of continuing the awards upon current salary structure at UCF?
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.
2017-2018-17	Terminate	Annual Evaluation Standards and Procedures (AESP) (Regulation 3.010, CBA Article 10)	Examine the updating process to ensure that faculty input is being used in setting up and implementing changes to the program.
2017-2018-19	Terminate	Partners in Teaching and Learning	Vital role of Housing and Residence Life as our partners in teaching and learning.
2017-2018-21	Terminate	Administrative Discretionary Increases (ADI's) (Regulation 3.044, CBA Article 23.8)	Address ADI's awarded to retain faculty in the context of counter offers from other Universities. What is the policy? Is there a requirement to show written proof of offer or job interview?
2017-2018-23	Terminate	Teaching Incentive Program (TIP) & Annual Evaluation Standards and Procedures (AESP) Process. (CBA Article 23.5)	We must set the bar higher than ourselves for both. A culture change needs to happen.
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?
2017-2018-37	Personnel	Joint Appointments with COM (https://provost.ucf.edu/files/Join_t_SecondaryJoint-Instructions-Form-07.29.16.pdf)	Difficulty in arranging joint appointments between CREOL and COM because COM faculty are out-of-unit. This will be an issue with the Academic Health Science Center.

OTHER BUSINESS

We need a volunteer to serve on the university level Alcohol and Other Drug (AOD) Advisory Consortium. There are two meetings scheduled in the Fall semester. We will send an email to all the senators for volunteers.

The Institute for Simulation and Training is now a school in the College of Graduate Studies with tenured, tenure-earning and non-tenure earning faculty. In the past, the College of Graduate Studies has not had non-administrative faculty. Based on the bylaws, the new school will be apportioned in January.

In the updated UCF Parking Regulation, the regulation did not indicate that the University Parking and Transportation Committee is a Joint Committee of the Faculty Senate. After several discussions, it appears that parking and transportation is under the authority of the Board of Trustees that was delegated to the president and is questionable if the Senate has the authority or ownership to make any changes to the committee structure. We can remove the committee from the bylaws, or allow the committee to exist as is, or let the president form a new committee. Members placed the issue on the topic list.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 6:15 p.m.

1 **Resolution 2018-2019-5 Faculty Senate Bylaw Change, Senate Operational**
2 **and Curricular Councils Membership**

3
4 **Whereas**, the Bylaws for the Budget and Administrative, Information Technology, Personnel,
5 and the Parking, Transportation and Safety operational committees in addition to the curricular
6 councils require the chair/vice chair be a current Faculty Senate member; and

7
8 **Whereas**, the Senate operational and curricular council chairs each provide a committee report
9 at each Faculty Senate meeting; and

10
11 **Whereas**, this requirement limits the leadership opportunities for general faculty while placing
12 a heavy service load on faculty senators; and

13
14 **Whereas**, many long-time committee members would like the opportunity to chair the
15 committees; therefore

16
17 **Be it resolved** that the Bylaws for each Senate operational, curricular councils, and the
18 Committee on Committees be modified to allow any committee member to chair/vice chair the
19 committee and to appoint a committee faculty senator liaison to provide monthly committee
20 reports to the Senate as followed:

- 21
22 1. Budget and Administrative, Information Technology, Personnel, and the Parking,
23 Transportation and Safety Committee

24
25 Membership:

26 The committee chair ~~must be a current Faculty Senate member and~~ shall be elected
27 annually by its membership at the first meeting of the committee after the new Faculty
28 Senate is elected, normally in the early fall term.

- 29
30 2. Undergraduate and Graduate Councils

31
32 Membership:

33 The council chair and the vice chair ~~must be current Senate members and~~ are elected
34 annually by the membership of the council at the first meeting after the new Senate is
35 elected, normally early in the fall term.

- 36
37 3. Committee on Committees.

- 38
39 a. To solicit committee preferences from senators for membership on the
40 committees of the Senate, ~~and to~~ review and recommend committee
41 membership, and to appoint a Senate liaison to provide monthly committee
42 reports to the Senate.