



**Faculty Center for Teaching and Learning Advisory Committee
2024-2025 Annual Summary Report to Senate**

Summary of Meetings

The FCTL Advisory Board met on September 19 to select subcommittees for members. The Recommendations subcommittee met on Oct 17, Nov 7, and Jan 24. The Awards subcommittee met on Jan. 9 and Feb. 10.

Summary of Issues or Topics Addressed

The Recommendations subcommittee discussed several topics—those assigned specifically by Senate are bolded:

- **Safety information for individual class syllabi** – We were asked to investigate location-specific safety information for each classroom (such as the location of the nearest AED). The committee agreed that this work is not associated with FCTL’s pedagogy-oriented mission, and FCTL is not resourced for this. The committee created a simple resolution (below) that calls for the University to task an office associated with public safety to look into this.
- **Learning space manager** – We were asked about an online way to see photos of learning spaces. This exists in the form of the Talum software, which OIR own and only they can update it.
- **Simple syllabus tracking** – We were asked to obtain feedback on the process of utilizing Simple Syllabus and investigate if there are alternatives available. The last question was easily answered: Dr. Letzring’s office confirmed Simple Syllabus was the cheapest and best option, and the rest of the state is using it. We surveyed the broader faculty and returned the comments to Faculty Senate Chair and to Dr. Letzring. In April, a second Simple Syllabus survey went out, asking if a section should be added for each class’s AI policy.
- **Develop SPI Improvements** – Last academic year we developed replacement SPI questions. We set this ask aside this year, as the Faculty Senate also created an ad hoc committee just to replace the questions. Their work led to a resolution (2024-2025-12) with specific new questions, which was approved.
- **Artificial Intelligence usage in teaching** – FCTL internally develops numerous resources and training for faculty, and they are under continual development. As a result, this committee was notified about our programming and asked to provide feedback/advice.
- **Civil Discourse** – Haley Winston now runs a civil discourse office; she offered workshops in our October T&L Day and planned for May’s Summer Institute. Additionally, she advertised her office’s services and website in the FCTL newsletter.
- **Supporting the UCF strategic plan with student success** – FCTL asked this committee for commentary on its flagship program, Knighted Faculty Program, and asked about renaming it now that it lacked a stipend. They agreed with FCTL’s internal preference to keep the KFP name even without a stipend.

The committee reviewed and discussed Faculty Center regular programming, offering advice about specific programs and workshops within:

- New Faculty Orientation
- Holiday Retreat
- Summer Institute
- Faculty Learning Communities, Writing Groups, and Book Clubs

- Knighted Faculty Credentialing Program
- Adjunct Orientations and adjunct programming
- GTA Orientations and GTA programming
- Teaching and Learning Days

The Awards subcommittee convened to select the University Excellence Awards for Teaching and for Undergraduate Advising.

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Resolution 2024-2025-10

Whereas, the UCF faculty have expressed concerns about the generic nature of emergency planning materials present in every classroom; and

Whereas, emergency planning materials customized for every classroom (including such information as a custom evacuation route for that exact classroom, the location of the nearest AED, etc.) do not presently exist, nor does it appear to be the purview of any identified office at UCF to create them; and

Whereas, the Faculty Center for Teaching and Learning Advisory Committee was assigned Faculty Senate topic 2024-2025-8 which stated: In the event of an emergency, classroom instructors and students need to have location-specific safety information available. How can we incorporate that information into all course syllabi for in person classes? Examples of safety information that could be included are an active shooter plan for the individual classroom and the location of the nearest AED; and

Whereas, the Faculty Center for Teaching and Learning Advisory Committee discovered a classroom tracking software called Talum, which is operated by the Office of Instructional Resources, who handles classroom technology but not emergency planning, rendering Talum an incorrect choice for housing faculty-facing safety information; therefore

Be It Resolved, that the Faculty Senate hereby calls upon the University to assign a specific central office to provide custom safety information for each classroom.

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