

Committee on Committees Agenda
March 6, 2017 10:30 a.m.
Room N6-1 (Health Science Center)

1. Call to Order and Introductions
2. Approve Minutes from February 2017
3. Review of Joint Committees
 - [Academic Assessment Committee](#) – Tim Brophy and Margaret Fields
 - [General Education Committee](#) – Angela Lindner, Casey Griffith and Alison Reynolds
 - [University Curriculum Committee](#) – Angela Lindner, Casey Griffith and Hans van Oostrom
4. Review draft report to the Senate

IMPORTANT DOCUMENTS: PLEASE BRING WITH YOU TO MEETING

[Constitution of the University of Florida](#)

[Bylaws of the Faculty Senate](#)

Committee on Committees (DRAFT)
February 6 2017
Woodward Conference Room – 6184
10:30 a.m.

Attendees: Steven Swarts, Sue Alvers, Miriam Ezenwa (via phone), Jennifer Rea, Ashley Ghiaseddin, Todd Brusko, Rick Yost, and Heather Ray.

Steven Swarts called the meeting to order at 10:39 a.m. in Jose Trevino's absence. The January minutes were approved.

Constitution Committee -- 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.

Honorary Degree, Distinguished Alumnus Awards and Memorials Committee – Rick Yost, Chair

- This Committee is requesting for a name change to: Honorary Degrees and Distinguished Awards Committee.

Revisit Academic Policy Council recommendations – Beverly Sanders, Past Chair

- Dr. Sanders sent a [wrote an email reminding the committee of her recommendations](#) for the APC from last year
 - Official include the chair of the Graduate Curriculum Committee as a standing member of the APC.
 - Create a new council or committee to deal with online learning.
- The CoC likes the concept of an online learning committee. Plans are for Evie Cummings, Director of UFOnline, to be invited as a guest sometime next year.

The committee reviewed the third version of its [draft report](#) to the Faculty Senate. Members are to read through and give suggestions for improvement at the March meeting.

The meeting adjourned at 11:16 a.m.

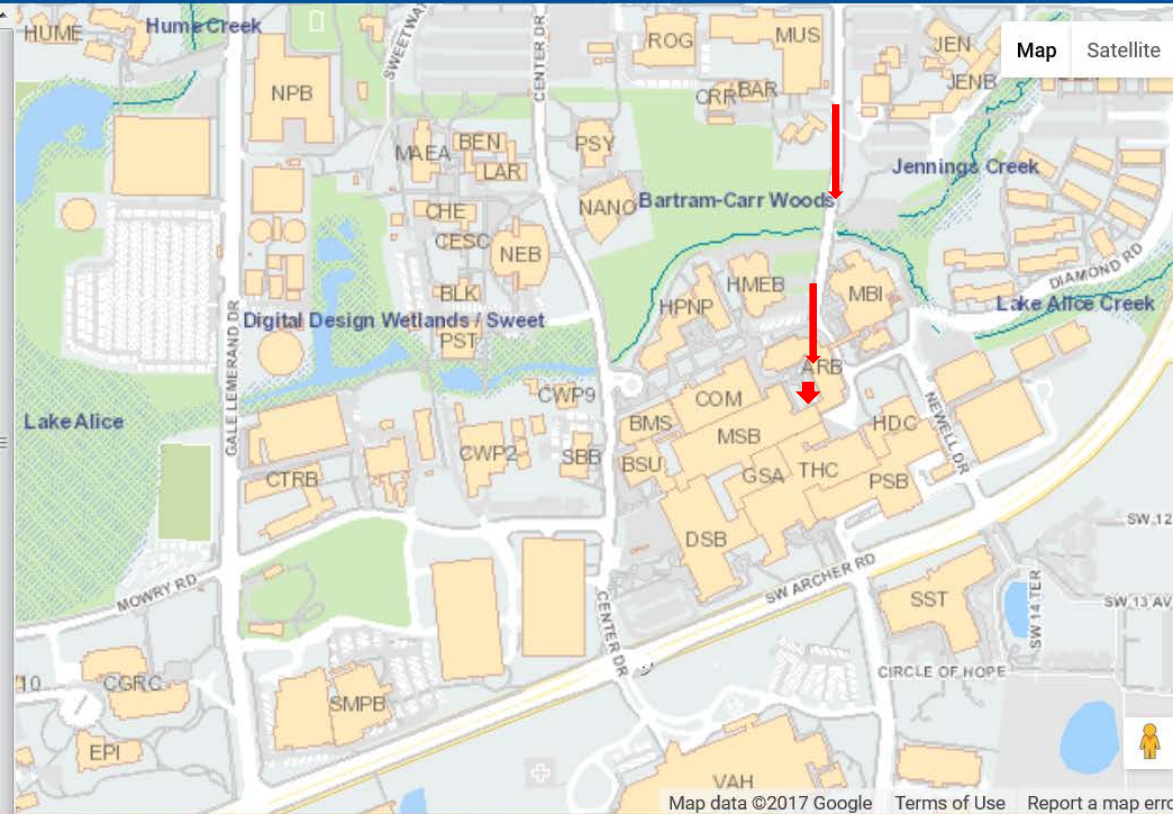


CAMPUS MAP

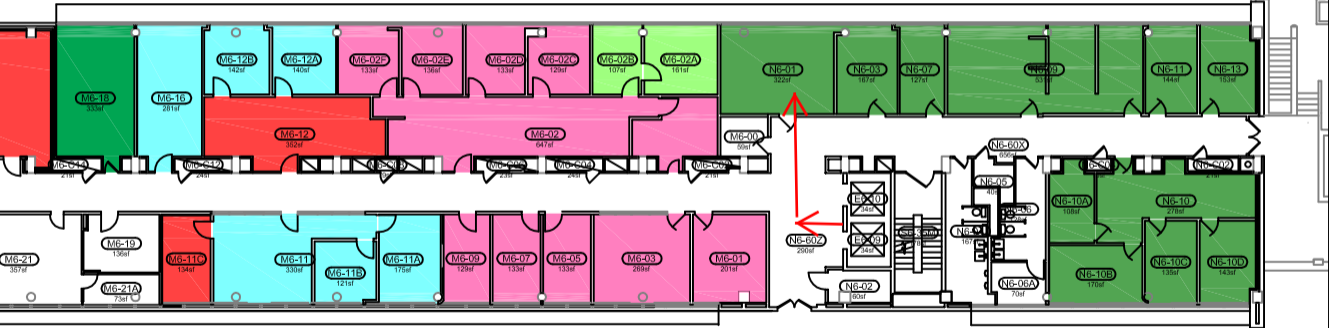
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Directions to N6-1



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 October 2016 on five Senate Councils (Academic Policy; Budget; Infrastructure [includes the following standing and joint committees: Senate Steering Committee (S)* Lakes, Vegetation, and Landscaping Committee (J)*, Preservation of Historic Buildings and Sites Committee (J), Parking and Transportation Committee (J), Land Use and Facilities Planning Committee (J), Sustainability Committee (J), University Libraries Committee (S)]; Research and Scholarship; and Welfare) and four Senate committees (Academic Freedom, Tenure, Professional Relationships, and Standards; Honorary Degrees, Distinguished Alumnus Awards and Memorials; Nominating; and University Libraries).

* *Key:* (J) = Joint Committee, elected or appointed by and reporting to both the Senate and the President; (S) = Senate Committee, elected by and reporting to the Senate

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

The councils and committees that have been reviewed from November 2015 through October 2016 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 and are described below under “Action Items”.

Recommendations from Committees/Councils:

1) Academic Policy Council: The chair has forwarded three recommendations to the CoC:

- 1) That the charter/responsibilities of the council be revised to reflect the current role of addressing “general policies”. Specific recommendations need to be presented by the council to COC for consideration.
- 2) Add the chair of the Graduate Curriculum Committee as a standing member of the Academic Policy Council.
- 3) Introduce a new council or committee to address online learning. The APC felt that the senate needs to formalize shared governance with respect to UFOnline in particular, and it would be beneficial for the new council or committee to have a broader scope encompassing online learning at UF in general.

CoC recommends ... (to be discussed at the February CoC meeting)

2) Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee: The committee has requested several changes:

Rick Yost (Chair) of the Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee has requested committee name be changed to *Honorary Degrees, Distinguished Alumnus Awards and Memorials 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.

3) Nominating Committee:

Currently, eligibility on the Parking and Transportation Committee is open only to faculty. Committee recommends that staff should have some representation on P & T Committee.

COC recommends that the requested change in committee membership be approved.

4) Steering Committee:

There is a desire from the committee for more administrators to serve as liaisons. Often there are issues being discussed in the Senate that would benefit from input from administration before and during Senate discussions.

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

5) University Libraries Committee:

The Committee requested that it report to Research and Scholarship Council instead of Infrastructure Council. Members think that SCORS relates more to ULC than Infrastructure.

COC is currently evaluating this request, reviewing mission statements and responsibilities of the Infrastructure Council and Research and Scholarship Councils

6) Other Recommendations:

Charges to COC from Faculty Senate Chair

At the November 2015 COC meeting, Paul Davenport, Faculty Senate Chair, thanked the members for participating in shared governance by sitting on this committee. Paul had several charges that he wanted the committee to address:

- Determine the structure of a new IT Committee. Currently we have an adhoc committee called Faculty IT Subcommittee that advises the CIO. The last four Faculty Senate Chairs wanted this committee to become a standing committee of the Senate.
 - Status: COC recommended change in status from subcommittee to full standing committee. The Faculty IT committee is now a standing committee
- Currently the constitution does not specifically state how to fill temporary vacancies on committees. The Constitution Committee has asked that the COC discuss if there should be a change in the constitution to address this issue? Traditionally the Faculty Senate Chair follows the same procedure to fill temporary committee seats as the senate fills temporary senate seats.
 - After discussion Jane Gannon made a motion to not change the constitution as it pertains to temporary vacancies on committees. Todd Brusko seconded. The motion passed.
- Paul gave a “heads up” that the Constitution Committee might send a request to COC about what constitutes a quorum for joint committees. **[Note: has this been addressed?]**

Summary of Presentations from Senate Council and Committee Chairs/Vice Chairs

COUNCILS

1) Academic Policy Council

Presenter: Beverly Sanders, Chair

At the January 11, 2016 CoC meeting, Beverly gave background information about the Academic Policy Council. Out of all the responsibilities listed in the charter, the council only works on “general policies”.

Beverly suggested that the charter/responsibilities should be revised.

Many times APC meetings have lively discussions. Provost has asked that the council give feedback on the strategic goals.

APC consists of six elected senators, contributing chairs from Joint Committees, and upper administrative liaisons and meets monthly.

In a follow-up email sent to CoC on February 2, 2017, Beverly submitted two recommendations to the committee:

1. Add the chair of the Graduate Curriculum Committee as a standing member of the Academic Policy Council. It didn't make sense to us that the chair of the Undergraduate Curriculum Committee is a member while the chair of the Graduate Curriculum Committee is not. I communicated with Paul Duncan (Assoc dean of the Graduate School and the chair of the GCC)

and he supports this change.

2. Introduce a new council or committee to deal with online learning. Currently, shared governance involving UFOonline (other than what goes through the normal curriculum approval process) is solely at the discretion of the UFOonline director. Also, online learning can be found in MANY units across campus, and even residential students may end up taking many of their courses in an online format. The APC felt that the senate needs to formalize shared governance w.r.t. UFOonline in particular, and it would be beneficial for the new council or committee to have a broader scope encompassing online learning at UF in general.

2) Budget Council

Presenter: James Seale

This council is a relative active group. Responsibilities are to review the budget process of the University. The Chair serves on the RCM Task Force.

Greg Dubois, Assistant Vice President in Finance and Planning, is a liaison.

The council recommended the creation of the “College Financial Information” template for a faculty resource. Links are on the Budget Council website and also the CFO’s website.

3) Infrastructure Council

Presenter: Bradley Walters

Bradley Walters described the mission, responsibilities and terms of the members of the Infrastructure Council, which is one of the five policy councils of the Senate

Dr. Walters then went on to describe the relationship of the Infrastructure Council to the committees that constitute the council and the responsibilities of these committees. These committees are:

Senate Steering Committee (S)
Lakes, Vegetation, and Landscaping Committee (J)
Preservation of Historic Buildings and Sites Committee (J)
Parking and Transportation Committee (J)
Land Use and Facilities Planning Committee (J)
Sustainability Committee (J)
University Libraries Committee (S)

Key: (J) = Joint Committee, elected or appointed by and reporting to both the Senate and the President;
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The Faculty IT Subcommittee is a special joint subcommittee, reporting to Academic Policy Council, Infrastructure Council, and Welfare Council

Note: The [Faculty IT Subcommittee](#) was originally created in 2012/2013 as an advisory committee for the CIO. Frank Bova has been chair since that time. Members include a faculty representative from each college that is appointed by their college council chair. Paul Davenport, Faculty Senate Chair, has asked this committee to recommend that the Faculty IT Subcommittee be an actual Faculty Senate Committee. Dr. Trevino asked Dr. Bova to write a brief paragraph describing the committee and its responsibilities, how often it should meet, the number of members, and the length of the members’ terms. Once the COC receives the description, the committee will discuss and move its recommendation forward.

4) Research and Scholarship Council

Presenter: Valrie Minson

Valrie Minson, Research and Scholarship Council Chair, gave the Committee the [SCORS Report](#) on what her council has done this past year.

The Research & Scholarship Council focuses on University policies and procedures related to research and scholarship, including university-wide research and scholarship initiatives and strategies; research grants and contracts; research infrastructure; and other matters related to funding or producing scholarship. Below is a summary of our initial emphasis in the coming year.

Exploration of IDC policies for small awards

The Council will be meeting with DSP to discuss current IDC practices and how they affect faculty ability to meet research requirements. As background, many funding agencies do not support Indirect Costs (IDC) and the cost must then be funded by either the department or the Primary Investigator. There are many faculty or departments who will not pursue or accept awards that do not include support for IDC as the department/faculty member may not have available funds to cover and the work is not able to be completed at the reduced amount. The Council will discuss with Division of Sponsored Programs the current IDC practices with smaller awards (<\$10,000/\$20,000) and explore potential development of recommendations for changes to IDC with the overall goal to support acceptance of a greater number of non-IDC supported awards and increase the ability of faculty to accomplish important research.

Academic Analytics

Academic Analytics is a vendor solution that provides UF administrators with data about their institution, particularly as compared to other institutions. The system is available to UF Deans and last year Provost Glover met with the Council regarding the various applications of the system. The Council is continuing to understand how the system supports academic research and have developed questions for an upcoming December 9th meeting with Provost Glover. Questions include: How evaluations using AA have been applied at the faculty and unit levels; Which colleges or schools have used AA; How the colleges or schools share outcomes of AA; What the most/least reliable data are in AA; Limitations to the data that we weren't aware of a year ago; Models used for data access and distribution.

Interview of Research Deans and/or Strategic Directions Brainstorming

The Council discussed the recent decline in the number of issues being brought to the Council from departmental units or individual faculty. At a future meeting our Council is exploring two possibilities: interviewing research deans regarding research/scholarship challenges experienced by faculty in their units or holding a brainstorming session in conjunction with the President's goal setting symposium scheduled for January 28th and 29th.

5) Welfare Council

Presenter: Amanda House – Vice Chair

The Welfare Council focuses on matters that support, encourage, define, and evaluate the quality of the faculty and retention of faculty members, including faculty rights and academic freedom; faculty support programs, such as fringe benefit packages; faculty diversity; and programs that improve the quality of faculty life. Below we detail the primary discussions of the council in 2014-2015.

President's Council on Diversity Campus Climate Survey

During the Fall, the Welfare council worked closely with Jarrod Cruz-Stipstits and Shari Robinson from the President's Council on Diversity on the formulation of the Diversity Climate Survey. The survey, which

will be administered to all UF employees, was developed by the Council on Diversity and represents the first time that the Climate on Diversity at UF will be assessed. The goal of the survey is to understand how diversity and inclusion is being experienced by the faculty and staff.

On and Off Campus Tutoring

SERU data suggest that UF students consistently rely on Off Campus Tutoring services. Faculty have raised concerns regarding the use of and practices by Off Campus Tutoring services. The Council met with Dr. Winifred Cooke, Director, and Robert Bailey, SI Coordinator of the Broward Teaching Center to better understand the resources provided by UF. It was clear to the Council that the Broward Teaching Center provides significant resources to students and that Faculty knowledge of these services and financial support of these services are likely undervalued.

Assessment and Enhancement of Teaching

The Council has a long history of investigating the practices of assessing teaching performance at UF and the issues that online student teaching evaluations may pose. The council in conjunction with the Office of Faculty Development for Teaching and Technology and the Academy of Distinguished Teaching Scholars, has begun the writing of a formal “white paper” outlining the collective opinion on best practices for assessing and enhancing teaching excellence at UF.

Graduate Student Mentoring

In conjunction with the Graduate School, the Welfare Council is developing a workshop on Graduate Student Mentoring that will be submitted to the CALS Teaching and Enhancement Symposium as well as the New Faculty Orientation. The goal is to provide faculty resources and skills to enhance their mentoring of professional and graduate trainees.

COMMITTEES

1) 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.

2) Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee

Presenter: Rick Yost

Rick Yost 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. Donna Stricker from the President’s Office is the secretary.

HD Committee meets at least once in fall and spring terms, sometimes two.

Suggestion was made to shorten the Committee name to “Honorary Degrees and Awards Committee”. Dr. Yost thought that would be acceptable.

3) 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.

4) 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.

5) 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. Members think that SCORS relates more to ULC than Infrastructure.