

Annual update of Committee on Committees, Fall 2023 – Spring 2024

CoC Members (2023-2024)

Luisa Amelia Dempere, Chair
Alison Reynolds
Rana Alissa
Lori Knackstedt
Joseph Riley
Nian Wang

The responsibility of the Committee on Committees is to conduct a review of all Senate Committees, with emphasis on considering the selection process for members, the purpose of the committees, and attendance at committee meetings. Following these reviews, the CoC retains 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 CoC is also responsible for recommending any special qualifications for Senate Councils and Senate Committees to the Faculty Senate. Such special qualifications will be reviewed and incorporated into the Constitution Senate Bylaws.

Following a triennial review in 2021, the CoC was charged with reviewing one-third of the CoC review eligible committees every year. This would facilitate a regular periodic review process of all the existing committees and help identify any concerns promptly. The [2022 - 2023 Committee on Committees Report](#) was presented to the Senate Steering Committee in April 2023. In 2022-2023, the Committee on Committees (CoC) reviewed one Senate Council, two Senate Committees, and five Joint Committees as listed below.

A summary of annual reviews conducted by CoC in 2023-2024 is appended below.

Faculty Senate Steering Committee

Presenter: Danaya Wright, Faculty Senate Chair
Date: October 25, 2023

Danaya Wright, the Senate chair, indicated that the committee is well attended, functioning well, and that the membership has been adequate except as noted below. The Steering Committee advises the senate chair, determines each Senate meeting agenda, and facilitates communication between administration, chairs of councils and committees, senate members at large, and other individuals. The Steering Committee consists of 11 voting members - the Chair of the Senate, the Chair-Elect of the Senate, the Past Chair of the Senate, three members at large, the chairs of the Senate Policy Councils (Welfare, Academic Policy, Research & Scholarship, Infrastructure, and Budget). The University President and Provost are ex officio members. The Secretary and Parliamentarian are also nonvoting members and serve as staff to the Steering Committee.

President Sasse is not planning to attend regularly, and the committee requested a liaison from the President's Office attend. There continue to be concerns about two-way communication with the President's office. The provost report has been provided regularly and is important as the provost's ideas and plans have a significant impact on the faculty. Associate Provost Chris Hass also attends.

Topics/issues for the upcoming year include the proposed freedom-of-expression statement and administrative burden on faculty (e.g., UF GO). Standard Operating Procedures: A link to the [Faculty Senate Bylaws](#) and the [University of Florida Constitution](#) are available at: <https://senate.ufl.edu/> A Guide to assist committees (dated 2019): https://senate.ufl.edu/media/senateufledu/site-files/Conducting--Committee-Business-Rev08072019_3.9.18_June-2016.pdf) is located in multiple Faculty Senate web page locations, including the Faculty Senate information resources page: <https://senate.ufl.edu/resources/faculty-information/> and <https://senate.ufl.edu/committees--councils/> page.

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Concerns/ Recommendations:

- Lack of representative from the President's Office
- The CoC recommends either the President himself or a representative from the President's Office attend the Steering Committee meetings. It is necessary to have direct communication between the President and the Faculty Senate.

Honorary Degree and Distinguished Awards Committee

Presenter: Dr. Ruth Steiner, Chair

Date: November 29, 2023

Dr. Ruth Steiner, the committee chair, attended the November 2023 meeting. The Honorary Degree and Distinguished Awards Committee is responsible for formulating how honorary degrees are awarded and accepting nominations and suggestions for awards. The committee of Eight members is working well. No additional members are needed. The meetings are well attended in a mostly hybrid format. The committee calls for nominations on October 1 and March 1 each year and meets in each of those months. Chair Steiner stated that the administrative liaisons are working well with the committee.

Concerns/ Recommendations:

The committee wishes to change the procedures for vetting candidates who are nominated for honorary degrees. The committee would also like to create a way to provide awards for active faculty as no special recognition currently exists. There are no other concerns.

Update from the April 4, 2024 Steering Committee meeting:

- The Steering Committee discussed an inquiry from the Honorary Degrees & Distinguished Awards Committee on how to strengthen vetting for Honorary Degree candidates. The Steering Committee agreed that, while diligent vetting must take place, the level of vetting and who does the vetting belongs with the Honorary Degrees & Distinguished Awards Committee, who are to use all available resources from the offices of Human Resources, General Counsel, and the University of Florida Foundation. Steering can instruct or advise the committee to do the vetting as a best practice. To maximize clarity and transparency, protocol additions or amendments to the committee's current practices will continue to be posted at: <https://fora.aa.ufl.edu/FacultySenate/Committees/Honorary-Degrees-and-Distinguished-Awards-Committee> (view left navigation bar)

- The Steering Committee reviewed the Administrator Proclamations submission from the Honorary Degrees and Distinguished Awards Committee and agreed with its content, making one minor amendment to the agreed-upon final version. Moving forward, this is the criteria which the Faculty Senate will utilize when awarding administrator proclamations of recognition and gratitude. To increase clarity and transparency this criteria is posted @: <https://fora.aa.ufl.edu/FacultySenate/Pages/Faculty-Senate/SenateResolutions>.

Graduate Council

Presenter: Nicole Stedman, and Tom Kelleher

Date: March 27, 2024

The Graduate Council is an active group that functions well, and meetings were well attended and with good representation from constituents.

The Graduate Council and Graduate Curriculum Committee fall in line better than it has been. The council met with the Constitution Committee to clean up old language, amend the requirement that all the graduate faculty meet once a semester, and remove mentioning the graduate coordinators advisory council that does not exist. The revisions meet the current operational language.

Go through the syllabi and the course proposals/new majors or programs. They see all the course proposals.

The graduate council operates as an internal group and is not mentioned as an actual physical body. Trying to create consistency of faculty members on the curriculum subcommittee, who report to the Graduate Council.

The council is mindful of the structure and representation of members of the Council.

The Graduate School representatives have concerns about the overlapping role between the Academic Policy Council and the Research and Scholarship Council. What is the administrative liaison role with these committees?

What is the Graduate Council's role in reporting or requesting approval for policy changes or participating in the committees?

There is no SOP. The council meets with new members and goes over the expectations and goals of the Council.

Concerns/Recommendation:

Create an SOP describing the functioning and operations of the committee.

There seems to be an overlapping role between the Academic Policy Council and the Research and Scholarship Council. What is the administrative liaison role with these committees? What is the Graduate Council's role in reporting or requesting approval for policy changes or participating in the committees?

University Curriculum Committee

Presenter: Dr. Angela Lindner

Date: November 29, 2023

Dr. Angela Lindner, the committee chair, attended the November 2023 meeting. The UCC considers any changes to curricula, the undergraduate catalog listings, and the addition of new undergraduate courses of instruction. The UCC has spent the past few years concentrating on the efficiency of the submission/review process and educating faculty and relationship building to streamline and clarify the work of the UCC. In addition to creating a Review Subcommittee, an increased level of communication between the Office of Undergraduate Affairs and those submitting requests has provided a much more efficient process.

Recommendations/Concerns: The faculty senate can assist this committee by reinforcing the minimum expectations for committee work and also by selecting members of the UCC from those who have an understanding of curricula and diverse faculty from undergraduate serving colleges. In addition, having a specific group monitor legislature and impacts would provide the ability to remain in compliance with regulations. Finally, assist the UCC in the selection of student representatives.

Concerns/ Recommendations: None

Lakes, Vegetation & Landscaping (LVL) Committee

Presenter: Gail Hansen de Chapman, Chair

Date: February 28, 2024.

Dr. Hansen de Chapman visited to provide feedback on the LVL committee function. The LVL is responsible for managing the welfare and use of University lakes and natural areas containing non-domesticated plants and animals, including policies regarding the removal of trees and other vegetation. It works together with several other committees (UF Grounds, LUFPC, IFAS Facilities, and Grounds), providing input regarding landscape elements and construction on campus. The committee has 10 members and is functioning well, with meetings that are well-attended. The committee is currently surveying on- and off-campus conservation areas; working on a tree mitigation policy document; list of trees on campus. The committee does not currently have an SOP.

Concerns/ Recommendations:

Create an SOP describing the functioning and operations of the committee.

Land Use and Facilities Planning Committee (LUFPC)

Presenter: Jay Watkins, Chair

Reporting date: February 28, 2024

Jay Watkins presented details on the LUFPC committee. The committee works with the Lakes Vegetation and Landscaping Committee, the Preservation of Historic Buildings and Sites Committee, and the Parking and Transportation Committee. This committee is responsible for providing recommendations on the appearance and development of the campus, including enforcement of the University of Florida Master Plan. The committee works with other committees referenced above in an integrated approach to campus planning. The committee is stated to be functioning well, but building project managers don't always seek advice from the committee. The committee only meets if a project is on the agenda. Attendance at meetings is high. The committee does not have an SOP, but they have an orientation slide deck posted: https://facilities.ufl.edu/wp-content/uploads/2024/01/Committee-Orientation-LUFPC_Updated.pdf.

Chair Watkins and Planning, Design, & Construction Dept. Senior Campus Planner Rachel Mandell has agreed to convert the slides to an SOP.

Concerns/ Recommendations: None

Preservation of Historic Buildings and Sites Committee

Presenter: Ann Baird, Chair

Date: January 31, 2024

This committee does not have a monthly meeting. It meets ad hoc and has liaisons with the Department of Planning, Design and Construction, Facilities Planning and Construction, Facilities Management and Business Affairs. The meetings are well attended. The committee has good support from UF, and the general public is usually interested in their work.

In the last 3-years, the committee has focused on the implications of the construction of the Disability Resource Center which is surrounded by buildings in the Historic Buildings National Registry. In addition, they have been dealing with requests and demands from a graduate student regarding work being done at Maguire Village.

How this committee operates is described in a series of sequential discussions. Architects bring ideas for discussion, then the Land Use and Facilities Planning Committee provides input, as well as the Lakes, Vegetation, and Landscaping Committee.

Plans are discussed with the Infrastructure Council and Rachel Mandell, Senior Campus Planner, works on the agenda and minutes.

The committee may request documents from Facilities Planning and Construction to inform the discussions at their meetings.

Two current members of the committee could be good candidates for the next Chair of the Committee.

It was noted that it might be a good idea to start an SOP for the committee's operation and functioning. It might be a good idea to check the SOP of the Land Use and Facilities Planning Committee.

New members of the committee have the perception that building decisions are majorly influenced by this committee. The committee only provides recommendations and those are heard.

Concerns/Recommendation:

Create an SOP describing the functioning and operations of the committee.

Infrastructure Council

Presenter: Walter O'Dell, Chair

Date: January 31, 2024

The council is functioning well, and it has good attendance.

The council's role is to facilitate communications thus it is often hard to tell how well they are doing in their efforts. It is a place for a group of committee chairs to get together and functions as a clearinghouse. Communications are facilitated among 6 committees making sure their deliberations are aligned. Thus, attending are the chairs of the Information Technology, Lakes, Vegetation & Land Use, Land Use & facilities, Parking & transportation, preservation of Historic Buildings, and Sustainability Committees.

There are 3 administrative liaisons to Facilities Planning, Information Technology, and University Libraries. The size of the council is considered appropriate. Each of the 6 chairs provides a summary.

The committee also has in attendance a representative from the Steering Committee (usually the Chair) and a representative from the student government. However, there has not been a student attending this entire academic year (FY24). Faculty Senate Secretary indicated that now she has the names allocated to councils and committees and they will be invited to attend meetings soon.

The Infrastructure Council meetings are open meetings and there are no issues to currently bring up to the Faculty Senate.

The activities for the Climate Action Plan have been halted as the new University administration has been settling in. This had been a big effort of this council.

The council does not have an SOP. Their documentation and records consist of agendas and minutes of meetings. It was acknowledged that it would probably help to have an SOP. It was mentioned that a good SOP to use as a reference would be the Policy Council SOP if there was one. The council counts with sufficient administrative support. Currently, one of the members of the committee takes minutes, something that the Faculty Senate Secretary used to do.

Concerns/Recommendation:

Create an SOP describing the functioning and operations of the committee.

List of committees and councils reviewed by the CoC: 2022-2023

- University Constitution & Regulations Committee (UCRC)
- Academic Personnel Board
- Welfare Council
- Compensation & Equity Committee
- Student Petitions Committee
- University Libraries Committee (ULC)
- Sustainability Committee
- Budget Council

- Research Policy Committee
- Committee on Committees (Self-Reporting)

List of committees and councils reviewed by the CoC: 2021-2022

- (New Committee) Professional Curriculum Committee (PCC)
- Parking & Transportation Committee (PATC)
- Research & Scholarship Council
- Senate Nominating Committee
- Academic Policy Council (APC)
- General Education Committee (GEC)
- Academic Assessment Committee
- Academic Freedom, Tenure, Professional Relations, & Standards (AFTPRS) Committee
- University Information Technology Committee
- Committee on Committees (Self-Reporting)