



# Faculty Senate

## Steering Committee

Minutes for meeting of Thursday, September 21, 2023, 3:00 pm

Location: In person in the Charge on Chamber, Student Union Room 340

Recording Link:

<https://ucf.zoom.us/rec/share/WbMP4I1KldpoaYCTv5eqCArtptoAL7bk0ptAAIb2Nvf-9bPQKKIId2HE5HI1fiCq.Jjass8cfOIJO-JXW?startTime=1695321781000>

Passcode: +re5MGID

- 1) Quorum reached and Chair King called the meeting to order at 3:03pm
- 2) [00:01:12] Roll Call via Qualtrics. Faculty Senate Chair Stephen King, Vice Chair Keri Watson, Secretary Kristine Shrauger, and Acting Past Chair William Self were present. (*See meeting materials Attachment A for list of participants*)
- 3) [00:01:26] Approval of Minutes of April 24, 2023 - approved.
- 4) [00:02:00] Recognition of Guests:
  - a) Lucretia Cooney, Director, Faculty Excellence
  - b) Joe Harrington, Interim Associate Vice President for Research and Scholarship
  - c) Jana Jasinski, Vice Provost, Faculty Excellence
- 5) [00:02:14] Announcements:
  - a) On October 12, 2023, from 4-5 p.m., Research Council will lead a Workday zoom session with VP Gerald Hector. The link to the meeting is as follows:  
<https://ucf.zoom.us/j/95828204402?pwd=dm5QUHRNTDZ0aFJCMXIQQTJVZkpQUT09>
- 6) [00:04:02] Report of the Senate Chair
  - a) Chair King spoke about the importance of Senate committees, including making sure that Committee reports were included this year. See meeting materials Attachment B for full report.
- 7) [00: 08:52] Report of the Provost – Vice Provost Jana Jasinski spoke on Provost Johnson’s behalf.
  - a) Vice Provost Jasinski spoke on the topic of SB266 and waiting for guidance from the Board of Governors. UCF will be hosting an international conference on Artificial Intelligence in the coming week. See meeting materials Attachment C for full report.
- 8) Unfinished Business – none
- 9) [00:12:44] New Business
  - a) Senate Agenda for October 5, 2023 – Motion made and seconded to invite Beau Case, Dean of Libraries, to present on the topic of deaccessioning journals and monographs. Motion approved.
  - b) Motion made and seconded to hold a Steering meeting at the Lake Nona campus in the spring. Motion approved.
  - c) Steering Topic 2023-2024-5 Senate role in regulation development. Vice Chair Keri Watson led the discussion.



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- d) Steering Topic 2023-2024-9 Senate work over summer. Chair King presided over discussion about summer course approvals by the UCRC and other potential summer senate service.

## 10)[01:14:40] Committee Reports –

- a) B&A Committee: Keri Watson, Chair of B&A Committee
- b) IT Committee: Joe Kider, Steering Liaison for IT Committee
- c) Personnel Committee: Kristina Tollefson, Steering Liaison for Personnel Committee
- d) Research Committee: Linda Walters, Chair of Research Council
- e) Graduate Council: Danny Seigler, Steering Liaison for Graduate Council
- f) Undergraduate Council: Tina Chiarelli, Chair of UCRC, Steering Liaison for Undergraduate Council

## 11)Other Business

12)[01:33:00] Adjournment: 4:35 pm.

Reviewed and submitted for approval by

Kristine J. Shrauger                      09/26/2023

Kristine J. Shrauger                      Date

Faculty Senate Secretary

2022-2023 Steering Committee Attendance

Last Name	First Name	08/24/23	09/21/23	10/19/23	11/16/23	01/04/24	02/01/24	02/29/24	03/28/24	Total Meetings Attended
<b>Faculty Senate Leadership</b>										
King	Stephen	1	1							2
Watson	Keri	1	1							2
Shrauger	Kristine	1	1							2
Self	William	1	1							2
<b>College of Arts and Humanities</b>										
Cash	Mason	1	1							2
Tollefson	Kristina	1	1							2
<b>College of Business Administration</b>										
Gallo	James	1	1							2
<b>College of Community Innovation and Education</b>										
Seigler	Daniel	1	1							2
<b>College of Engineering and Computer Science</b>										
Kauffman	Jeffrey	1	1							2
Proctor	Michael	1	1							2
<b>College of Graduate Studies</b>										
Kider	Joe	1	1							2
<b>College of Health Professions and Sciences</b>										
Lopez Castillo	Humberto	1	1							2
<b>College of Medicine</b>										
Chiarelli	Tina	1	1							2
<b>College of Nursing</b>										
D'Amato-Kubiet	Leslee	1	1							2
<b>College of Optics and Photonics</b>										
Schulzgen	Axel	1	1							2
<b>College of Sciences</b>										
Schulte	Alfons	1	1							2
Walters	Linda	1	1							2
<b>Rosen College of Hospitality Management</b>										
Semrad	Kelly	1	1							2
<b>University Libraries</b>										
Murphey	Missy	1	1							2
<b>Total Present</b>		19	19	0	0	0	0	0	0	

1=Present

\*Summer meetings do not count for or against a senator's attendance

## Steering Chair Report:

September 21<sup>st</sup> steering committee chair announcement and report

**Welcome**, For Roll Call please fill out the Qualtrics survey on the agenda and emailed to you. For those on Zoom, please add FS to the front of your name if you are a voting member of the Steering committee, and a G if you are here in any other capacity as a guest.

**Our first order of business is the approval of minutes** from the August 24<sup>th</sup> Steering meeting. Are there any changes or additions to those minutes?

Hearing none, the minutes are approved as written.

**Next is recognition of Guests**. I want to thank the guest in attendance today, both in person and via zoom. Its great to have you joining us today!

**On to Announcements:** I have **one announcements:**

Thursday October 12<sup>th</sup> 4-5 pm the Research council is leading a zoom session with VP Gerald Hector to identify and address workday issues. The actual link is on your agenda for today, so you are able to forward it to any interested faculty.

Please email Linda Walters if you have specific concerns or problems in Workday that you would like to see addressed. She will forward those to VP Hector so he can look ahead at the issues and plan a way to address them.

**With the announcements done, I'll start my report of the chair.**

I want to use my report to talk about what I consider the most important part of the faculty senate: our committees. I want to provide an update as to what is already in motion with our committees, and what we are planning to do throughout the year.

1. First, our work last month provided 19 new topics to our committees, to go along with the pre-existing topics those committees had already been assigned in previous years.

2. Second, I am setting up group meetings with the chairs of our operational and curricular committees, so we can share ideas, strategies,

and concerns, and talk over issues with topics or other items of interest. One meeting is with our operational chairs: B&A, IT, Personnel, Research. The second meeting is with the 4 committee chairs that make up the Graduate Council, and the final meeting is with the committee chairs of the undergrad council. These were successful last year, and I hope to expand upon those meetings this year.

The third point I want to raise is about our committee reports in steering and senate. Pre-covid, these committee reports were an important part of senate and how we heard about what was going on in some of the key senate committees. During and after covid we have been caught up with many time sensitive issues (protecting the campus during covid, for example) so we always seemed to cut off our committee reports to get to other business. Well, I hope to **re-emphasize** our committees and thus our **committee reports** this year, starting today. We will get some practice today, before we get to senate in 2 weeks.

My 4<sup>th</sup> point is about those topics assigned to committees, I plan to work with each committee with their topics, to make sure the committee chairs understand the topics, and that the committee can make strong progress on completing many of their topics. We will never complete all of our topics across the senate, simply because some are designed to be long term themes for discussion and action, such as working on how to teach in an AI world. But I do believe that we can complete and close many of our topics with a concerted push.

My last point about committees is focused on our joint committees. Our Bylaws require that our operational committees and curricular councils report to senate. There is no such requirement for our joint committees to report to senate. That means it is much easier for us to lose sight and understanding of what our joint committees are working on, where they are doing good work, and where they may benefit from outside (as in senate) input. Therefore, over the course of the year, I plan to invite the majority of the joint committees to present committee reports at one of our senate meetings. It will take some time to set this up, but I hope the entire senate will benefit from learning about what business our joint committees are doing.

I'll end my report there, and Thank you for your attention

I will now call on Provost Johnson to give the report of the provost. Thank you, Provost Johnson. Do we have any questions for the provost?

**Our first agenda item today is** the senate agenda for October 5<sup>th</sup>. On that agenda we have our standard business and committee reports. We will have two resolutions to debate and vote upon.

For a Campus climate report I would like to have the dean of the University Libraries give a focused report on the De-Accessioning that is occurring at the library. This is the decision and mechanism to remove many many printed books and periodicals from the library to make room for renovations. I think it would be good to have an open discussion on this, as currently all sorts of rumors and incomplete information is going around the campus in the absence of a clear and detailed report of what is happening and the ramifications of that plan.

**Our next agenda item** is to consider **having a steering meeting** at the Lake Nona campus sometime in the spring semester.

I will start by sharing that last year we decided to hold one steering meeting at the downtown campus, and although the sound quality of the meeting was poor for those in zoom, those that attended in person had a great experience and learned a lot about the campus, its strengths, and the issues it is dealing with. My long-term hope is that we would slowly rotate through steering meetings on all three Orlando Campuses over time, giving our faculty a better understanding and appreciation of the different campuses. This year I would like to consider having a meeting at Lake Nona, with the plan to have a steering meeting next year at Rosen.

If steering approves this motion, then I will work with Dean German and the Lake Nona faculty to plan a tour of the campus, followed by our steering meeting at an appropriate high quality meeting venue. We had a similar plan for our meeting last year at the Downtown campus.

**Next we have two agenda items that** are discussions of topics assigned to our Steering committee. I do not have planned motions on these topics for today, as I hope to have an initial discussion on these topics, where we

can decide on next steps. Because of that I would like to have us remove the limitation on the number of times we speak on the topic, to facilitate a deeper discussion of these topics.

**For the first topic: Topic 2023-2024-5 Senate role in regulation development**

, I will relinquish the chair, as this topic requires me to present a fair amount of information and the rationale. Keri will preside over the discussion.

I need to start by discriminating between three types of UCF Governance documents.

- 1.Area specific policies (Grad policy, UPCC, Research policy etc)
- 2.University big P Policies are ultimately approved by the president
- 3.University Regulations are ultimately approved by the Board of Trustees

Last year there was a change in University Policy development. Prior to the change, an admin developed a policy with little or no documented input from stakeholders, then the policy went to the 14-day comment period, then the Policy committee, and approval. This made it feel like both good and bad policies were basically approved and that faculty had little or no say on their development. Every policy notice felt like a thirteenth hour mad dash to see what was possibly coming to change what faculty had been doing with no warning.

The change that we enacted in policy development over the past year was to have the senate and the dean's offices in each college get set an early draft form of the policy **PRIOR to it going out for its 14 day** list serve review. This has allowed us, **the senate**, to weigh in early, and to have meaningful back and forth conversations with the admin proposing the policy. The senate **ONLY** gets 7 days to comment here, but many times the conversations start in 7 days then go on until both sides are satisfied. I strongly feel this has helped us to have better policies proposed, it has helped faculty to be involved in the process, and it has demonstrated to the administration that the faculty senate will work towards shared governance if we are given the chance.

**Now I want to jump to University Regulations:**

The current procedure for proposing new or amended Regulations is that an administrator develops a Regulation, no documented input from

stakeholders is required, and the policy goes up for a 30-day list serve comment period, Following the comment period the regulation can be voted upon by the Board of Trustees.

What I would like to have us discuss is whether a similar 7-day period for the senate to review all Regulations prior to going to the list serve would benefit the University.

I'm hoping a discussion today could see what other think about this, and explore ways we could try and get faculty input into our university regulations. Thank you,

Thank you, Keri,

### **SAVE IF NEEDED**

I can give two very recent examples where no faculty input occurree, and it led to issues.

1<sup>st</sup>: the change to parking fees and areas that suddenly need parking permits. I am positive that faculty input would have identified the concerns that many faculty, researchers and staff that work in Research Park had, and those issue could have been worked out ahead of time, instead of after a huge mess blew up.

2<sup>nd</sup>: a Regulation currently up for amendment and approval at next week's BOT meeting would have allowed non-unit non tenured faculty working with patients to be terminated with no notification time to help their patients find new doctors and health care providers ...even though there is a state-mandated duty for health care providers to do this for all patients if the attending physicians are no longer working there. I only picked up on the problem in the wording of the regulation as I was prepping for the BOT meeting next week, which will now lead to a mess cleaning up the Regulation to get it into a form that can be approved without going against state mandates.



**For the next topic: Topic 2023-2024-9: Senate work over summer.** I want to present the idea behind how this topic was developed, then open the floor for discussion.

This topic comes from multiple comments and findings that at times, something critical to faculty occurs over the summer and our senate committees, or the full senate, was not able to address it since many faculty take a position that they will do zero service over the summer. The one such recent circumstance that drove me to make this a topic was finding out this past year, that when the UCRC stops doing its work on course reviews at the end of the spring semester, that an alternative “non-senate” pathway has been used to approve courses for the fall semester without faculty input, and faculty may never weigh in on those classes. So, I have two initial questions I would like us to consider today, in addition to any other related discussion

- 1) In what areas do we have senate business that fails to occur over the summer that has a negative impact on the university?
  
- 2) In what ways could the senate complete critical time dependent business over the summer?

**Call on Bill Self and Tina Chiarelli to start discussion**

### **Committee Reports**

We are not asking for a detailed minutes-style description.

Instead, we would like an overview of what the committee is working on. This report is a good way for each committee to share with the steering committee what their focus is, and how they are addressing topics given to the committee. It’s an update for information purposes in other words.

<b>B&amp;A</b>	<b>Keri Watson</b>
<b>IT</b>	<b>Joe Kider</b>
<b>Personnel</b>	<b>Kristina Tollefson</b>
<b>Research</b>	<b>Linda Walters</b>

**Grad Council            Danny Seigler**

**Undergrad Council    Tina Chiarelli**

# Report of Vice Provost Jana L. Jasinski to the Faculty Senate Steering Committee

Thursday, September 21, 2023

- Jasinski provided the provost's report on behalf of Provost Michael Johnson, who was attending a meeting off campus.
- She said UCF still awaits guidance on what SB 266 will mean for the state university system. May might learn more when the Board of Governors meets here on Nov. 7-8.
- She reminded the group that UCF's national conference on artificial intelligence begins Sunday and Monday, Sept. 24-25. In December, the topic of the FCTL Winter Retreat for faculty will be Teaching with Artificial Intelligence."
- The latest *U.S. News & World Report* rankings have been released.
  - UCF is again the highest-ranked school in Florida for innovation, moving up six spots to No. 14 nationally and ranking in the top 20 nationally for six straight years
  - UCF is ranked No. 124 among All National Universities — a 13-spot gain over last year. Among Public Universities, UCF is the No. 64 institution, same ranking as last year
  - Our undergraduate nursing programs ranked 31<sup>st</sup> this year, a 65-spot increase over two years and 20-spot increase from last year
- UCF's continued rise in rankings links to our faculty's growth in excellence and impact, Jasinski said.
- She also reminded the committee about new resources to help faculty identify and apply for external awards as [she announced on Tuesday](#).