



Faculty Center for Teaching and Learning

UNIVERSITY OF CENTRAL FLORIDA

Faculty Center for Teaching and Learning Advisory Committee 2025-2026 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 November 12 and February 24. The Awards subcommittee met on Jan. 9 and Feb. 10.

Leadership of the Committee

On Sept 19, Sandra Sousa was elected chair, and Widaad Zaman was elected vice-chair.

Summary of Issues or Topics Addressed

The Recommendations subcommittee discussed several topics:

- **Best Practices for Office Hours** – UCF lacks formal guidance, so we explored required minimum hours, format and modality, and how to use the time.
- **Improving completion rates for Student Perception of Instruction** – Data from previous years was showing completion rates dropping from a previous 50% to 27%. We brainstormed methods to get the averages back up.
- **Converting computer labs to testing centers (pilot)** – Partly as a response to the rise of GenAI, faculty were indicating interest in having students complete more tests in a controlled environment. We measured how expensive this could be.

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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