



Faculty Senate

Faculty Senate

Agenda for meeting of Thursday, September 7, 2023, 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/93478603002?pwd=ZWM0bVp5dzd6MlV6aDBBZURWdGxKQT09>

1. Call to Order
2. Roll Call via Qualtrics:
3. Approval of Minutes of *April 20, 2023*
4. Recognition of Guests
5. Announcements and Report of the Senate Chair
6. Report of the President
7. Report of the Provost
8. Unfinished Business
9. New Business
 - a) Advance Notification of Bylaw Changes Brought Forward by Steering Committee on August 24, 2023
 - i) Resolution 2023-2024-1 Bylaws Amendment: Inclusion of Instructional Designers on Faculty Senate Committees and Councils
 - ii) Resolution 2023-2024-2 Bylaws Amendment: Faculty Senate Officer Election Procedures
10. Committee reports
 - a) Reports from operational committees will commence at the October Senate meeting
11. Campus Climate Report:
 - a) Artificial Intelligence at UCF
 - i) Matt Hall, Vice President Vice President for Information Technology
 - ii) Kevin Yee, Director of the Faculty Center for Teaching and Learning
 - iii) Michael Johnson, Provost and Executive Vice President for Academic Affairs
12. Other Business
13. 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

Summary Notes for discussion:

1. This Bylaw amendment would remove the explicit inclusion of Instructional Designers by title from the following committees:
 - FCTL Advisory Committee
 - Library advisory Committee
 - Strategic Planning Council
 - Textbook Committee

2. Additional changes are needed for the Personnel Committee membership bylaws to include Senior or Associate Instructional Designer as all committee members must be at the corresponding higher ranks.

3. Instructional designers will still be present by title on the Information Technology committee because no faculty are appointed solely by academic unit.

4. Instructional Designers will be included in the membership of the following committees when faculty are appointed by academic unit:
 - Steering (but occur after apportionment),
 - Committee on Committees (but occur after apportionment),
 - B&A,
 - Undergrad council (total of 2 committees),
 - Academic calendar,
 - Faculty and Staff benefits,
 - FS Campus Safety and Security,
 - FS Student Success,
 - GURC,
 - University Athletics Advisory,
 - University Honors,
 - University Master Planning,
 - University Travel Awards.

5. Instructional designers will not be automatically included as faculty on the following Faculty Senate committees as detailed below:
 - Graduate Council 4 committees: (must be grad status, bylaw amendment requests addition to Grad Curriculum only from these committees)
 - Research council: (only associate/full prof plus librarians on the committee)
 - Admissions and Standards: (unless chosen)
 - Commencement, Convocations and Recognition: (tenured only)
 - University Parking and Transportation: (unless chosen)
 - University P&T: (IDs not part of this process as NTT faculty)

47 Should the chair of the Faculty Senate resign that office, the vice chair shall assume the
48 office of chair, and the Steering Committee shall appoint a vice chair for the remainder
49 of the term. Should the vice chair or secretary resign, the Steering Committee shall
50 appoint replacements to those positions.

51

52 **Section IV.C. First Meeting**

53

54 The newly elected Faculty Senate will hold its first meeting during or before the last
55 week of the spring semester, typically in April.

56

57 At the first meeting of the new Senate there shall be an abbreviated agenda as follows:

58 Call to Order

59 Roll Call

60 Minutes

61 Recognition of Guests

62 Announcements

63 Report of the President

64 Report of the Provost

65 Presentation of the List of Candidates by the Nominating Committee Chair

66 Election of Faculty Senate Officers

67 Establishment of the Steering Committee

68 Establishment of the Committee on Committees

69 New Business

70 Adjournment

71 The Election of Faculty Senate officers for the coming year shall occur using the
72 procedures described in *Bylaws*, Section III.C.

73

74 The Establishment of the Steering Committee shall occur by an election of each
75 academic units' senators. Each academic unit shall have at least one member of the
76 Steering Committee. The number of Steering Committee members to which an
77 academic unit is entitled is proportional to the size of that unit's general faculty, as
78 outlined in *Bylaws*, Section VI.A.1.

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80 The Establishment of the Committee on Committees shall occur as the senators from
81 each academic unit nominate and approve one of their Steering Committee
82 representatives to serve on the Committee on Committees.

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84 **Section VI.A.5.b. Nominating Committee**

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86 The Nominating Committee shall be formed at the Steering Committee meeting prior to
87 the March Senate meeting at the latest. This committee consists of the Senate past
88 chair, who shall serve as chair of the committee, and two other Steering Committee
89 members. If the immediate past chair is not available, the Steering Committee must
90 elect a faculty member to serve in this role. The chair of the Nominating Committee shall
91 preside over the election of Faculty Senate officers. For nomination procedures, see
92 *Bylaws*, Section III.B.

SENATE OFFICER ELECTIONS pg1. CURRENT

As the first order of business at the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in Section A. Each of the officers has a one-year term, beginning immediately following the annual election.

No later than April 1, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. In the eleventh week of the spring semester, the Nominating Committee shall select up to four willing candidates for each office from among the candidates nominated by the faculty. In addition, the Nominating Committee may add additional nominees for each office not previously put forward by the faculty.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names and biographical statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

Bylaws Section III.B PROPOSED

At the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in Section A. Each of the officers has a one-year term, beginning immediately following the annual election.

Prior to the March Senate meeting, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. Prior to the Steering committee meeting that directly precedes the election, the Nominating Committee shall identify willing candidates for each office from among the candidates nominated by the general faculty. In addition, the Nominating Committee may add additional willing nominees for each office not previously put forward by the faculty. The Nominating committee shall present a list of the names of willing candidates as a report to the Steering committee at the meeting that directly precedes the election. There is no vote upon the Nominating committee report.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names, biographical sketches, and candidate statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

SENATE OFFICER ELECTIONS pg2 CURRENT

First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester.

~~The first order of business at the first meeting of the new Senate will be the election of Faculty Senate officers for the coming year. (For nomination and election procedures, see *Bylaws*, Section II.C.)~~

~~The second order of business at the first meeting of the new Faculty Senate will be the establishment of the Steering Committee. Each academic unit shall have at least one member of the Steering Committee (elected by the academic units' senators at the first meeting). The number of Steering Committee members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws*, Section VI.A.~~

~~The third order of business at the first meeting of the new Faculty Senate will be the establishment of the Committee on Committees. The senators from each academic unit shall nominate one of their Steering Committee representatives to serve on the Committee on Committees.~~

Bylaws Section IV.C. PROPOSED

First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester, typically in April.

At the first meeting of the new Senate there shall be an abbreviated agenda as follows:

Call to Order

Roll Call

Minutes

Recognition of Guests

Announcements

Report of the President

Report of the Provost

Presentation of the List of

Candidates by the Nominating Committee Chair

Election of Faculty Senate Officers

Establishment of the Steering

Committee

Establishment of the Committee on

Committees

New Business

Adjournment

The election of Faculty Senate officers for the coming year shall occur using the procedures described in *Bylaws*, Section III.C.

The establishment of the Steering Committee shall occur by an election of each academic units' senators. Each academic unit shall have at least one member of the Steering Committee. The number of Steering Committee members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws*, Section VI.A.1.

The establishment of the Committee on Committees shall occur as the senators from each academic unit nominate and approve one of their Steering Committee representatives to serve on the Committee on Committees.

SENATE OFFICER ELECTIONS pg3
CURRENT

Nominating Committee.

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. ~~Prior to the first meeting of the new Senate, the Nominating Committee recommends to the Steering Committee a list of up to four willing candidates for each of the Senate offices.~~ (For nomination procedures, see *Bylaws*, Section III.B.)

Bylaws Section VI.A.5.b.
PROPOSED

Nominating Committee.

The Nominating Committee shall be formed at the Steering Committee meeting prior to the March Senate meeting at the latest.

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. **The chair of the Nominating Committee shall preside over the election of Faculty Senate officers.** For nomination procedures, see *Bylaws*, Section III.B.