



Faculty Senate

Faculty Senate

Agenda for meeting of Thursday, September 5, 2024, 3:00 – 5:00 p.m.

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

For those unable to make the in person meeting due to travel, location, or health issues, there is a Zoom option:

<https://ucf.zoom.us/j/96941020938?pwd=ZnRiTkRTV1psZCtNZWQzN0V0ZWZlZz09>

Passcode: 428040

1. Call to Order
2. Roll Call via Qualtrics:
3. Approval of Minutes of April 11, 2024
4. Recognition of Guests
5. Announcements
6. Report of the Senate Chair
7. Report of the President
8. Report of the Provost
9. Unfinished Business
10. New Business
 - a) Senate Rules of Order- Senate Parliamentarian Linda Walters
 - b) Resolution 2024-2025-1 Bylaws Amendment: Undergraduate Student Membership on the Undergraduate Policy and Curriculum Committee and the General Undergraduate Requirements Committee
 - c) Resolution 2024-2025-2 Constitution Amendment: Adjusting Faculty Senate Term Durations to Stagger Senate Terms within an Academic Unit
11. Committee Reports – No reports as committees are being charged
12. Campus Climate Reports
 - a) Campus Climate Report: Faculty Tutorial on Leganto- Kristine Shrauger, University Librarian
 - b) Campus Climate Report: Faculty Tutorial on Interactive Dashboards- Dr. Paige Borden, UCF Chief Analytics Officer
13. Other Business
14. Adjournment

Standard Parliamentary Procedures of the UCF Faculty Senate

The Faculty Senate acts in accordance with the principles of parliamentary governance to ensure the right of every member to voice their opinion on issues coming before it and to subsequently execute the will of the majority.

- Meeting agenda: Ordered list of the business to be conducted in the meeting
Sent prior to the meeting along with other meeting materials
Should be read and examined prior to the meeting by all members
Non-agenda text and material to be presented should be submitted two days prior to the meeting
- The senate chair: Presides at the meeting and moves the Senate through the agenda
Does not make motions or debate unless they “relinquish the chair”
Rules on various points throughout the meeting**
Can ask for unanimous consent if no opposition is expected on business
Recognizes members to speak
- Upon recognition: A member can do any combination of the following:
Can ask a question of a speaker or member
May make an appropriate motion**
Can debate a motion currently under consideration
- Rules of debate: Every member has the right and opportunity to debate each topic
No member can debate twice until all wishing to debate have spoken once
With a 2 / 3 vote, the rules of debate can be altered**
By a 2 / 3 vote, debate can be stopped & followed by an immediate vote**
- Main motion: Brings up a new topic of business for debate
Requires a second, unless coming from a senate committee
After the chair states the question, the motion belongs to the assembly
The member that makes a main motion is permitted to speak first
A Resolution can only be voted upon if it is on the meeting agenda
- Secondary motion: May act upon another motion**
Many have a rank order of precedence**
All motions are resolved in the reverse order in which they were made
All motions are ultimately voted upon, or dealt with by another means**
- Interruptions: Rarely happen after a member has been recognized to speak
Are typically signaled by standing and then being recognized by the chair
Can only occur to make certain timely and urgent motions**
- Rules of voting: Prior to a vote there will be a restatement of the question at hand
Votes shall ordinarily be by voice (*ballot votes are used for elections*)
Any member can request a hand count vote**
Any member that questions the outcome can request a hand count vote**

** Details found on the reverse side

Simplified Robert's Rules for the UCF Faculty Senate

Subsidiary and Privileged Motions (ranked)	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Adjourn	close the meeting	no	yes	no	no	majority
Question of Privilege	meeting room concerns	yes	no	no	no	chair
Call for Orders of the Day	go back to the agenda	yes	no	no	no	2 / 3 to overrule
Lay on the Table	immediate & urgent delay	no	yes	no	no	majority
Previous/Call Question	close debate and vote	no	yes	no	no	2 / 3
Limit or Extend Debate	alter debate rules	no	yes	no	limited	2 / 3
Postpone to a Time	delay to a new time	no	yes	limited	limited	majority
Refer to a Committee	send to a committee	no	yes	limited	limited	majority
Amend	modify a motion	no	yes	yes	yes	majority
Postpone Indefinitely	decline to discuss today	no	yes	yes	no	majority
Main Motion	make a motion to do 'x'	no	yes	yes	yes	majority

Incidental Motions to be Addressed Immediately	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Point of Information	ask chair a timely question	yes	no	no	no	...
Parliamentary Inquiry	ask chair a rules question	yes	no	no	no	...
Point of Order	point out a rules violation	if timely	no	no	no	chair, or majority
Appeal	appeal a chair decision	if timely	yes	limited	no	majority
Ask for a Hand Vote (Division)	ask for a hand count vote	if timely	no	no	no	...

Motions to Bring Something Back for Consideration	Description	Interrupt Speaker?	Second Needed?	Can We Debate?	Can We Amend?	How Do We Decide?
Take from the Table	recall tabled business	no	yes	no	no	majority
Amend Previously Adopted	modify something adopted	no	yes	yes	yes	2 / 3
Reconsider (by winning voter)	ask to have another vote	yes	yes	yes	no	majority

Faculty Constitution and Bylaws: pdf can be downloaded at <https://facultysenate.ucf.edu/faculty-constitution/>

Parliamentary Authority: Roberts Rules of Order, Newest Edition

**Resolution 2024-2025-1: Bylaw Amendment:
Undergraduate Student Membership on the Undergraduate Policy and Curriculum
Committee and the General Undergraduate Requirements Committee**

Whereas, the Undergraduate Policy and Curriculum Committee duties and responsibilities include providing recommendations on undergraduate academic policies, on university-wide undergraduate degree requirements, on proposals for new undergraduate degree programs and minors, and on revisions or elimination of academic programs; and

Whereas, the General Undergraduate Requirements Committee duties and responsibilities include monitoring, and reviewing changes to university-wide undergraduate curriculum requirements such as the General Education Program, civic literacy, and other state-mandated requirements; and

Whereas, the topics discussed by the UPCC and GURC committees are of critical importance to undergraduate students, yet the large population of undergraduate students at UCF currently have no voice in the debate of those topics or the decisions made by the Undergraduate Policy and Curriculum Committee and the General Undergraduate Requirements Committee; and

Whereas, Faculty Senate committees currently include representation by graduate students on eight different Faculty Senate committees, and by undergraduate students on eleven different Faculty Senate committees, including the Information Technology Committee, the Admissions and Standards Committee, the Commencement, Convocations, and Recognition Committee, the Faculty Senate Campus Safety and Security Committee, the Faculty Senate Student Success Council, the Library Advisory Committee, the Strategic Planning Council, the Textbook Committee, the University Athletics Advisory Committee, the University Honors Committee, the University Parking and Transportation Committee; and

Whereas, the inclusion of an undergraduate student would provide critical perspective and viewpoints to the business conducted by the Undergraduate Policy and Curriculum Committee and by the General Undergraduate Requirements Committee; therefore

Be It Resolved, that the voting membership of the Undergraduate Policy and Curriculum Committee membership be amended to include an undergraduate student, (nominated by the president of the Student Government Association), and

Be It Further Resolved, that the voting membership of the General Undergraduate Requirements Committee be amended to include an undergraduate student, (nominated by the president of the Student Government Association).

Resolution 2024-2025-02
Constitution Amendment:

Adjusting Faculty Senate Term Durations to Stagger Senate Terms
within an Academic Unit

Whereas, the UCF Faculty Constitution in Article II.C.3 states:

“3. Terms. The term of each senate seat shall be two years, beginning the first Senate meeting following the confirmation of elections results by the office of the Faculty Senate. A person may seek re-election for more than one term.”; and

Whereas, many representative bodies comprised of elected members, such as the United States Senate, the Florida Senate, and the Orange County Board of Commissioners, utilize staggered terms of their elected members; and

Whereas, academic units that are part of the UCF Faculty Senate would be best served if their unit senators had staggered terms, with some senators elected in even years and others elected in odd years, to allow for continuity of experienced members, smooth transitions of responsibilities after elections, institutional memory for an individual academic unit, and the reduced risk of complete turnover of all members from an academic unit; and

Whereas, adjusting the term length of a senate seat to stagger election terms in an academic unit can be considered beneficial to that unit in instances where all senators from that academic unit currently have the same two-year term, or when a single change in the apportionment of senators in an academic unit due to yearly apportionment could result in all senators from that academic unit having the same two-year term; therefore

Be it resolved, that the UCF Faculty Constitution be amended in Article II.C.3 to state:

3. Terms.

- a. The term of each senate seat shall be two years, with the provision for adjusting a senate term duration to create staggered terms of the elected members from an academic unit.
- b. Adjusting a senate term duration to stagger senate seats within an academic unit can be considered when all senate members from an academic unit have the same two-year term, or when a single change in the number of senators in an academic unit due to yearly apportionment could result in all senate members from an academic unit having the same two-year term.
 - i. At any point in the year, the senators in an academic unit and/or the Faculty Senate leadership can identify academic units that could

potentially benefit from adjusting an upcoming senate term for staggering senate terms as described above.

- ii. If the number of senators in an academic unit changes due to yearly apportionment, the Faculty Senate leadership shall identify and notify those academic units that could potentially benefit from adjusting an upcoming senate term to maintain staggered senate terms in the unit.
- iii. There is a two-step approval process to adjust a senate term duration for a senate election to either create or maintain staggered senate terms.
 - a. First, the current senators within an academic unit can approve, by majority vote, a proposal for adjusting the term of a specific senate seat. The proposal must identify if the adjusted term is for an at-large seat or a specific department seat and must also identify if the adjusted term will be a one-year or three-year term in the upcoming senate election.
 - b. Second, the senate eligible faculty from the unit can ratify the proposal by a majority vote. Any such adjusted senate term that is ratified shall convert to a standard two-year senate term upon completion.
 - c. Failure to complete the two steps outlined above will result in the senate elections for the unit continuing without introducing an adjusted term for staggering purposes.
- c. Senate terms begin the first Faculty Senate meeting following the confirmation of elections results by the office of the Faculty Senate, typically in April of each year. A person may seek re-election for more than one term.

Supporting information for Resolution 2024-2025-02

Current Senators Per Year	Odd Year	Even Year
CAH	5	7
CBA	2	3
CCIE	6	2
CECS	4	6
CGS	0	2
CHPS	2	2
COM	5	1
CON	0	3
COS	6	9
CREOL	1	1
CUGS	0	2
DDL	0	2
RCHM	1	1
UL	1	1

Yellow highlights indicate academic units that would be eligible to adjust a senate term by staggering according to the guidelines in the resolution.



Leganto

COURSE MATERIALS MADE EASY



Leganto: What does it do?

Provides affordable reading materials to students

Makes life easier for faculty

Gives students an easy, reliable way to access their materials

Provides analytics regarding usage of the reading materials.



Benefits of Leganto

Increases collaboration between faculty and libraries

Boosts affordability and usability for students

Enhances data analytics for faculty and libraries

Contributes to digital accessibility compliance



Libraries

RESOURCES AND CONTACT INFO

Information about Leganto:

<https://library.ucf.edu/services/services-for-faculty/leganto/>

For direct questions: Leganto@ucf.edu





Analytics and Integrated Planning

Interactive Dashboards

Explore our collection of filterable dashboards covering a variety of topics including admissions, enrollment, degrees awarded, retention, graduation, faculty and staff, and more.

User Guides and Support

- User Guides are available at the bottom of the Interactive Dashboards web page
- Additional links for mobile apps are available at the bottom of the Interactive Dashboards web page
- Each dashboard will have a "Definitions" link or a specialized User Guide.



Public and Locked Dashboards

Locked dashboards have different levels of security. Some locked dashboards are open to all UCF employees and others require special security. The difference is generally a technical restriction only. If a UCF employee has a business need to see the information, please request [Security Access](#).

Graduation Outcomes

Locked Dashboard Access Tips

- Many locked dashboards will request your UCF NID and Password
- You must be connected to either UCF WiFi (UCF_WPA2) or the Cisco AnyConnect VPN.

Contact

analytics@ucf.edu
or Paige.Borden@ucf.edu

