



Faculty Senate

Steering Committee

Minutes for meeting of Thursday, September 22, 2022, 3:00 pm

Zoom Link to access recording:

https://ucf.zoom.us/rec/share/NcHjuNAXUTdIVPXLdVV4mLjuFyP_z1LdfJFq7k-8ug8h5qkQqGT9BVGhEIY4cW8p.KOXI0NMj6O7PXJch

Passcode: heAA7.2Q

- 1) Quorum reached and meeting called to order at 3:00 p.m.
- 2) Roll Call via Qualtrics – Faculty Senate Chair Stephen King, Vice Chair Keri Watson, Secretary Kristine Shrauger, and Past Chair Joseph Harrington were present. (See *meeting materials Attachment A for list of participants*)
- 3) Approval of Minutes of *August 25, 2022*
- 4) Recognition of Guests
 - a) Joe Adams, Senior Communications Director, Academic Affairs
 - b) Rich Gause, Librarian, University Libraries
 - c) Mikayla Gray, Reporter, NSM Today
 - d) Jana Jasinski, Vice Provost, Faculty Excellence
 - e) Michael Johnson, Provost, Academic Affairs
 - f) Bill Self, Professor, College of Medicine
- 5) [00:02] Announcements and Report of the Chair – *Chair Stephen King*
 - a) Chair King talked about the role of the Steering committee for the upcoming year. See Attachment B for full report.
- 6) [00:09] Report of the Provost – *Provost Michael D. Johnson*
 - a) Provost Johnson spoke about the Vice President for Research search, Workday, the strategic plan, and post-tenure review. Please see Attachment C for full report.
 - b) Question and answer with the provost: Topics discussed were Workday – joint meeting between IT and B&A; post-tenure review process questions
- 7) [00:19] Unfinished Business
 - a) Topics List Committee Assignments (see attachment D for full description of topics)
 - i) Topics
 - (16) Motion to assign to Faculty Center for Teaching and Learning (FCTL) Advisory Committee, second, vote taken, approved
 - (17) Motion to assign to Budget and Administrative (B&A) Committee and Research Council, second, vote taken, approved
 - (18) – Motion to assign to Graduate Policy Committee, second, discussion; amendment to motion to move to B&A rather than Graduate Council, second, discussion; vote taken motion passes; amendment to motion to send to both B&A and Graduate Policy Committee, vote taken, motion passes; Main



Faculty Senate

motion to send to both B&A and Graduate Policy; amendment to remove the word Graduate so that it covers both undergraduate and graduate, discussion, vote taken, amendment fails; Assigned to B&A and Graduate Policy.

(19) Motion to assign to Research Council, second, vote taken, approved

(20) Motion to assign to Personnel Committee, second, discussion, vote taken, approved

(21) Motion to assign to University Parking and Transportation Committee Advisory Committee, second, vote taken, approved

(22) Motion to assign to Ad Hoc Diversity, Equity and Inclusion Committee, second, vote taken, approved

8) [00:43] New Business

a) Resolution 2022-2023-3 Bylaws Amendment: Librarians on the Graduate Council

i) Motion for Steering Committee to send resolution for consideration to the Senate, second, vote taken, motion passed

b) Resolution 2022-2023-4 Bylaws Amendment: Research Council

i) Motion for Steering Committee to send resolution for consideration to the Senate, second, discussion, vote taken, motion passed

c) Resolution 2022-2023-5 Bylaws Amendment: Excessive Absences

i) Motion for Steering Committee to send resolution for consideration to the Senate, second, discussion, vote taken, motion passed

d) Resolution 2022-2023-6 Bylaws Amendment: Faculty Senate Parliamentarian

i) Motion for Steering Committee to send resolution for consideration to the Senate, second, discussion, vote taken, motion passed

e) See attachment E for full resolutions

f) Senate Agenda for October 6, 2022

i) Workday Campus Climate Report

(1) Motion that Faculty Senate Leadership invite experts on Workday from across the university to provide a Campus Climate Report at the October 6, 2022, Senate meeting, second, discussion, vote taken, motion passed

9) [01:23] Committee Reports

a) Budget and Administrative Committee – *Keri Watson*

b) Personnel Committee – *Michael Proctor*

c) Information Technology Committee – *Glenn Martin*

d) Research Council – *Linda Walters*

e) Graduate Council – *Reid Oetjen*

f) Undergraduate Council – *Tina Chiarelli*

g) Ad Hoc Student Success Committee – *Tina Chiarelli*

h) Committee and Council Steering chairs or liaisons provided a brief summary of their work this month. For the full reports, see attachment F.



Faculty Senate

10)[01:34] Other Business

- a) Discussion regarding Graduate Coordinators and graduate course credits.
- b) Discussion regarding Zoom/YouTube recordings for Steering Committee meetings

11) Meeting adjourned at 4:35 p.m.

Reviewed and submitted for approval by

Kristine J. Shrauger

Kristine Shrauger
Faculty Senate Secretary

10/12/2022

Date

Steering Committee Attendance
September 22, 2022

First Name:	Last Name:	College/Unit:	College/Unit: - Other	Meeting Role:	Meeting Role: - Guest
Mason	Cash	CAH		Steering Committee Member	
Kristina	Tollefson	CAH		Steering Committee Member	
Keri	Watson	CAH		Steering Committee Member	
James	Gallo	CBA		Steering Committee Member	
Jeff	Kauffman	CECS		Steering Committee Member	
Michael	Proctor	CECS		Steering Committee Member	
Glenn	Martin	CGS		Steering Committee Member	
Reid	Oetjen	CHPS		Steering Committee Member	
Asli	Yalim	CHPS		Steering Committee Member	
Tina	Chiarelli	COM		Steering Committee Member	
Stephen	King	COM		Steering Committee Member	

Steering Committee Attendance
September 22, 2022

Leslee	D'amato-Kubiet	CON		Steering Committee Member	
Michelle	Dusseau	COS		Steering Committee Member	
Joseph	Harrington	COS		Steering Committee Member	
Linda	Walters	COS		Steering Committee Member	
Jim	Moharam	CREOL		Steering Committee Member	
Missy	Murphey	UL		Steering Committee Member	
Kristine Jana	Shrauger Jasinski	UL Other	Faculty Excellence	Steering Committee Member Guest	Vice Provost

Faculty Senate Chair Stephen King Remarks for Steering Committee September 22, 2022

Chair report:

I'm going to start this meeting by sharing with you what the mandate is for this committee. My job as chair, and your job as committee members, is to help and direct and guide the Faculty Senate to accomplish its goals.

To fulfill that role, the steering committee steers topics to the best suited committees so that those specific committees can work on those particular topics.

In turn, and after due diligence, Senate committees can develop Resolutions for the Faculty Senate to consider approving. If approved, those resolutions join the hundreds of Resolutions that have been approved by the full Faculty Senate over the years since the senate was formed.

As part of that Resolution process, Resolutions come to the Steering committee, and we, as a committee decide whether the Resolutions should be forwarded to the Faculty Senate for discussion and vote, or if the Resolution should be returned to the committee to address significant issues.

The role of the steering committee is to provide guidance. As I talked about in the last meeting, We do not change or amend the resolution coming from other committees. That happens in the original committee a Resolution came from or in the full Senate where the resolution can be voted upon.

The reason our Bylaws do not allow steering to amend Resolutions is that amending would circumvent both the role of specific committees (which is to study issues and develop solutions) and also the role of the Faculty Senate (which is to consider, amend if necessary, and vote on Resolutions).

Please keep in mind that Steering has a dramatically different faculty composition than the Full Faculty Senate, and we have specific duties and responsibilities that are written into our Bylaws. That combination of different representation and different duties means that the Steering

committee simply does not represent the full Faculty Senate and as such, should not be acting as a “mini-Senate” making decisions that are for the full Senate to make.

So, back to this meeting: as we move through our Steering committee agenda today and in the future, let’s remember that we are guiding and steering the senate, and we are not having a practice senate meeting.

What I hope is that as we steer the senate, we will help the senate itself to be more nimble in moving through the difficult environment we find ourselves in.

Provost Michael D. Johnson Remarks

Faculty Senate Steering Committee Meeting

Thursday, September 22, 2022, 3 p.m. to 5 p.m.

Student Union, Charge On Room, 340

VP for Research Search Underway

- I charge the search committee tomorrow
- Growing reputation as well as research funding are crucial goals in the strategic plan
- So are expanding graduate programs and diversifying revenue
- Splitting the VPR and Dean of GS roles so each can get necessary attention
- Hoping to select someone this fall

Workday

- Working to gather information on faculty concerns, especially with grants
- Have gotten summaries from Steve King, Nanoscience – very helpful
- Gerald Hector met yesterday with the Senate Budget and Administration Committee and the Information Technology Committee to get more
- There should be steady improvement, sometimes slower than we like

Strategic Plan

- Approved by the BOG
- Now implementation, including using the Senate Strategic Planning Council to drive accountability

Post-Tenure Review

- The BOG posted and then pulled down a draft regulation implementing post-tenure review. My understanding is will take this up at November meeting. Don't know what influence we will have.

Closing

- This concludes my report. Thanks for the opportunity to address you ... Glad to take questions.

Steering #	Committee Assigned	Date Assigned	Topic	Description	Referred by	Date Referred	Status
16	FCTL Advisory		Civil Discourse Initiatives	The Board of Governors Civil Discourse Initiatives in the State University System provides multiple recommendations for promoting civil discourse at universities. Recommendation VII- Best Practices for Civil Discourse point 2 is for universities to “Schedule and host ongoing, campus-wide forums, dialogues, and debates on various issues and perspectives to promote open discussion, understanding, and learning opportunities.” Appropriate senate committees should develop a program to address Recommendation VII point 2	Kevin Yee and Stephen King	8/15/2022	
17	B&A Research Council		Foreign Influence Screening Procedures	Compare UCF with other SUS universities to see if there are mechanisms or processes that can be used to perform this required function more efficiently. The current length of time to complete this process puts UCF at a disadvantage in the recruitment process.	David Hagan and Patrick Likamwa	8/15/2022	

Graduate Policy 18 and B&A	Use of graduate student email addresses on campus websites	Evaluate the benefits and risks if UCF were to make a policy where graduate student email addresses were accessible on websites as directory information. FERPA guidelines allow institutions to determine if student email addresses can be made public as directory information. Some institutions consider email addresses as directory information and thus able to be posted publicly	David Hagan and Patrick Likamwa	8/15/2022
19 Research Council	Develop a mechanism to generate a pool of faculty available for research misconduct cases	Currently, each time a research misconduct case progresses, new sets of faculty are recruited to serve on an Inquiry committee and later on an Investigation committee for that particular case. Having a pool of faculty from across disciplines that are willing to serve would allow the Research Integrity Officer to identify faculty that are readily available and that have a wide array of expertise. Relevant Policies and Procedures include Policy 4.211.1 and the related Assurance of Compliance document: CR_UCF- ORC_RM_Assurance_2013.pdf	Doug Backman and Stephen King	8/15/2022

20 Personnel	Non-Unit Faculty Benefits	The Provost has indicated support for non-unit faculty to have the same benefits as in unit faculty. This is likely to require development of new policies through HR.	Stephen King 8/15/2022
Univ Parking and 21 Transportation	Handicapped Parking at the Downtown campus	Work with the UCF Downtown campus to evaluate the current situation of handicapped parking at the downtown campus. Determine if changes are needed to provide better access for handicapped students, staff, and faculty to the downtown campus	Stephen King 8/15/2022
22 ad hoc DEI	Digital Accessibility	Policy Number 2-006, Digital Accessibility went into effect June 20, 2022. Now we need faculty involvement, ideas, and discussion of the impact of this policy , and how we could create initiatives to support this policy.	Kristine Shrauger 9/2/2022

Resolution 2022-2023-3
Faculty Bylaw Change
Library Faculty Serving on Faculty Senate Graduate Council and Committees

Whereas, library faculty served for many years as graduate faculty members of the Graduate Council and the four graduate committees (Policy, Appeals, Curriculum, and Program Review & Awards); and

Whereas, including library faculty as full voting members of these graduate committees has positively contributed to the decisions and recommendations of these committees; and

Whereas, the unique position that library faculty hold within the University of Central Florida scholarly community results in active involvement in Graduate education but may not result in library faculty meeting the criteria for persistent Graduate Faculty status; and

Whereas, the current language of the Faculty Constitution & Bylaws identifies graduate faculty status as a requirement for membership on these graduate committees; therefore

Be it Resolved that the Bylaws be amended as follows to allow library faculty to serve as full voting members on these graduate committees:

Section VII. Senate Curricular Committees

B. Graduate Council
b. Membership.

The council shall consist of all of the members of the committees of the Graduate Council and the dean of the College of Graduate Studies (ex officio). All faculty members of the Graduate Council, except the representatives from the University Library faculty, must be Graduate Faculty, as specified in the Graduate Catalog. The representatives from the University Library faculty and the graduate students shall be full voting members of the council regardless of graduate faculty status.

1. Graduate Policy Committee
b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

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2. Graduate Appeals Committee
b. Membership.

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a representative from the University Library faculty, a graduate student, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

3. Graduate Curriculum Committee
b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be a full voting member of the committee regardless of graduate faculty status.

4. Graduate Program Review and Awards Committee
b. Membership.

The Graduate Program Review and Awards Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty shall be a full voting member of the committee regardless of graduate faculty status.

Library Faculty Serving on Faculty Senate Graduate Council and Committees

SECTION VII. SENATE CURRICULAR COMMITTEES

B. Graduate Council

b. Membership.

CURRENT:

The council shall consist of all of the members of the committees of the Graduate Council and the dean of the College of Graduate Studies (ex officio). **All members** of the Graduate Council must be Graduate Faculty, as specified in the Graduate Catalog.

The Committee on Committees shall select the faculty members for all committees of the Graduate Council and shall solicit nominees from the deans of the respective academic units as well as from the dean of the College of Graduate Studies, among others. The council chair and vice chair are elected annually by the membership of the council at the first meeting after the new committee is constituted, normally early in the fall term. The elected chair of the council will serve as the chair of the Graduate Policy Committee. The vice chair of the council will serve as the chair of the Graduate Curriculum Committee.

PROPOSED:

The council shall consist of all of the members of the committees of the Graduate Council and the dean of the College of Graduate Studies (ex officio). **All faculty members** of the Graduate Council, **except the representatives from the University Library faculty**, must be Graduate Faculty, as specified in the Graduate Catalog. **The representatives from the University Library faculty and the graduate students shall be full voting members of the council regardless of graduate faculty status.**

The Committee on Committees shall select the faculty members for all committees of the Graduate Council and shall solicit nominees from the deans of the respective academic units as well as from the dean of the College of Graduate Studies, among others. The council chair and vice chair are elected annually by the membership of the council at the first meeting after the new committee is constituted, normally early in the fall term. The elected chair of the council will serve as the chair of the Graduate Policy Committee. The vice chair of the council will serve as the chair of the Graduate Curriculum Committee.

1. Graduate Policy

b. Membership.

CURRENT:

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student.

The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council chair will serve as the chair of the Graduate Policy Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

PROPOSED:

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be full voting members of the council regardless of graduate faculty status.

The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council chair will serve as the chair of the Graduate Policy Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

2. Graduate Appeals Committee

b. Membership.

CURRENT:

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a graduate student, and the dean of the College of Graduate Studies (ex officio) or her/his designee.

The council chair will appoint the chair of the Graduate Appeals Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies.

PROPOSED:

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a representative from the University Library faculty, a graduate student, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty and the graduate student shall be full voting members of the council regardless of graduate faculty status.

The council chair will appoint the chair of the Graduate Appeals Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies.

3. Graduate Curriculum Committee

b. Membership.

CURRENT:

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student.

The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

PROPOSED:

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and a graduate student. The representative from the University Library faculty and the graduate student shall be full voting members of the council regardless of graduate faculty status.

The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

4. Graduate Program Review and Awards Committee

b. Membership.

CURRENT:

The Graduate Program Review and Awards Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and the dean of the College of Graduate Studies (ex officio) or her/his designee.

The council chair will appoint the chair of the Graduate Program Review and Awards Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered.

PROPOSED:

The Graduate Program Review and Awards Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a representative from the University Library faculty, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The representative from the University Library faculty shall be a full voting member of the council regardless of graduate faculty status.

The council chair will appoint the chair of the Graduate Program Review and Awards Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered.

1 Resolution 2022-2023-4
2 Faculty Bylaw Change
3 Research Council Membership
4
5

6 **Whereas**, the duties and responsibilities of the Research Council are far ranging, and
7 include in part assisting in the evaluation of university research programs, reviewing the
8 activities of committees that deal with human subject or animals in research, working
9 with Office of Research administration in establishing guidelines for submission and
10 review of research proposals, and recommending policies relating to research activities,
11 research facilities, responsible research conduct, and patents; and
12

13 **Whereas**, the Research Council currently has the flexibility to divide into committees
14 based on the specific needs or emphasis in any given year; and
15

16 **Whereas**, faculty membership on the Research Council consists of exactly eighteen
17 faculty members proportionally representing all of the University academic units, plus
18 two additional faculty from the university institutes and/or centers; and
19

20 **Whereas**, the efficiency of the Research Council would be enhanced by having
21 additional faculty members representing the academic units, thus providing a wider
22 array of viewpoints and experiences from which the council could draw upon; therefore
23

24 **Be it resolved** that the Bylaws to the Constitution of the Faculty of the University of
25 Central Florida be amended in Section VI.F.2 to replace the text
26

27 “The committee shall consist of eighteen faculty members with at least one
28 representative from each of the academic units selected by the Committee on
29 Committees and two additional faculty members from the institutes and/or centers will
30 be designated by the vice president for the Office of Research.”
31

32 with
33

34 “The committee shall consist of **twenty-eight** faculty members with at least one
35 representative from each of the academic units selected by the Committee on
36 Committees and **three** additional faculty members from the institutes and/or centers will
37 be designated by the vice president for the Office of Research.”
38

RESEARCH COUNCIL MEMBERSHIP

CURRENT

2. Membership.

The committee shall consist of **eighteen** faculty members with at least one representative from each of the academic units selected by the Committee on Committees and **two** additional faculty members from the institutes and/or centers will be designated by the vice president for the Office of Research. Academic unit faculty membership shall proportionally represent the number of faculty of the colleges. Only faculty members holding the rank of associate professor or professor or professional librarians of comparable rank shall be eligible for membership. The vice president for the Office of Research (or designee) shall serve as an ex officio member. Terms of service shall be three years, staggered. The chair and vice chair of the council shall be elected annually by its membership.

PROPOSED

2. Membership.

The committee shall consist of **twenty-eight** faculty members with at least one representative from each of the academic units selected by the Committee on Committees and **three** additional faculty members from the institutes and/or centers will be designated by the vice president for the Office of Research. Academic unit faculty membership shall proportionally represent the number of faculty of the colleges. Only faculty members holding the rank of associate professor or professor or professional librarians of comparable rank shall be eligible for membership. The vice president for the Office of Research (or designee) shall serve as an ex officio member. Terms of service shall be three years, staggered. The chair and vice chair of the council shall be elected annually by its membership.

1 Resolution 2022-2023-5
2 Faculty Bylaw Change
3 Excessive Absences in Committees
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5 **Whereas**, the principles of shared governance requires contributions from the Faculty
6 Senate, the Senate operational committees, Senate curricular committees, and joint
7 committees, in making reviews and recommendations to the president, the provost and
8 vice president for academic affairs, and other administrators on all matters concerning
9 the welfare of the university; and

10
11 **Whereas**, meaningful contributions from faculty appointed to committees requires the
12 presence of the faculty at scheduled committee meetings; and

13
14 **Whereas**, the Faculty Senate appoints faculty members, only a fraction of which are
15 senators, to serve on Senate operational committees, Senate curricular committees,
16 and joint committees; and

17
18 **Whereas**, the faculty senate has a mechanism to address vacancies or excessive
19 absences by senators at Senate meetings as described in the Bylaws Section V.A.-C.;
20 and

21
22 **Whereas**, joint committees have a mechanism to address vacancy or excessive
23 absences as stated in Bylaws Section VII that “If a non-elected committee member is
24 absent or unable to serve for eight weeks or longer, an interim or permanent
25 replacement will be appointed for the remaining term”; and

26
27 **Whereas**, consistent expectations for committee attendance at Senate operational
28 committees, Senate curricular committees, and joint committees would benefit faculty in
29 understanding expectations; therefore

30
31 **Be it resolved** that the Bylaws to the Constitution of the Faculty of the University of
32 Central Florida be amended in Section VI and Section VII to state “If a committee
33 member is absent or unable to serve for eight weeks or longer, an interim or permanent
34 replacement will be appointed for the remaining term by the agency that appointed the
35 committee member”; and

36
37 **Be it further resolved** that the Bylaws to the Constitution of the Faculty of the
38 University of Central Florida be amended in Section VIII to replace “If a non-elected
39 committee member is absent or unable to serve for eight weeks or longer, an interim or
40 permanent replacement will be appointed for the remaining term” with “If a committee
41 member is absent or unable to serve for eight weeks or longer, an interim or permanent
42 replacement will be appointed for the remaining term by the agency that appointed the
43 committee member”.

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RESOLUTION ON EXCESSIVE ABSENCES IN COMMITTEES (page 1)

SECTION VI. SENATE OPERATIONAL COMMITTEES

CURRENT:

The Faculty Senate will establish Senate operational committees, which report to the full Faculty Senate at each meeting of the Faculty Senate. Terms of service for all committees are staggered. Committee members continue to serve until their replacements are appointed. The chair of each committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. Even though there is no voting by proxy for Senate meetings, Senate operational committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

PROPOSED:

The Faculty Senate will establish Senate operational committees, which report to the full Faculty Senate at each meeting of the Faculty Senate. Terms of service for all committees are staggered. Committee members continue to serve until their replacements are appointed. The chair of each committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. Even though there is no voting by proxy for Senate meetings, Senate operational committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. **If a committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term by the agency that appointed the committee member.**

RESOLUTION ON EXCESSIVE ABSENCES IN COMMITTEES (page 2)

SECTION VII. SENATE CURRICULAR COMMITTEES

CURRENT:

Certain committees shall be designated as Senate curricular committees. Even though there is no voting by proxy for Senate meetings, Senate curricular committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

As the elected representatives of the faculty, the Faculty Senate is responsible for all university curricular committees and councils.

PROPOSED:

Certain committees shall be designated as Senate curricular committees. Even though there is no voting by proxy for Senate meetings, Senate curricular committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. **If a committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term by the agency that appointed the committee member.**

As the elected representatives of the faculty, the Faculty Senate is responsible for all university curricular committees and councils.

RESOLUTION ON EXCESSIVE ABSENCES IN COMMITTEES (page 3)

SECTION VIII. JOINT COMMITTEES AND COUNCILS

CURRENT:

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term. If a committee member is appointed a member by virtue of the position held which will not change over multiple committee terms, those members may be listed as continuing members. When the continuing member ceases to hold the position that entitles him/her to such membership, membership on the committee ends.

PROPOSED:

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. If a committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term by the agency that appointed the committee member. If a committee member is appointed a member by virtue of the position held which will not change over multiple committee terms, those members may be listed as continuing members. When the continuing member ceases to hold the position that entitles him/her to such membership, membership on the committee ends.

1 Resolution 2022-2023-6
2 Faculty Senate Bylaw Amendment
3 Faculty Senate Parliamentarian
4

5 **Whereas**, the Bylaws to the Constitution of the Faculty of the University of Central Florida state
6 that one of the duties of the Faculty Senate Chair is to appoint a parliamentarian; and
7

8 **Whereas**, meetings of the Senate are conducted according to the latest edition of Robert's
9 Rules of Order, which asserts "a member of an assembly who acts as its parliamentarian has the
10 same duty as the presiding officer to maintain a position of impartiality, and therefore does not
11 make motions, participate in debate, or vote on any question except in the case of a ballot
12 vote"; and
13

14 **Whereas**, it has been customary practice in the Senate that the Chair appoints a member of the
15 Senate to be the parliamentarian, and that the appointed parliamentarian engages in debate,
16 makes motions, and votes on all questions before the Senate; and
17

18 **Whereas**, Webster's New World Robert's Rules of Order Simplified and Applied provides an
19 alternative status for the parliamentarian as follows: "If a member is considered the
20 parliamentarian and sits with the assembly during meetings and does not advise the chair
21 during the meetings, then perhaps the parliamentarian would have the right to make motions,
22 discuss them, and vote"; therefore:
23

24 **Be it resolved** that the Faculty Bylaws be amended to state in section III A. 1. g. to state:
25 "To appoint a parliamentarian. The parliamentarian, if a member of the Senate, has the rights
26 to make motions, engage in debate, and vote, but cannot sit by or advise the Chair of the
27 Senate during a meeting."



Faculty Senate

Faculty Senate
Committee Reports
September 22, 2022

Budget and Administrative Committee

Chair – Tina Buck; Vice Chair – Keri Watson

September 21, 2022

The Budget and Administrative committee met via Teams and the IT committee joined them. Gerald Hector gave a brief presentation about Workday, followed by Q&A.

Information Technology Committee

Chair – Glenn Martin; Vice Chair – Joseph Harrington

September 20, 2022

Committee met for about an hour. Initial focus was on completing old business; however, lack of UCF IT personnel required some elements to be postponed. Hank Glaspie did provide a brief on mass e-mail communication policy updates. A deep discussion on Workday issues was held and categorized into process vs IT issues. For example, lack of a report needed for contract & grant budget positions is an IT issues. An initial discussion on the UCF Strategic Plan was then held with the focus on what IT needs are missing or require improvement to achieve that plan.

Personnel Committee

Chair – Karol Lucken; Vice Chair – Gulnora Hundley

No update

Research Council

Chair – Linda Walters; Vice Chair – David Luna

The Research Council met on Monday, September 12 for the first meeting of the 2022-2023 academic year. At this meeting, all members selected a subcommittee assignment (Policy, Compliance, Internal Research & Facilities) and Chairs of each subcommittee were elected. Winners were Scot French (Policy), Shawn Burke (Compliance) and Qun Treen Huo (Internal Research & Facilities). Assignments were provided to each subcommittee and they are currently setting up their calendars to meet approximately every other week.

Additional items:

1. Shared that SEED Grant resolution from spring 2022 was supported by Provost. Now awaiting budget to see if RFP can be run for 2022-2023.
2. Discussed preferred qualifications for new Director of Office of Research. Two members of the Search Committee are on the Council, so they accepted this information and agreed to share with the rest of the Search Committee.
3. Workday items related to slowed research productivity have been shared with Faculty Senate Chair and Gerald Hector. Hector has offered to meet with Research Council.



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4. Research Council reviewed and unanimously approved the following document based on Compliance Subcommittee efforts carried forward from 2021-2022:

5. **Proposal on Membership of Faculty Research Misconduct Review Committee**

To facilitate timely faculty research misconduct inquiries and investigations, the UCF Research Council recommends that a standing committee be formed that includes one faculty member from each department or unit. This committee composition would provide a sufficient pool of expertise ready to assist as needed. The committee would be staffed each summer through the Faculty Senate Committee-on-Committees for the next 12 months. Research Council is currently voting on the faculty composition of this committee.

Graduate Council

Chair – Stacy Barber; Vice Chair – Valeriya Shapoval

Grad Policy Committee met on 9/14/2022. They elected David Mohaisen as Vice Chair; he will step up as chair when Chair Stacy Barber goes on sabbatical in the spring. They also agreed to develop improved means of communication with the university community so that stakeholders are aware of planned future policy votes. They expect to finalize their communication plans at their next meeting. Similarly, they agreed to vote at the next meeting on whether to reconsider their spring vote on the graduate transfer of credit policy.

Graduate Council Program Review Committee met on 9/9/2022. This meeting was an introductory meeting in which John Weishampel reviewed member responsibilities and duties and the proposed workload for the year. The only business conducted was to assign committee members to review faculty re-nominations for graduate faculty status.

Graduate Curriculum Committee met on 9/7/2022. The committee made introductions and selected a co-chair, Marla Toyne. There was also a brief overview as to the expectations.

Undergraduate Council

Chair – Jeffrey Kauffman; Vice Chair – Tina Chiarelli

Undergraduate Course Review Committee - September 13, 2022

The UCRC held its first monthly meeting of the semester. During that time, they selected a Vice-Chair for the upcoming year, Dr. Kevin Murphy (Hospitality). In addition, 10 Consent Agenda and 5 Action Agenda items were approved.

Undergraduate Policy and Curriculum Committee - September 20, 2022

The UPCC held its September meeting. During that time, Dr. Tremon Kizer (School of Performing Arts) was elected as Vice Chair. The committee approved 4 Consent Agenda items and a new Late Swap Policy that largely formalized the current practice. Furthermore, they discussed proposed revisions for the Double Majors and Withdrawal Policies.

Ad Hoc Committee on Student Success

Chair – Tina Chiarelli

September 12, 2022

The committee held its first meeting. Members met with Senate Chair, Dr. Steve King, to discuss immediate tasks of choosing a fifth member, defining the permanent committee duties and



Faculty Senate

responsibilities, and the internal structure of the committee regarding who should serve. It was also suggested we meet with the new Senior Vice President of Student Success, Dr. Paul Dosal.

September 21, 2022

The committee met with Dr. Dosal. We discussed Dr. Dosal's vision for Student Success at UCF and how our committee aligns with, and can support future plans. We discussed the Student Success objectives defined in the current Strategic Plan and the roles for all stakeholders, i.e., students, faculty, and administration, at UCF to ensure we meet our goals.