

Report on Review of UF Faculty Senate Committees by the Senate Committee on Committees

It is the responsibility of the Committee on Committees (COC) to conduct a review of all Senate committees on an annual basis, which will consider the selection process for members, the purpose of the committees, and attendance at committee meetings. The Committee shall have the responsibility of recommending to the Senate the addition, reclassification, or dissolution of any Senate Committee, transformation of existing Presidential Committees into Joint Committees, or vice versa, and assignments of committees to Senate Policy Councils as Contributing or Related Committees. The Committee on Committees is also responsible for recommending any special qualifications for members of Senate Councils and Senate Committees to the Faculty Senate. Such special qualifications shall be as set forth in this Constitution and in the Senate Bylaw. The Committee shall report to the Senate at least twice a year.

This report summarizes the reviews that the Committee on Committees has conducted from November 2015 through June 2017 on the Senate Committees and the Joint Committees

Overview of reviews conducted by COC on UF Faculty Senate councils/committees:

The committees that have been reviewed from November 2015 through June 2017 have been found to be fulfilling their missions and responsibilities as charted. Some changes in name, membership, responsibilities, and/or policies have been requested from councils or committees.

Recommendations from Senate Committees:

Committee on Committees:

Recommend changes to responsibilities from “annual councils/committees reviews” to “every two to three years reviews of a council/committee”.

Compensation Committee

Presenter: John Yelton

- Compensation Committee had been inactive for several years. So far the committee has had only a few meetings.
- Most members thought that the committee work should revolve around not only benefits but salaries. However, it was informed that discussing the union contract would cause an issue. Therefore, the Committee will work on insurance and benefits and any compensation beyond pay.
- Suggestions from the committee are to have a faculty survey to learn what benefits are important to faculty.
- Committee decided to use the Climate Survey
- Committee members are confused as to their purpose. What voice does it have?
- Many issues seem to overlap with the Welfare Council.

Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee

Presenter: Rick Yost

Rick Yost (Chair) gave some background on the HD Committee. Members are full professors and responsible for reviewing candidate packets and recommending awards and Honorary Degrees. Committee liaisons are from the foundation and Alumni Association. Stephanie McBride from the Provost's Office is the secretary. HD Committee meets at least once in fall and spring terms, sometimes twice.

Dr. Yost has requested committee name be changed to *Honorary Degrees and Distinguished Awards*

Committee. This request has the unanimous support of the committee members.

Our rationale: the historic name of the committee is the “*Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee*”, but with few if any exceptions, we have not been involved in reviewing proposals for memorials or namings. We have discussed this as a committee, including our liaisons from the UF Foundation and the Alumni Association, and we’ve agreed unanimously that we should not be reviewing memorials and namings. Thus, it makes sense to align our name with our duties. Furthermore, we solicit and review distinguished awards that do not require the nominee to be an alumnus, so we would also remove that term. Thus, the proposed name of the committee would be the “*Honorary Degrees and Distinguished Awards Committee*”.

Further, we suggest clarification of some restrictions on eligibility for these awards. Currently, our protocol document, posted at <http://fora.aa.ufl.edu/docs/21//2015-2016//PROTOCOL-%2012116.pdf>, includes for Honorary Degrees the restrictive paragraph:

Because the University of Florida is a public university and part of the State University System, the university's policy is that elected or appointed officials of the State of Florida or the Federal Government to whom the university is directly or indirectly answerable are ineligible for honorary degrees. Faculty members, officers, and employees of the university are also ineligible.

Although this paragraph applies specifically to Honorary Degrees, we also apply it consistently to the other awards (that is, to the Distinguished Alumnus Awards, the Distinguished Achievement Awards, and the Stephen C. O'Connell Distinguished Service Awards). Thus, we propose to move that paragraph and clarify that it applies to all these awards:

Because the University of Florida is a public university and part of the State University System, the university's policy is that elected or appointed officials of the State of Florida or the Federal Government to whom the university is directly or indirectly answerable are ineligible for honorary degrees and/or Distinguished Awards. University of Florida faculty members, officers, and employees of the university are also ineligible.

Since this is stated as university policy (it was developed by a committee I appointed (as Chair of the Faculty Senate) in 2007 to review Honorary Degree procedures, we ask that the Senate review this change of policy before we modified it in the protocol document.

The COC recommends the name change for the committee and approval of the requested modification to the protocol document.

Senate Nominating Committee:

Presenter: Brian Keith

The Senate Nominating Committee is alive and well. It meets during the spring term to review nominations for the next academic year committees and councils. Faculty are encouraged to nominate through a managed database. The committee starts with Councils, Senate committees and Joint Committees to decide the slate that goes before the Senate. The remaining nominations are sent to the administration for appointments on Joint and Presidential Committees. Most of the committee work is done with spreadsheets. Attendance is good – but the committee meets only about three times.

Suggestion from the Nominating Committee: Currently eligibility on the Parking and Transportation Committee is open only to faculty. Staff should have some representation on P & T Committee.

CoC recommends that the requested change on the Parking and Transportation Committee membership be approved.

Steering Committee:

Presenter: Nicole Stedman

The purpose of this committee is to drive the agenda for the Faculty Senate and has been working well. She stated that the group is responsive and discusses issues that come before the Senate. President and Provost, along with some of their direct reports, serve as liaisons. The Committee includes three members-at-large from the Senate. Dr. Stedman mentioned that the only thing she might change would be to have more administrators as liaisons.

CoC recommends that greater representation of administrators as liaisons on Steering Committee be further considered/or Senate committee and council chairs invite an administrator to meetings when topics that may require input from the administrator is anticipated.

University Constitution and Regulations Committee:

Presenter: Heather Ray, Chair

- Constitution Committee is charged with the review of provisions in the University of the University Constitution and Bylaws and with making recommendations for revisions.
- The Committee reviews and identifies suggested University regulation changes that have controversial elements and notifies the Faculty Senate.
- Committee improvement: Currently members can serve continuous terms. Dr. Ray suggested term limits for committees.

University Libraries Committee:

Presenter: Melissa Johnson

There are about 14 members on this committee and it meets monthly. The ULC is touring the different libraries on campus. The Committee requested that it report to Research and Scholarship Council instead of Infrastructure Council. ULC members think that it relates to SCORS more than Infrastructure.

CoC recommends that the ULC sit on both the Infrastructure Council and SCORS.

Academic Freedom, Tenure, Professional Relations and Standards Committee

Presenter: Ray Issa, Chair

Duty of the AFTPRS is to conduct hearings on grievances for out-of-unit faculty. The committee consists of 15 members who are tenured faculty holding the rank of professor or above. Committee meets at least once a year for orientation and training.

Recommendations from Joint Committees:

Academic Assessment Committee:

Presenter: Tim Brophy (chair), Margaret Fields (co-chair)

- Committee meets monthly on the second Tuesday from 3 – 4 p.m.
- Eight members of the committee are divided into 4 review teams. Each team is assigned a number of approval system requests one week prior to each committee meeting. They report their recommendations to the committee and the committee then takes action based on that recommendation.
- The committee reviews the validity of assessment measures and makes recommendations to faculty

when measures appear to be misaligned with the outcomes or goals they are intended to measure.

- The committee reviews the Institutional assessment plans for General Education and Quality Enhancement Plan.
- The committee does not develop long-term assessment plans for the undergraduate program at the institutional level. All UF academic programs (undergraduate, professional, graduate, and certificate) develop and administer Academic Assessment Plans annually.
- Recommendations for change: The committee's charge could be revised to better reflect what it does.

Suggested Revision of Responsibilities for Academic Assessment Committee:

The Academic Assessment Committee reviews and approves Academic Learning Compacts (ALCs) for all undergraduate programs, Academic Assessment Plans for all undergraduate, graduate, professional and certificate academic programs, and all Student Learning Outcomes (SLOs) and Program Goals for each academic program at the University. The committee reviews and approves the Institutional Assessment Plans for General Education and the Quality Enhancement Plan

The committee reviews the scope and validity of assessment measures and makes recommendations to faculty when measures appear to be misaligned with the outcomes or goals they are intended to measure.

The committee provides guidance to faculty on all matters related to the assessment of SLOs and program goals.

The committee will provide an annual report of its work, findings, and recommendations to the Senate and the President.

Land Use and Facilities Planning Committee

Presenter: Megan Forbes

- Land Use and Facilities Planning Committee reports to the Infrastructure Council.
- The Committee has only had about three to five meetings due to lack of agenda items this year.
- Worked on the Master Planning
- What is a quorum for joint committees, is there currently a standard, and can one be defined and approved?
- This is a large committee and how do remote members attend?
- Concern is that projects are approved and then revised/changed when the plans get to another committee.
- Who approves outdoor art?
- What items should come before this committee? Currently projects that are under \$2M are not presented.

Preservation of Historic Buildings and Sites

Presenter: Carl Van Ness, Member

Responsibilities: This committee assists the University in implementing its Policy on Historic Preservation, filed with the Florida Secretary of State, as a Programmatic Memorandum of Agreement for Protection of Historical Resources. In support of this Memorandum, it assists the University in fulfilling federal and state obligations with respect to its historic and archeological resources. It reports to the Vice President for Business Affairs the significant findings on all matters considered by the Committee.

No known issues, although the representative did note that the fourteen-member committee does have difficulty getting everyone together to meet. But he did not suggest the number be reduced.

The CoC recommends that this issue will need to be addressed by the committee chair and committee members but also should reach out to the Steering committee for assistance.

Sustainability Committee:

Presenter: Matt Williams (Liaison)

Duties: This committee promotes sustainability within the University and in the University's relations with the larger community and seeks to enhance the University's standing as a global leader in sustainability. It assesses the progress of the University of Florida's sustainability efforts as compared to national and international best practices and pursues their implementation when appropriate. It aids in the development of policy with the Office of Sustainability and participates in the annual evaluations of that Office, its director and academic officer.

Known Issue: the committee feels that the charge does not fit with the reality of their responsibilities. The committee has resolved to rewrite the charge and was encouraged to bring this to the CoC's attention when it was completed so the CoC can assist them with the change.

University Curriculum Committee:

Presenters: Angela Lindner (chair), Hans van Oostrom (co-chair), Casey Griffith (OUA) website

- Approval system provides one central site for submissions and interval communication among all parties involved in the life cycle of a curriculum request.
- To begin, the submitter selects appropriate type of submission on the approval.ufl.edu site
- Prior to UCC review, the department and college curriculum committees must approve the request.
- Some requests (those that impact a degree) must be reviewed by the Faculty Senate, BOT, and BOG.
- Opportunities for further enhancement are:
 - More effective recruiting and retention of student members
 - Develop training manual for all submitters
 - Develop training of new members
 - Establish rubrics for review of each type of submission
 - Streamline syllabus for better standardization
 - Ensure redundancy of responsibilities in the event of an absence.
 - Heighten awareness among faculty, staff and students of the work of the UCC.
 - Elevate participation on UCC to better recognition of UCC members
 - Better align the Graduate Curriculum Committee process with the UCC process. Courses are reviewed only by the GCC and not the Graduate Council. The graduate Council does review certificates, program changes, etc. Have the GCC pre-process all graduate submissions, and then have a vote taken on all items by the Graduate Council.
- Dr. Lindner will provide a suggested charge revision to the 2017-2018 CoC.

Academic Personnel Board

Presenters: Angel Kwolek-Folland, Liason & Ruth Steiner, Member

Responsibilities: Advise the President with respect to promotion and tenure nominations, serving in a fact-finding and consultative role.

Two issues which appear to have been resolved: 1) the vetting of applicants for the committee and the filtering out of unqualified committee applicants and 2) the split of the board into tenure and non-tenure accruing senior personnel so that non-tenure accruing files can be reviewed by non-tenure accruing senior personnel.

General Education Committee

Presenters: Angela Lindner (chair), Alison Reynolds (co-chair), Casey Griffith (OUA) website

- Close to the same process as UCC
- Committee establishes a philosophy of what constitutes the general education component for baccalaureate degrees offered by the University. • Opportunities for enhancement • Streamline syllabus format
- Continue to refine the review process
- Update the auditing process to recertify existing General Education course
- Engage GEDC in UF Quest approvals and oversight of assessment and consistency of quality of courses
- Engage GEDC in playing an influential role in changing the culture of General Education at UF
- Establish training for all new GEDC members
- Remove the mystery from the process
- Heighten awareness among faculty, staff, and students of the work of the General Education Committee, the significance of General Education courses, and of the identity of the General Education Program
- Elevate participation on GEDC by better recognition of GEDC members
- Dr. Lindner will provide a suggested charge revision to the 2017-2018 CoC.

Graduate Council

Paul Duncan, Member

Responsibilities: Acting as agent of the Graduate Faculty, the Graduate Council assists the dean in the determination and execution of policy related to graduate study and associated research.

No known issues

Lakes, Vegetation, and Landscaping Committee

Presenter: Gail Hansen de Chapman, Chair

Duties: Committee is responsible for items that affect the use of University lakes, including guidelines for use of such lakes in order to preserve their ecological integrity and research capabilities, and the management and well-being of natural areas containing non-domesticated plants and animals. It provides recommendations concerning enforcement of policies regarding the removal of trees and other vegetation. It provides input to the University Land Use and Facilities Planning Committee regarding planning of major landscape elements such as green space, open space, and significant architectural features to ensure their compatibility with existing and planned landscaping and master planning. It provides recommendations to the Vice President for Business Affairs about construction on campus, specifically concerning: programming, including general site suitability having an impact on trees, landscape, natural areas and lakes; schematic design, including tree removal, plans for transplants, replacements and/or mitigation based on building footprint, utility corridors and other construction activities; and design development including new landscaping, appropriateness and inclusion of any mitigation for tree removal.

No known issues

Parking and Transportation Committee

Presenter: Ray Thomas

- Parking and Transportation Committee reviews and recommends rules and regulations of a non-financial nature governing traffic, parking and registration and public transportation to and from campus.
- The Committee reports to the Vice President of Business Affairs.

Research Policy Committee

Presenter: Irene Cooke representative for David Norton, Chair

Responsibilities: The Research Policy Committee shall advise the Vice President for Research on matters of University-wide policies related to the promotion and development of the University's research program. One of the three faculty members elected by the Senate shall be chosen to serve on the Senate Policy Council on Research and Scholarship.

No known issues

Student Petitions Committee

Presenter: Deb Mayhew (Member)

Duties: This committee shall act for the Senate on the petitions of students requesting waivers of University academic regulations except petitions requesting:

1. late registration,
2. exceptions to minimum-maximum load regulations,
3. changes of schedule after the date authorized for such changes, and
4. adding of courses after the date set in the University Calendar as the last time for adding courses.

These four kinds of petitions shall be acted on by the school or college in which the student is enrolled. Petitions approved by the school or college must be reported to the Registrar's Office before the action becomes official.

No known issues

CoC Approved: July 19, 2017

Committee on Committees Members

Chair - Jose Trevino, MED

Todd Brusko, MED

Jennifer Rea, CLAS

Steven Swarts, MED

Ashley Ghiaseddin, MED

Miriam Ezenwa, NURS