## Minutes of Faculty Association Meetings 1981-1982

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1981</td>
<td>March 1982</td>
</tr>
<tr>
<td>October 1981</td>
<td>April 8 1982</td>
</tr>
<tr>
<td>November 1981</td>
<td>April 22 1982</td>
</tr>
<tr>
<td>December 1981</td>
<td>May 1982</td>
</tr>
<tr>
<td>January 1982</td>
<td>July 1982</td>
</tr>
<tr>
<td>February 1982</td>
<td></td>
</tr>
</tbody>
</table>
FACULTY ASSOCIATION
Minutes of Meeting
September 10, 1981
Archive
FACULTY ASSOCIATION
Minutes
September 10, 1981

I. Call to Order
The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:30 p.m.

II. The minutes of the August 6, 1981 meeting were approved as published with a minor modification made in the wording of the report made on the Presidential Search Committee.

III. Announcements
1. Dr. Gutknecht introduced Linda Sabin, (Nursing Division) acting as Secretary pro tem in the absence of Kathy Webster.

2. Dr. Gutknecht announced that the Faculty Association will meet in the East Lecture Hall for the remaining regular meetings through the January 14, 1982 meeting. Starting with the February 4 meeting and the remainder of this academic year the Faculty Association will be meeting back in the Building 009, Auditorium.

3. Dr. Gutknecht announced that Dr. Lynne Schwab has been appointed to replace Dr. Sherian Deering as the Faculty Association representative to the Athletic Director Search Committee.

4. Dr. Gutknecht reported on a meeting with Student Government Association Officers. One of the concerns raised, involved the publication of the faculty/course evaluations. The matter was referred to the Faculty Affairs Committee.

5. This week, material regarding the Presidential Search Committee was distributed to the U.N.F. Community, Faculty, Deans, Academic Directors and Vice Presidents. Dr. Gutknecht encouraged an active faculty participation in the interviews of the Presidential candidates. This begins next week.

6. Linda Sabin read the report from the Student Government Association regarding a proposed Student-Faculty Forum.

Dr. Gutknecht asked that the representatives on Student Government Association Committees participate on the Faculty Association’s behalf on those committee meetings, and chairpersons of our committees should invite SGA representatives to participate in committee meetings. This will facilitate the kind of communication that was requested in the memo from the Student Government Association.

7. Dr. Gutknecht reported that this year, there is one Sabbatical for Spring term available. Anyone wishing to apply for this Sabbatical needs to do so by the 1st of October. The forms for applying for the Spring term Sabbatical or for Sabbaticals for 1983 will be available in Dr. Minahan’s office or in the Faculty Association office.
FACULTY ASSOCIATION
Minutes of Meeting
March 4, 1982
Archive
I. Call to Order

The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:30 p.m.

II. The minutes of the February 4, 1982 were approved as circulated with the following modification: "At the February 4th meeting of the Faculty Association, Dr. Marsha Jones asked whether this body had, in fact, adopted the report of the Academic Programs Committee concerning the reorganization of the College of Education."

III. Announcements

Dr. Bruce Gutknecht had the following announcements:

1. Dr. John Adcox (Division of Technologies) has been appointed to replace Dr. David Jacobson (Curriculum and Instruction) on the Academic Standards Committee for the remainder of Spring '82 term.

2. The April Association meeting will be on April 8 instead of April 1, because of the Foundation Fund Raising Drive.

3. The Time Block Survey results indicated that the faculty desire a final examination period and down time for meetings. Changes will be proposed to the Registrar.

4. Dr. DeMott declined one term sabbatical and Dr. Gutknecht accepted.

5. The nominations for the Distinguished Faculty Award closed March 15, 1982.

6. The Faculty Association Officers will meet with Dr. McCray during his visit on campus on March 17th.

IV. Standing Committee Reports

1. Academic Programs Committee -- Dr. Gary Fane reported that there would be a committee meeting on March 18th.

2. Academic Standards Committee -- Dr. Ike Smith reported that the committee meeting would be on March 24th.

3. Academic Support Services Committee -- Dr. Donna Keenan reported on the committee meeting of February 8th. Dr. Keenan said there will be a memorandum circulated shortly outlining the guidelines for travel.
FACULTY ASSOCIATION
Minutes of Meeting
October 1, 1981
Archive
FACULTY ASSOCIATION
Minutes
October 1, 1981

I. Call to Order

The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:30 P.M.

II. The minutes of the September 10, 1981 meeting were approved as published.

III. Announcements

1. Dr. Gutknecht explained the organization called the Community Board Bank, located here in Jacksonville. It is sponsored by the Chamber of Commerce, Jacksonville Junior League and Volunteer Jacksonville. It consists of a bank of names of people who would be willing to serve on the boards of community organizations. It is a match of people from the community with local organizations which need people to serve on their boards. If anyone is interested in becoming part of that the Community Board Bank, the application forms are in the Faculty Association Office.

2. Dr. Gutknecht reminded the faculty that today is the deadline for the applications for the Spring 1982 Sabbatical that is available for next term. Also, a month from now, November 1st, is the deadline for applications for sabbatical leaves for the 82-83 Academic year. Forms are available in Dr. Minahan's office and the Faculty Association Office.

IV. Standing Committee Reports

1. Academic Programs Committee - Dr. Jay Smith reported that the Committee will meet on Wednesday, October 14, to consider catalog changes. Changes should be submitted by this time to meet the November 11 deadline.

2. Academic Standards Committee - No report.

3. Academic Support Service Committee - No report.

4. Budget & Legislative Information Committee - No report.

5. Faculty Affairs Committee - Dr. Earl Traynham reported on the following items taken under consideration at the Committee meeting.

1. The issue of a Faculty Lounge was discussed and it was decided to ask the Faculty Association Secretary to check and see if and when this issue was discussed and recorded in the past. These findings will be reported at a later date.
FACULTY ASSOCIATION
Minutes of Meeting
April 8, 1982
Archive
I. Call to Order

The president, Dr. Bruce A. Guttnecht, called the meeting to order at 12:30 p.m.

II. The minutes of the March 4, 1982 were approved as published.

III. Announcements

Dr. Bruce Guttnecht made the following announcements.

1. The May Association meeting will be on May 13 instead of May 6 because of the timing of the start of the Summer Term.

2. The final election for the 1982 Distinguished Faculty Award will begin at this meeting and continue Monday, April 12, from 1:00 to 4:00 p.m., in the Library entrance.

3. Dr. Charles Winter announced the Division of Continuing Education. In conjunction with the Department of Mathematical Sciences, is pleased to announce that applications are being accepted for the First Annual Computer Camp this summer. There will be three sessions, starting on June 14 and ending on August 13, 1982. It is advisable, if you wish your child to participate, that you make application as soon as possible. A rolling admission policy will be adhered to and a waiting list will be maintained. The camp will take place in the UNF APPLE Computer Lab, Building 2.

4. Mrs. Sheila Mangum announced that the Library has projected that there will be about $15,000 to spend. The Library will start buying a reserve and anything that is considered absolutely necessary. Mrs. Mangum asked the faculty to submit their priorities.

5. Dr. Al Tilley announced a Poetry Reading presented by Wendy Salinger, a New York poet. The reading will take place on Thursday, April 15 at 8 p.m., in Building 11, Room 1137. The public is welcome.

6. Dr. Gary Fane announced the Accounting & Finance Department is hosting two regional meetings. On April 24, 25, and 26th the Eastern Finance Meeting will take place, approximately 300 finance educators from the Eastern half of the United States will be attending. The following week they will be hosting the Southeastern Association of Accounting. The faculty is welcome to stop by and participate in the program.
I. Call to Order

The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:33 p.m.

II. The minutes of the October 1, 1981 meeting were approved as circulated.

III. Announcements

1. Dr. Gutknecht announced the appointment of Linda Sabin, from the Division of Nursing, as Acting Secretary for the remainder of the Fall Term. Kathy Webster, our regular Secretary will be joining us again in January.

2. Dr. Gutknecht reminded the faculty that there are copies of the suggestions made by the 1980-81 Promotion and Tenure Committee available in the Faculty Association Office, for those that are interested in dossier preparation.

3. Dr. Gutknecht also announced that in the December Association meeting, the By-laws revision, referring to the Article VIII, Section 3, on The Student Government Association Committee, will be acted on.

IV. Standing Committee Reports

1. Academic Programs Committee - Dr. Gary Fane reported aside from the agenda items scheduled for today he wanted to comment on the following:

   1. The Catalog change date deadline is November 18.
   2. Those of you who are changing credit hours for a course please insure that when you do this, you submit an APC Form 3, with the proposed change.
   3. At the October 14th Academic Programs Committee meeting, the College of Education presented a plan for reorganizing the College of Education.

   Three divisions were presented, Educational Services and Research, Division of Instruction and Curriculum and the Division of Human Services.

   The committee passed a resolution which approved the reorganization, as presented. The Academic Programs Committee did add one point that Dr. Fane wanted to make clear. The committee is concerned that as the prorgamic changes come on later, that there will be no overlapping duplication.
FACULTY ASSOCIATION
Minutes of Meeting
April 22, 1982
Archive
FACULTY ASSOCIATION
Minutes
Special Meeting April 22, 1982

I. Call to Order

The president, Dr. Dale Clifford, called the meeting to order at 12:30 p.m.

II. Announcements

Dr. Clifford made the following announcements:

1. The first Summer Faculty Association meeting will be on May 13th instead of May 6th because of the Summer Term starting date, which happens to be May 6th also.

2. Dr. Cherrill Heaton has agreed to serve as Parliamentarian; Dr. Bruce Gutknecht has agreed to serve as the faculty representative on the UNF Foundation and to participate in all the necessary fund raising activities that have already been begun.

3. This year there will be no faculty evaluation of administrators. Dr. Clifford suggested that anyone who is interested in this draw up a proposal on the subject for the Association's consideration.

4. There is an experimental retirement program at Florida State University for those nearing age 62, or with 30 years of service with the State of Florida. This program essentially allows faculty to receive full salary while working half-time. Dr. Clifford has talked with administrators here at UNF, and they would be willing to discuss negotiating such a program for faculty members here. If interested, check with Dr. Clifford and she will provide further information about this program.

5. Dr. Clifford has a meeting with Dr. McCray today. If there are any concerns that you would like brought up in her meeting with him, get in touch with her after this meeting.

6. The statewide organization called the Faculty Forum will be meeting in Tampa on June 17th. Contact Dr. Clifford prior to this date with any concerns or questions that faculty would like presented.

7. Today is the last day for run-off elections.

8. Dr. Dennis Holt invited faculty to attend commencement ceremony May 1st. The Saturday morning activities will include recognition of UNF's recipients of the Distinguished Faculty Award. There are two recipients this year, Dr. Jay Smith and Dr. Linda Foley.
FACULTY ASSOCIATION
Minutes
December 3, 1981

1. Call to Order
The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:35 p.m.

II. The minutes of the November 5, 1981 were approved as circulated.

III. Announcements
1. Dr. Gutknecht reported the appointment of Drs. Soskis, Schelmer and Fane to represent the Faculty Association on University Curriculum Task Force.

2. Dr. Gutknecht reported that Faculty Association Vice President Dr. Marianne Betkouski attended the meeting of the UNF Alumni Association Planning Session. Dr. Betkouski reported that it was an interesting meeting and this group is an extremely enthusiastic group. She felt it was important to have a faculty representative there to support the efforts of the Alumni.

3. Dr. Gutknecht reported that recently he had begun discussions with Vice President Corrick and Vice President Haywood regarding faculty involvement in university development activities and administrative affairs. These discussions will be similar to the opportunities we have had to work with our Academic Vice President Minahan. Dr. Gutknecht said that he would report back and keep the faculty informed of the interaction with those two units at the university.

4. Linda Sabin read the answer to the question addressed to Mr. C. Ward Hancock, Director Administrative Services. (Attachment-A)

IV. Standing Committee Reports
1. Academic Programs Committee -- Dr. Jay Smith reported that there are agenda items for today. He said there are some items that are not listed due to the need for additional information. These items are still pending.

2. Academic Standards Committee -- Dr. Mike Smith reported on the committee meeting on November 12th. The proposed nursing program entry requirements was reviewed. Dr. Smith said it had been brought to his attention that sometime during the past two years a subcommittee on communications skills proposal was issued and should have reached the committee but never did. Dr. Smith requested if anyone knows about it to please forward it to the committee. Their next meeting will be on December 10th to evaluate an associate degree in Nursing.
I. Call to Order

The president, Dale Clifford, called the meeting to order at 12:30 p.m.

II. The minutes of the April 8, 1982, meeting were approved with the following correction:

Gary Fane corrected the course number for EDG 5002 to read HES 5002 (Division of Human Services for the College of Education). The minutes of the April 22, 1982, meeting were approved as published.

III. Announcements

Dale Clifford made the following announcements:

1. The meeting on June 3rd will include the election of faculty members for the Vice Presidential Search Committee. Dr. Clifford said that there are no established rules in the University Constitution for the number of faculty members or for their distribution. Dr. Clifford said that this search was a high priority for Dr. Curtis McCray and would probably necessitate working throughout the summer.

2. Chancellor Barbara Newell will be speaking here today at 1:30 p.m.

3. On May 26th at 10:00 a.m., in Building 14, Auditorium, there will be a General University Convocation to inaugurante the Prime Osborne Professorship in the Department of Transportation and Logistics. This professorship has been donated by the CSX Corporation. All members of the University Community are invited to attend.

4. On the weekend of October 2nd, there will be a combination of activities in observation of UNF's tea year celebration, inauguration of the new president, and Octoberfest. A Steering Committee will direct these multiple functions, and a variety of subcommittees will handle specific details. The Academic Conference will focus on issues of planning. As a member of the Steering Committee, Dr. Clifford would appreciate any suggestions and comments.

5. The summer meetings for the Faculty Association are scheduled for June 3, July 8, and August 5. There is a possibility of a special meeting in late August, immediately after school is convened, because Dr. McCray indicated that he might want to have a Planning Committee elected as soon as possible.
I. Call to Order

The president, Dr. Bruce A. Gucknecht, called the meeting to order at 12:30 p.m.

II. The minutes of the December 3, 1981 were approved as circulated.

III. Announcements

The following announcements were made by Dr. Gucknecht:

1. Dr. Warren Hodge (Division of Educational Services and Research) to replace Noel Zabriskie (Department of Business Administration) on the Budget and Legislative Information Committee for the Spring '82 term.

2. The nomination of Faculty Association Officers (President, Vice President, and Secretary) will take place from the floor at the March meeting. The new association officers take office in the April meeting this year.

3. A reception sponsored by the Faculty Association and the Office of Academic Affairs in the Library Atrium, at 3:00 p.m., Thursday, January 21st.

4. Regular monthly meetings between Vice President Haywood (Administrative Affairs) and the Faculty Association President have been established.

5. Dr. Betty Flinchum announced a Conference on "Moral and Religious Development in our Pluralistic Society" will be held at Jacksonville University, Sunday, January 17, from 3:00 p.m., to 9:30 p.m.

6. It was reported that Bruce Grimes, the Athletic Director will be on campus on January 20th.

IV. Standing Committee Reports

1. Academic Programs Committee -- Dr. Gary Fane reported the committee's next meeting is scheduled for January 28th. There are several items for the next Faculty Association meeting.

2. Academic Standards Committee -- Dr. Fred Cole reported the committee met on December 10th. At that time a report and review was made by Dr. Bill Merwin about the articulation of the existing Associate of Science degree. Bobbie Bower from Florida Junior
FACULTY ASSOCIATION
Minutes
July 8, 1982

I. Call to Order

The vice-president, Bob Pickhardt, called the meeting to order at 12:30 p.m.

II. The minutes of the May 13, 1982, meeting were approved as distributed.

III. Announcements

Dennis Holt announced that faculty will be sent a personal invitation to the August 7th Commencement. The Blue Room will be available for robing at 8:30 a.m.

Bob Pickhardt noted that it is not too late to submit suggestions on the Role & Scope Statement.

The meeting was turned over to Dr. Bill Merwin.

Dr. Merwin introduced Vice Chancellor Roy McTarnaghan.

Dr. McTarnaghan addressed the Faculty Association regarding the necessity for planning.

A question, answer, and discussion period followed.

IV. Standing Committee Reports

1. Academic Programs Committee - Gary Fane reported items on the agenda for today.

2. Academic Standards Committee - Fred Cole announced that he had been elected Chairperson for the committee. No report.

3. Academic Support Services - Donna Keenan reported that the committee has had a series of short meetings. There is a resolution for presentation at this meeting.

4. Budget & Legislative Information Committee - No report.

5. Faculty Affairs Committee - No report.

6. Promotion & Tenure Committee - No report.

7. Nominations & Elections Committee - No report.


V. Special Reports - None
FACULTY ASSOCIATION
Minutes
February 4, 1982

I. Call to Order

The president, Dr. Bruce A. Gutknecht, called the meeting to order at 12:30 p.m.

II. The minutes of the January 14, 1982 were approved as circulated.

III. Announcements

The following announcements were made by Dr. Gutknecht:

1. Dr. Lynne Schwab (Division of Curriculum and Instruction) to replace Dr. Bob Whelan (Sociology and Political Science) on the Academic Standards Committee for the remainder of the Spring '82 term.

2. Nomination of Faculty Association Officers (President, Vice President, and Secretary) will take place from the floor at the March meeting.

3. Dr. Earl Tryshman (Chair-Faculty Affairs Committee) to Task Force looking into employment procedures.

4. Distinguished Faculty Award nomination information to be distributed within the next week. Closing of nominations will be March 15, 1982.

5. Dr. Royal Van Horn announced that the College of Education will present during the next three months the nine-film series, "Search for Solutions" produced with a grant from Phillips Petroleum. Each film is 18 minutes long. The series will be broken into groups of three films during each showing, scheduled February 9, March 16, and April 20, from noon to 1:30 p.m., in the Learning Lab (9/1427). The films also will be available to faculty for use in class during the weeks of each showing. A full-color manual accompanies the series and normally sells for $16 is available through the College for $4. Manuals must be ordered at the February 9 showings.

6. Dr. Jim Crooks announced the seminar, "In Celebration: Jacksonville Jewry, 1850-1982," sponsored by the Jacksonville Museum of Arts and Sciences and the Temple of Congregation Ahavath Chesed. Dr. Crooks will be the moderator and the seminar will be held in the Civic Auditorium on February 7th.

IV. Standing Committee Reports

1. Academic Programs Committee - Dr. Gary Fane reported that the committee will meet next Thursday, also items on the agenda for today. Dr. Fane said the committee is examining a proposal for UNF to provide credit for selected extension courses.
Faculty Association Meeting
Minutes - September 10, 1981
Page Two

starting next Monday. The deadline for applying for the next academic year, 82-83 Sabbaticals is November 1st.

In regard to Sabbaticals, there will be an election for the Sabbatical Committee at the next Faculty Association meeting October 1st. The Nominations and Elections Committee will be soliciting nominees for a slate of candidates at that meeting.

IV. Standing Committee Reports

1. Academic Programs Committee - Dr. Gary Fane reported the committee will have its first meeting on September 16, in Building 10/2425. Dr. Fane reminded the faculty the deadline for catalog copy is coming up and this should be noted if there are to be any changes.

2. Academic Standards Committee - Dr. Michael Smith reported the committee met last Tuesday. One item of business that was carried over from last year was discussed. A request by the Banking and Insurance Department for permission to give academic credit for external examinations taken by insurance majors. The request was not forwarded for the following reasons:

1. The committee notes that the professional associations are unwilling to grant reciprocity, that is they are unwilling to grant a candidate credit for having passed various parts of the insurance exams, specifically the CPCU examination for having taken courses at the University of North Florida. The University therefore has no real bases to grant credit for having passed the professional examination.

2. The committee noted that this institution is primarily an educational institution rather than an accreditation institution, and that therefore, it should not engage in the activity in granting academic credit for a person’s achievement outside this institution, however great they might be.

3. The committee noted that it would be very difficult to limit the granting of this credit to only insurance majors who conceivably could change one’s major in order to achieve this credit and simply change major again.

4. The committee noted that passage of this proposal might very well set a precedent that may not be in the best interest of the University.

3. Academic Support Service Committee - No report. The first meeting for the Fall semester is September 21.
Faculty Association Meeting  
Minutes - September 10, 1981  
Page Three

4. Budget & Legislative Information Committee - No report for this meeting. The first meeting for the Fall will be on September 17.

5. Faculty Affairs Committee - No report. The first meeting for the Fall semester is September 21.

6. Promotion & Tenure Committee - Dr. Noel Zabriskie announced the P&T meeting is scheduled for next Tuesday. Note: The newly elected officers for the committee are as follows:
   
   Chairperson - Dr. Betty M. Flinchum  
   Vice Chairperson - Dr. John J. Leeson  
   Secretary - Dr. Elinor Scheirer

7. Nominations & Elections Committee - Dr. Wellington Morton reported the committee is meeting to select a new chairperson. Dr. Morton will report the decision at the next Faculty Association Meeting.

8. Rules and Appeals Committee - Dr. Marianne Betkouski reported the Committee met on Tuesday, September 1. The Committee considered the By-laws' revisions, which are being presented today. Future meetings will be on Tuesday, September 22, October 27 and November 24. Further information on time and place will be published.

V. Special Reports

1. Dr. Lynne Schwabb reported the Athletic Director Search Committee interviewed 1 candidate last week and 1 this week. There will be 3 more candidates interviewed.

2. Dr. Jim Crooks, Chair on the Presidential Search Committee, encouraged participation by Students and Faculty in attending the Presidential candidate's interviews. Dr. Crooks said there are 8 candidates yet to be interviewed. The first candidate on campus will be Dr. Charles J. Austin, from Georgia Southern College, Statesboro, Georgia. Dr. Crooks described Dr. Austin's background to the faculty.

Dr. Crooks said there will be evaluation forms distributed but no definite format has been spelled out, and there will be an opportunity for feedback.

Dr. Paul Eggen expressed a concern about the newspaper article indicating a split among faculty regarding Dr. Robinson's candidacy. Dr. Eggen questioned the truth of this statement and said that this type of remark is misleading. A discussion followed on the positive and critical opinions that form impressions in which many times committee members are misquoted.
Faculty Association Meeting  
Minutes - September 10, 1981  
Page Four

Dr. Crooks responded by saying the statement is mostly an assumption and not an opinion of any specific individual.

Dr. Leonard Lipkin submitted an answer to the question concerning a newspaper article, dated August 29, as follows:

"1. The statement attributed to me was not a reply to the statement of Garris. Indeed, my statement occurred about 5 hours earlier than Martin's.

2. I did not express my opinions, the opinion of any committee members, or the opinion of any group of faculty. I was reading a subcommittee report which summarized the responses to a standard list of questions asked during telephone interviews regarding the candidates. Two of the four people interviewed regarding Dr. Robinson said that they thought a reason for a split might be that some faculty are wary of people from colleges of education becoming President."

VI. Question Period

There were questions on the format and feedback on the Presidential Search Candidate interviews. This was answered above.

1. Dr. Zabriskie said he would like to mention an important policy issue. We have words that are getting into the press. Does the Presidential Search Committee have a policy on who is to speak officially about the Committee's deliberations?

Dr. Crooks responded by saying the Chair of the Committee is the spokesperson to the media, at the same time the media, under the "Sunshine Law" can attend any meeting it wants and can take any notes it wants.

VII. Legislative Calendar

Item #1-FA81-26 - By-laws' Revisions.

Dr. Cherrill Beaton suggested other changes on Page 11.

It was also suggested that dates and other content in the By-laws be revised and forwarded to the Rules and Appeals Committee.

Dr. Gutknecht asked if anyone would like to have other changes than those presented, to kindly submit them before the next meeting, so everyone will have an opportunity to study them.

Dr. Gutknecht welcomed Mr. Fred Wilkinson, President of the Student Government Association.

Dr. Gutknecht adjourned the meeting at 1:15 p.m.
FACULTY ASSOCIATION
Minutes of Meeting
March 4, 1982
Archive
Faculty Association Meeting
Minutes, March 4, 1982
Page Two

4. Budget & Legislative Information Committee -- Mrs. Sheila Mangum reported on the committee meeting on February 17. Budget cutback problems were discussed. There will be another meeting in two weeks.

5. Faculty Affairs Committee -- Dr. Earle Trayhnam said the committee did not meet because there was no present business.

6. Promotion and Tenure Committee -- Dr. Elinor Scheiber reported on the committee meeting on March 2nd. There are 7 candidates for tenure, 16 candidates for associate professor and 5 candidates for professor. The committee will be deliberating between now and April 1, at which time the recommendations will go to the vice president.

7. Nominations & Elections Committee -- Mrs. Susan Leger-Krall announced there would be nominations from the floor for the new Faculty Association Officers today. If there is more than one name for each slot elections will be held on Monday and Tuesday, the 8th and 9th, 10AM until 12 Noon and from 3PM to 5PM in the Library. At the April 8th Faculty Association meeting there will be voting for the Distinguished Faculty Award and committee members.

8. Rules and Appeals Committee -- Dr Marianne Betkouski reported that two new issues were discussed. One is the possibility of having a faculty member in the State University System as a member of the Board of Regents. This discussion has come out of the Faculty Forum, the organization which meets in Tallahassee consisting of all the presidents of university senates or senate like bodies like ours. The Rules and Appeals Committee definitely decided to endorse the idea of having a faculty member representative on the Board of Regents. The other item discussed was a ruling on questions raised by Dr. Marsha Jones at the last meeting regarding summer actions. The committee went to the by-laws and it is clearly indicated that any member of the Association may reopen an issue that has been transacted from the floor if there is a two-thirds vote of the body to reopen the issue.

V. Special Reports

1. Dr. Earle Trayhnam reported that the Faculty Affairs Committee has been meeting weekly and thus far personnel procedures have been collected for hiring of career service, A&P, regular faculty and adjunct faculty. The Police Department cannot help in the actual hiring of personnel.

2. Mr. Jim Haywood announced that UNF would be having a new telephone system sometime in November. Mr. Haywood said the type of system has not been completely determined but it will be more sophisticated but no more costly than the one now on campus.

3. Dr. John Minahan commented on budget modifications. Dr. Minahan explained the executive order from the Governor to immediately close further expenditures. Dr. Betkouski asked how the
planning for next year’s meetings would be effected. Dr. Misahan said it would be best to go ahead with the planning stage at this time.

4. Dr. Gutknecht reported on the Higher Education Planning Meeting he attended in Tampa. Dr. Gutknecht said that various issues were presented by noted speakers. Topics such as education in Florida for the next twenty years, technology, health care of the aging, and conservation of our Florida resources were discussed.

Nominations: Dr. Paul Eggen and Dr. Dale Clifford were nominated from the floor for the position of Faculty Association President. Nominations were received for Vice President and Secretary.

VI. Question Period
None

VII. Legislative Calendar

Item #1 - FA82-08: The Academic Standards Committee recommends revision of admission standards for UNF Scholars Program: When an entering UNF Scholar can CLEP mathematics, English, and one other CLEP test with a score of "3" or better by August of the entrance year, that student will be admitted conditionally and given up to a calendar year to make up the one or two subject deficits meeting all the other Scholars Program standards.

APPROVED

Item #2 - FA82-09: Submitted by Dr. Darwin Coy.
Financial Aid Resolution. (Attachment)

APPROVED

Item #3 - FA82-10: The following items submitted by the Academic Programs Committee. Division of Technologies.

Major Change - New Course
BCN 3223 Construction Techniques

Minor Changes
Change credit hours from two to three:
SUR 3001C Construction Surveying
ETM 3803 Welding Metallurgy
ETM 4661 Facilities Planning and Design
ETI 3412C Machine Tool Technology
ETI 3411 Foundry Technology
BCN 4220 Construction Methods

APPROVED
Item #4 – FA82-11: Submitted by the Academic Programs Committee: College of Arts & Sciences, Department of Natural Sciences.

Major Change: New Course
APX 2792 Human Biology

APPROVED

Forty-five members were in attendance.

There being no further business Dr. Gutknecht adjourned the meeting at 1:20 p.m.
Distributed at the March 4, 1982 Faculty Association Meeting as Item #2 - FAS2-69.

FINANCIAL AID RESOLUTION

UNIVERSITY OF NORTH FLORIDA FACULTY ASSOCIATION

WHEREAS: Since the inception of Federal Financial Aid Programs in 1958, the commitment to the social goals of equal opportunity and access have made higher education accessible to millions of young people; and

WHEREAS: Student financial aid is critical to the realization of national goals through the encouragement of higher education for young people; and

WHEREAS: Over 45% of students enrolled at the University of North Florida are recipients of some form of student aid in 1981-82; and

WHEREAS: President Reagan is proposing significant cutbacks in the Pell Grants and the College Work Study Program, and the elimination of the Guaranteed Student Loan for Graduate Students, and the elimination of the SEOG and NDSL programs; and

WHEREAS: These cutbacks could mean a significant loss for students at the University of North Florida, and have a very serious impact on enrollment and student body composition.

THEREFORE BE IT RESOLVED: That the Faculty Association of the University of North Florida expresses opposition to the proposed cutback in federally funded student financial aid and to the negative impact such reduction in aid would have on students and their families, on this institution, and on the local economy.

BE IT FURTHER RESOLVED: That the Faculty Association of the University of North Florida registers its fear that dramatic budgetary cutbacks would reverse a longstanding commitment to higher education as a top national priority and that such a reversal would constitute a national disaster as nothing matters more to the future of our country than its educational preparedness. We must maintain our efforts to identify, provide access for, and educate more of the talent of this nation by assuring that no student of ability be denied an opportunity for higher education because of inadequate financial aid.
Faculty Association Meeting  
Minutes - October 1, 1981  
Page Two

2. The Student Government has proposed a faculty course type evaluation that would be broader than our current type of evaluation, and solicit additional information on the course and the course content.

Dr. Trayaham said the Committee asked SGA for further clarification and at some point in the future the SGA proposal will be brought before the Faculty Association for views and possible recommendation.

3. An Agenda item today. The discussion had to do with over/loads and adjunct compensation.

6. Promotion & Tenure Committee - Dr. Betty Flinchum reported that the Promotion & Tenure Procedure Policies have been distributed from the Vice President's office. Faculty will be notified by Department Chair of eligibility.

7. Nominations & Elections Committee - Dr. Bill Harrold reported the Committee met on Tuesday, September 23rd, at which time all members were present. Susan Legar-Krall was elected Chairperson. The following items of business were discussed.

1. The need for the members of the Nominations and Elections Committee to stagger their term of office.

2. A slate of nominees for the Sabbatical Selection Committee.

8. Rules & Appeals Committee - Dr. Marianne Betkoski reported on the Committee's meeting on Tuesday, September 22nd. An Agenda item today.

Special Committee Reports

1. Dr. Lynn Schwab reported the Athletic Director Search Committee has presented 3 candidates to the President. Dr. Schwab expressed the appreciation of the Committee to those who submitted their opinions on the candidates.

2. Dr. Crooks could not attend the meeting today to report on the Presidential Search because he is with the candidate who is on campus. Dr. Crooks asked Dr. Gutknecht to invite the faculty once again to attend the sessions that are scheduled for the candidates.

V. Special Reports

1. Dr. John Minahan reported on enrollment. Dr. Minahan said the University of North Florida has the largest gain of all the state universities. The following is a summary of statistics presented by Dr. Minahan.
Faculty Association Meeting
Minutes - October 1, 1981
Page Three

HEADCOUNT COMPARISON
FALL 1981 ESTIMATED TO FALL 1980 ACTUAL

<table>
<thead>
<tr>
<th>University of North Florida</th>
<th>Fall 1980</th>
<th>Fall 1981</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,745</td>
<td>5,116</td>
<td>+ 7.8%</td>
</tr>
</tbody>
</table>

STUDENT ENROLLMENT BY COURSE MEETING TIME
CLASSROOM INSTRUCTION MAIN CAMPUS

<table>
<thead>
<tr>
<th>Fall 1981</th>
<th>Percent Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17.6</td>
</tr>
<tr>
<td></td>
<td>38.2</td>
</tr>
<tr>
<td>8:00-11:59</td>
<td>44.2</td>
</tr>
<tr>
<td>12:00-5:58</td>
<td>100.00</td>
</tr>
<tr>
<td>6:00 on</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL UNIVERSITY:

| Arts & Sciences | + 26.7  |
| Business Admin  | + 24.7  |
| Education       | + 27.0  |
| Nursing         | + 22.6  |
| Coop & Placement| -0-     |
| Technologies    | + 36.9  |
| TOTAL UNIVERSITY| + 25.7  |

Dr. Minahan also said there is a need for more daytime courses, and the more sections we offer at more times of the day, the more students we will bring in.

2. Mr. Curtis Bullock reported on the ACE/HEMI Project. (American Council on Education/Higher Education Management Institute). Mr. Bullock said the project is nearing completion of its survey phase. The next phase is the Leadership Training Program. Eighty-two percent of the faculty have been surveyed. The timetable for completion is expected to be within the next two weeks.

Dr. Bill Merwin has been conducting makeup surveys. It is expected that the Surveys will be sent to HEMI by October 26, 1981. The results should be ready by mid-November. Aggregate re-
FACULTY ASSOCIATION
Minutes of Meeting
October 1, 1981
Archive
results will be shared with the Task Force and distributed as soon as possible after mid-November.

VI. Legislative Calendar

HMSC to suspend quorum provision of By-laws (40) in order to act on Legislative Calendar. (36 members were in attendance).

Item #1 - FA81-26: By-laws' Revisions. Submitted by the Rules and Appeals Committee. Given the present interim nature of the University administration and of several major academic units, the Rules and Appeals Committee recommends adoption of the Association By-laws, as presented at the September 10, 1981 meeting, including only revisions necessitated by the semester conversion and modification to the election procedure for the Nominations and Elections Committee.

CARRIED - Two-Thirds vote.

Item #2 - FA81-27: Submitted by the Faculty Affairs Committee.

RESOLUTION:

WHEREAS, as the cost of living as reflected by the Consumer Price Index has risen by 119 percent since 1972 while the policy for overload/adjunct compensation has remained constant, we respectfully request a review of the policy pertaining to overload/adjunct compensation.

CARRIED

Dr. Gutknecht adjourned the meeting at 1:25 P.M.
Faculty Association Meeting
Minutes, April 8, 1982
Page Two

IV. Standing Committee Reports

1. Academic Programs Committee -- Dr. Gary Fane reported
   that the committee's next meeting is scheduled for April 21, and
   there are a few items from the College of A&S on the agenda.

2. Academic Standards Committee -- Dr. Mike Smith re-
   ported on the committee's meeting on March 24th with the items on
   today's agenda.

3. Academic Support Services Committee --
   Dr. Elmar Schiefer reported that the committee is continuing to
   work with Mr. Ward Hancock on travel procedures.

4. Budget & Legislative Information Committee --
   Mrs. Sheila Mangum reported on the committee's meeting on March 24th.

5. Faculty Affairs Committee -- No report.

6. Promotion & Tenure Committee -- Dr. Betty Flinchum
   reported that the committee has finished its deliberations and
   recommendations have been made to the Vice President. The final
   decisions should be made by May 1st.

   6. Nominations & Elections Committee -- Sue Leger-Krall
   presented the list of nominees for the standing committees and
   for the Vice President, Secretary. The election was started by
   ballot and will continue on Monday, April 12th, from 1PM to 4PM,
   second floor entrance to the Library.

7. Rules and Appeals Committee -- Dr. Bruce Gutknecht
   reported the committee's meeting with Dr. McCray. Dr. Gutknecht
   said that his general impression of the comments that the Rules
   and Appeals Committee members made regarding that meeting, were
   basically very positive.

V. Special Reports

1. Dr. Earle Traynham reported on the Employment Pro-
   cedures Task Force. Dr. Traynham said that the task force is very
   close to finishing all deliberations. Recommendations will be
   made in the following areas: Minor changes in sequence of pro-
   motion in hiring, not promoting, and hiring employment procedures.
   Substituting an employee applicant form for an equal opportunity
   employment form, and cut the application form length to one page,
   front and back. Also, a recommendation will be made to uniform
   procedures university-wide dealing with adjuncts. The final re-
   port will be forwarded to the Association very soon.
2. Dr. Gutknecht reported on the survey that was made of the faculty wishes for modification to the Time Block Schedule to include a final examination period and a downtime for activities, meetings.

Mr. David Heatwole commented briefly on the current status of the downtime period and said it is no crucial problem. The question of the final examination period is a little bit different, but there is a possibility we can return to a final examination period virtually identical to the one UNF has had in the past under the quarter system, and still remain within the State parameters in terms of the number of days of instruction required and in terms of the "windows" within which we must begin each given term. Mr. Heatwole said in order for UNF to do that and have the proper days of instruction it would be necessary for us to begin each term, Fall and Spring term, one instructional day earlier than has been on the schedule for this current year. We can go ahead and return to the final examination period if that is the wish of the faculty.

The question of Spring break was discussed and it was determined that a special Faculty Association meeting be called on April 22nd to act on the proposal to alter next year's academic calendar to include a final examination period and a Spring break. This will enable the catalog to have current information on next year's schedule.

A discussion on the possibility of separate grade reporting procedures for graduating seniors to have more time to grade final examinations and final grades followed.

Nominations were started and additional names were added to the ballot. The result of the election will be attached.

VI. Question Period

Dr. Cherrill Heston asked if the names of all the nominees for the Distinguished Faculty Award been announced to the Association.

Dr. Gutknecht said the names had not been formally announced but he would be happy to provide the list. There were 17 nominees, 5 withdrew, 12 were considered by the selection committee. The two final nominees are Linda Foley and Jay Smith.

VII. Legislative Calendar

Item #1 - FA82-12: Submitted by the Academic Standards Committee. Entry requirements for the UNF Allied Health Services
Faculty Association Meeting
Minutes, April 8, 1982
Page Four

Program. The UNF Faculty Association approves the acceptance of the Associate of Science Degree in Radiologic Technology from the Florida Junior College North Campus at Jacksonville as acceptable entry requirements for the Allied Health Services Program at the University of North Florida provided the applicant has satisfied all UNF general education requirements.

APPROVED

Item #2 - FA82-13: The Academic Programs Committee submitted the following items:

College of Arts & Sciences
Department of Language & Literature
Major Change

Add new course - MNC 3000, Communications and Mass Media Language Requirement for Graduation.

APPROVED

Item #3 - FA82-14: The Academic Programs Committee submitted the following items:

College of Arts & Sciences
Department of Mathematics
Minor Changes

STA 3023 - Elementary Statistics, change title to Elementary Statistics for Business, reduce from 3 to 3 semester hours.

STA 3024 - Elementary Statistics for Social Sciences, change catalog description.

APPROVED

Item #4 - FA82-15: College of Arts & Sciences, Department of Language & Literature.
Minor Changes

LIS 3731 - Dewey Classification/Cataloging, increase from 3 to 4 semester hours.

LIS 3600 - Introduction to Bibliography/Reference Theory, increase from 3 to 4 hours.

APPROVED
Faculty Association Meeting
Minutes, April 8, 1982
Page Five

Item #5 - FA82-16: College of Business Administration, Department of Accounting & Finance.

Major Change

New Courses:
- ACC 4767 - Data Base Systems
- ACC 4769 - Report Generator Software
- ACC 4603 - Fundamentals of Internal Auditing

Minor Change
- ACC 4731 - Accounting & Financial Information Systems, change number to ACC 3731 and change title to Introduction to Information Systems
- ACC 4733 - EDP Auditing and Control, catalog description change
- ACC 4735 - Information Systems for Management, change catalog description
- ACC 4761 - Software Development I, change catalog description
- ACC 4765 - Software Development III, change catalog description

APPROVED

The following items were withdrawn:
- ACC 4771 - Operating Systems and Online Processing
  Certificate in Information Systems

Item #6 - FA82-17: College of Education, Department of Guidance and Counseling

Minor Change
- ECC 6934 - Seminar Consultation Skills, change from 3 to 3 semester hours

Division of Human Services

Major Change

New Courses:
- EDG 5001 - Perspectives on Aging
- EDG 5002 - Health, Illness, and the Older Adult
- EDG 5003 - Curriculum and Instructional Strategies in Aging

APPROVED
Dr. Bruce Gutknecht introduced the new Faculty Association President, Dr. Dale Clifford.

There being no further business Dr. Clifford adjourned the meeting at 1:30 p.m.
FACULTY ASSOCIATION
Minutes of Meeting
November 5, 1981
Archive
Faculty Association Meeting  
Minutes - November 5, 1981  
Page Two

Dr. Fane expressed his thanks to Dr. Soldwedel for the time and courtesy that was extended to the committee.

2. Academic Standards Committee - Dr. Donna Keenan reported for Dr. Mike Smith. The Committee has been meeting regularly and have been quite busy. An urgent meeting has just been called to discuss 4 or more agenda items. Including grade advertising in U.N.F. Spinnaker, proposed nursing program entry requirements, review of U.N.F. admissions requirements for holders of Associate Degrees, and communications skills proposal. All are invited to attend the meeting on Thursday, November 12th, in the Learning Lab of Building 009, at 1:15 p.m.

3. Academic Support Services Committee -- Dr. Donna Keenan reported that the committee met and had a discussion on the difficulty a faculty member is having getting the university to pay for an airline ticket, in advance, before the rates were increased. The Committee is looking into the problem and have invited Mike Andreu to meet with them.

4. Budget & Legislative Information Committee -- Sheila Kangus reported the committee meeting on October 22nd. The full report will be submitted to the Faculty Association in its meeting in January.

5. Faculty Affairs Committee -- No report.

6. Promotion & Tenure Committee -- No report.

7. Nominations & Elections Committee -- Dr. Bruce Gutknecht announced the Sabbatical Committee Members. Drs. Ronald Adams, Charles Jones, Jane Decker, Terry Tabor and Bernadine Bolden. The Chairperson is Dr. Bob Ford.


Dr. Gutknecht reported that it has been brought to his attention that the Tuesday-Thursday, 12:30-1:30 p.m., time block is no longer free of classes. He encouraged Spring Term scheduling to avoid classes during those times so that the committees can meet and function.

Special Committee Reports

1. Dr. Gutknecht asked if anyone could comment on the Athletic Director Search. Dr. Bill Merwin responded by saying the final decision is pending.
2. Dr. Jim Crooks submitted a report made to Chancellor Newell and to the Board of Regents, regarding the status on the presidential search.

Dr. Crooks commented on the superior support for the search from the university, and from the Board of Regents. Dr. Crooks also stated that he felt the committee functioned with courage, thoughtfulness and responsibility throughout the seven months of meeting.

V. Special Reports

Dr. Cherrill Heaton made a brief special report on activities of the Student Advocate Committee, to the Student Government Association. Dr. Heaton said it is going to come forward with two proposals of interest to the Faculty Association. One is that the drop date, be changed to sometime between the 10th and 12th week. The other proposal was that the Faculty, through the departments give out mid-term grade reports to students who are getting D or F.

Dr. Gutknecht stated that the second item has already been sent to the Faculty Affairs Committee.

VI. Question Period

The following question was directed Mr. Ward Hancock, Administrative Services, from Dr. Noel Zabriskie.

"What can be done to broaden the menu in the boathouse and perhaps the cafeteria."

VII. Legislative Calendar

Item #1 - P81-28: Submitted by the Academic Programs Committee. Division of Technologies
Minor Changes
Change in course credit; BCM 3562 Functional Systems in Buildings from 2 semester hours to 3 semester hours.
Change in course credit; BCM 4561 C Mechanical Systems in Buildings from 2 semester hours to 3 semester hours.

APPROVED

Item #2 - P81-29: Submitted by the Academic Programs Committee. Department of History
Major Changes
Add new course HIS 3934 - Modern War
Add new course HIS 3935 - Women's History
Faculty Association Meeting
Minutes - November 5, 1981
Page Four

Add new course AMH 3400 - The American South
Add new course ASN 3400 - Traditional China and Japan
Add new course ASN 3401 - Modern China and Japan
Add new course AMH 3570 - Afro-American History
Add new course EUH 4210 - Early Modern Europe
Add new course ASH 3220 - Middle East
Add new course AFH 3250 - Contemporary Africa
Add new course PHI 3071 - The Japanese Mind

APPROVED

Item #5 - FA81-32: Submitted by the Academic Programs Committee. Department of History

Minor Changes:
Change in course credit from 3 to 4 semester hours in each of the following:
ASH 4936 Critical Issues in Asia
PHH 3100 Foundation of Western Thought I
PHH 3400 Foundations of Western Thought II
AMH 4516 U.S. Diplomacy Seminar
HIS 4936 Seminar: Modern America
HIS 4153 Seminar: Oral History
EUH 4294 Seminar: Modern Europe
HIS 3060 The Craft of History
PHI 4935 Philosophy Seminar
HIS 5934 Special Topics in History

Change course title in the following:
HIS 3462 Technology and Society to HIS 3462 European Economic History
PHI 3070 East Asian Philosophy to PHI 3070 The Chinese Mind

A discussion ensued. Concern was raised about deleting statistics requirement for research course in the department.

APPROVED

Item #3 - FA81-30: Submitted by the Academic Programs Committee. College of Education

Minor Changes:
Change in course credit; EVT 4940 Student Teaching from 9 semester hours to 12 semester hours.

Change in course credit; ESE 4943 Student Internship from 9 semester hours to 12 semester hours.

APPROVED
Faculty Association Meeting
Minutes - November 5, 1981
Page Five

Item #4 - FA#1-11: Submitted by the Academic Programs Committee, Department of Political Science/Sociology

Major Change
Add new course SSI 3010 Research Methods
Delete Statistics prerequisite for undergraduate research courses.

Delete from program for departmental majors the following courses:
POS 4705 Research Methods
SOC 4500 Research Methods
CCJ 4700 Research Methods in Criminology

All of the above courses to be replaced by SSI 3010

APPROVED

Dr. Gutknecht adjourned the meeting at 1:30 P.M.
FACULTY ASSOCIATION
Minutes of Meeting
November 5, 1981
Archive
James B. Crooks, Chairman
(904) 646-2888/2712
October 26, 1981

REPORT OF THE
UNIVERSITY OF NORTH FLORIDA PRESIDENTIAL SEARCH COMMITTEE

Regent Daniel formally began the first meeting of the University of North Florida Presidential Search Committee on March 26, 1981, charging the Committee to conduct an open nationwide search in the sunshine to find the best possible candidates for the presidency of the university. Subcommittees were appointed to begin the process and weekly Friday meetings were scheduled.

At subsequent meetings, the Committee decided to advertise the position vacancy in the following newspapers and journals: Chronicle of Higher Education, New York Times, Wall Street Journal, Washington Post, Affirmative Action Register, Florida Times-Union, Miami Herald, Orlando Sentinel-Star, Tampa Tribune, St. Petersburg Times, and Tallahassee Democrat. The Committee approved the advertising copy, authorized the first ad to be run in the Chronicle on April 20, and set a deadline for applications with a postmark no later than June 8. The Committee authorized the mailing of letters soliciting candidates to 237 major colleges and universities across the country, to major professional associations and foundations, and to local and state political leaders.
Search Committee Report

page two

During April and May, the Committee approved criteria for selecting a University of North Florida president, and an institutional profile to be sent to nominees and applicants. The chair drafted form letters to respond to various contingencies, and the Committee developed procedures that eventually applied to five rounds of candidate evaluation.

The procedures and their timing went as follows:

Round One. The deadline for applications was an 8 June postmark. The chair appointed four subcommittees each to screen one-quarter of the 208 applicants to determine whether the applicants met basic criteria of terminal degrees, teaching and administrative experiences. The subcommittee reported their recommendations to the full committee on June 12. Following discussion of the reports, the Committee voted to include 155 candidates for the second round. The chair then wrote the continuing candidates and the excluded candidates of the decision. Minutes of the meeting (actually all meetings) went to the Chancellor's Office and to the Board of Regents.

Round Two. (June 15-26). In his letter to the continuing candidates, the chair requested the names of four references
Search Committee Report
page three

representing a variety of people such as higher level administrators, peers, subordinates, faculty, students, etc., who might know the candidates well. The Committee had decided to contact these references directly at the beginning of the third round.

For the second round, following procedures developed and approved by the Committee (as in all rounds), the chair appointed four new subcommittees to review closely the resumes of the remaining candidates using the established criteria. The subcommittees then reported their recommendations to the full committee on June 26, at which time, following discussion, the Committee voted to include 53 candidates for Round three. The chair then wrote the continuing and excluded candidates. Minutes of the meeting went to the Chancellor's Office and to the Board of Regents.

Round Three. (June 29 to July 31). Following committee procedures, the chair sent copies of the catalog, institutional profile, visitor's map and guide to the 53 remaining candidates. He also required a representative sample of publications from the candidates. To their references the chair wrote asking for evaluations enclosing as a guide copies
Search Committee Report
page four

of the position criteria developed earlier by the Committee.

Allowing time for response, Committee members read dossiers
and letters on all of the remaining candidates, meeting on
July 24 to cast a straw ballot for informational purposes.
Results were not binding. The Committee met again July 31,
discussed the results and voted to include 20 candidates in the
fourth round. Following the vote, the chair wrote the
continuing and excluded candidates. Minutes of the meeting
including the names of the 20 candidates went to the
Chancellor's Office and Board of Regents.

Round Four. (August 3 to 21). To the remaining 20 candidates,
the chair sent copies of the Collective Bargaining Contract,
Faculty Association By-Laws, Student Government Association
By-Laws, Career Service By-Laws, Alumni Association By-Laws
and a budget synopsis. The chair also requested the candidates
to write a letter discussing their views on five topics approved
by the Committee. These topics included teaching philosophies,
administrative style, relative importance of teaching, scholar-
ship and service, off-campus relations, and upper-division graduate
institutions. Candidates also were encouraged to make additional
comments if they wished.
FACULTY ASSOCIATION
Minutes of Meeting
November 5, 1981
Archive
Search Committee Report

Meanwhile the chair appointed five subcommittees each to conduct telephone interviews regarding four candidates. Each subcommittee interviewed at least three people familiar with a candidate. They were promised anonymity in their responses. The references generally included a higher administrator, faculty member, peer, perhaps student or community leader. Among the questions asked were a common core addressing the candidate's administrative style, integrity, knowledge about contemporary issues in higher education, perceived weaknesses of the candidate, and interpersonal skills with a variety of people.

The Committee met August 29, heard subcommittee reports on the telephone interviews, conducted a straw vote, recessed, re-convened after lunch, discussed the results, and then selected nine candidates to be interviewed on campus. (NOTE: Actually eight were chosen that day and one two weeks later due to exceptional conditions which prevented telephone interviews prior to August 29). The chair telephoned the continuing candidates to set up interview schedules. He contacted eight candidates no longer included, and at the direction of the committee, wrote three candidates stating that their status was on hold pending the outcome of the
Search Committee Report

page six

continuing process. In effect, these three people constituted a reserve pool resulting from the fourth round balloting. Minutes of the August 29 meeting including the names of the continuing candidates were sent to the Chancellor's Office and to the Board of Regents. Subsequently, dossiers of the nine candidates also were sent.

Round Five. (September 13 to October 23). The Committee began the interviews after consulting with Chancellor Newell on September 11. Beginning on September 13, the nine continuing candidates were interviewed on campus at a rate of about two per week. Generally they arrived the day before their interviews. Interview-day included sessions with the university vice-presidents, deans, students, faculty, staff (both A&P and career service) a two-hour videotaped luncheon with the Search Committee, and a concluding 5-6 p.m. reception to enable alumni, foundation members, townspeople and members of the university community with earlier schedule conflicts to meet the candidates. The videotaped luncheon interviews enabled absent search committee members subsequently to view the sessions with the candidates.

For their interview, the Committee developed a common core of questions on administrative style, attitudes toward collective
Search Committee Report

page seven

bargaining, views on developing intercollegiate sports, off-campus responsibilities, student life, affirmative action and the library. In addition, committee members freely addressed other issues ranging from the candidates' past experiences to our university's future possibilities.

Evaluation forms were distributed to faculty, students, staff and administrators. Those people who met the candidates were encouraged to submit their views to the Search Committee. The interviews were publicized on and off campus, and generally proceeded smoothly. Following the late afternoon reception, Committee members took turns taking the candidates to dinner. Generally, the chair tried to have an "exit interview" with the candidate to answer any last minute questions.

The last candidate was interviewed on October 15. Three committee members were out of town the next day and October 23 was selected for the fifth round voting. Procedures were drawn and approved by the Committee including a discussion, straw vote, discussion and final vote. The Committee met October 23 and chose three names to be submitted to the Board of Regents. The chair notified the continuing candidates by telephone. He wrote the remaining candidates asking them to continue pending the acceptance of the committee's recommenda-

Page 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15
Search Committee Report
page eight

Board of Regents were notified.

Following the vote on October 23, the Committee recessed and awaited further Board direction.

Some General Comments:

1. The Committee began with 16 members, including 6 faculty, 3 students, 2 alumni, 2 University of North Florida Foundation members and 3 staff (budget officer, police chief, and associate director of libraries). One student resigned in June and was replaced by another student chosen by the students. One Foundation member resigned in September and was not replaced.

2. All votes taken by the Committee during the third, fourth and fifth rounds were by secret ballot with the results publically announced. The Committee decided the third and fourth rounds by a majority vote and the fifth round by a two-thirds vote of the entire committee. The intent in the fifth round was to create as full a consensus as possible. Absentee ballots were permitted in each round. All meetings were held in the sunshine.

3. The Committee agreed with Chancellor Newell at their September 11 meeting that permitting an interim president to be a candidate makes it very difficult for both the candidates
Search Committee Report
page nine

and the committee. Hopefully, future interim presidents will
be appointed on the condition that they will not be candidates.

4. Periodically during the Search, the chair, as spokesperson
for the Committee, met with the media, reported to the faculty,
and to the entire university community by means of the
university newsletter, The Mariner. During the campus visits,
there were weekly announcements in the Mariner as well as
signs and posters announcing each visit. Each department
and unit received copies of the candidates' resumes. On
and off-campus newspapers reported on each campus interview.

5. The Committee met 25 times formally for about 2 hours
each meeting. It spent countless hours in subcommittees
planning procedures, reviewing dossiers and conducting telephone
interviews. It spent another substantial amount of time
during the five weeks of campus visits conducting interviews
and otherwise hosting the nine candidates in Jacksonville.
From the chair's point of view, the committee functioned
with courage, thoughtfulness and responsibility. In
addition, the University of North Florida provided excellent
support for the search, and the Board staff cooperated on
every request.

Respectfully submitted,

JAMES B. CROOKS, Chair
FACULTY ASSOCIATION
Minutes of Meeting
November 5, 1981
Archive
November 4, 1981

TO:  

Dr. John Minahan

FROM:  

R. C. Ford, Chairman, Sabbatical Committee

SUBJECT:  

Spring Half-time Sabbatical Award

This is to formally notify you that the Sabbatical Committee has reviewed and ranked the only application for the one-half time Spring sabbatical for Spring Semester, 1982. Our recommendation, therefore, is to award said sabbatical to Dr. Ann Radwan.

RCF/jm

cc:  Dr. Bruce Gutknecht, President, Faculty Association

Sabbatical Committee Members

Dr. Ronald Adams
Dr. Charles Jones
Dr. Jane Decker
Dr. Terry Tabor
Dr. Bernadine Bolden
III. Legislative Calendar

Item #1 - FA82-18: Submitted by the Rules and Appeals Committee. A proposal to alter next year's calendar to include a final examination period and a spring break. Calendar as follows:

Alternative A

Fall 1982

Class begins: Tuesday, Aug. 14
Class ends: Friday, Dec. 10
Final exams: Mon. - Tues., Dec. 13-14
Make-up day: Wednesday, Dec. 15
Grades due: Thursday, Dec. 16
Commencement: Saturday, Dec. 18
Fall '82 Contact Days: 78

Spring 1983

Class begins: Wednesday, Jan. 5
Spring break: Mon. - Fri., April 1-8
Class ends: Friday, April 29
Final exams: Mon. - Tues., May 2-3
Make-up day: Wednesday, May 4
Grades due: Thursday, May 5
Commencement: Saturday, May 7
Spring '83 Contact Days: 80

Summer 1983

Full term and Session I begins: Wednesday, May 11
Session I ends: Thursday, June 23
Session II begins: Monday, June 27
All classes end: Tuesday, August 9
Grades due: Thursday, August 11
Commencement: Saturday, August 13
Summer '83 Contact Days: 63

Alternative A Total: 221

Ms. Kathy Webster explained the motion and moved the adoption of Alternative A. Motion seconded by Dr. Caldwell. Mr. David Heatwole responded to Dr. Marsha Jones' question regarding the date grades are due. He explained the practice of working back from Saturday graduation to a workable schedule. The separating out of senior grades would present difficulties. The Registrar needs 48 hours to process grades, and reprogramming which would separate seniors on grade roll reports would be required.
Special Faculty Association
Meeting Minutes, April 22, 1982
Page Three

A discussion followed, with Dr. Jay Smith asking what we gain by the change, and Ms. Kathy Webster noted an overlap between time of grades due and registration.

Dr. Caldwell made a motion to extend the debate 3 minutes. Motion carried.

The question of the examination period was discussed further, with Drs. Zabriskie and Crooks participating. Dr. Marsha Jones made a motion to change the grade due date, which was not seconded. Dr. Cherrill Heaton suggested keeping the calendar as it is, but no motion was made.

The motion was made to adopt this proposed calendar as it exists, or to make an amendment to this motion to separate the issues of spring break and the creation of a final examination period. A 19 to 17 vote carried the motion to separate the issues.

In further discussion, Dr. Bob Pickhardt mentioned that some of the constraints are laid upon us by the Board of Regents' establishing "windows" within which we must begin and end a term. This removes a great deal of flexibility that we may perceive ourselves as having. It was suggested that we accept Dr. Pickhardt's recommendation to adopt that which has been proposed and then plan in future years to see what we can work out with the "windows" that must be incorporated into the schedule.

Dr. Clifford stated that the motion at hand is to adopt this calendar insofar as it applies to a final examination period. The vote was taken and carried.

The motion to adopt the calendar insofar as it applies to a spring break was made and seconded. The vote was taken and carried.

There being no other business permissible at this meeting, Dr. Clifford adjourned the meeting at 1:30 p.m.

There were 46 faculty members in attendance.
Faculty Association Meeting
Minutes, December 3, 1981
Page Two

3. Academic Support Services Committee -- No report.

4. Budget & Legislative Information -- Sheila Mangum reported the committee meeting on Tuesday, November 1. Miss Mangum said that because of the budget cuts there would be fewer programs. It was also reported that there is a need for a temporary appointment on the committee because Dr. Zabriskie is going on sabbatical.

5. Faculty Affairs Committee -- Dr. Earl Traynham reported his committee will meet on December 10th to discuss the following items. 1. Proposal from students to report mid-term failures. 2. Specifics presented from students on how they would like the faculty course evaluations designed. 3. Space for a Faculty Lounge.

6. Promotion & Tenure Committee -- No report.

7. Nominations & Elections Committee -- No report.

8. Rules & Appeals Committee -- Dr. Marianne Betkouski reported that there would be one item dealing with the By-Laws on today's agenda.

Special Committee Reports

1. Athletic Director Search Committee -- Dr. Lynn Schwab reported that the position has been offered to Bruce A. Grimes from Greenbay, Wisconsin. Mr. Grimes will be visiting the UNF campus on Friday, December 11th.

2. Presidential Search Committee -- Dr. Crooks reported that there are no further meetings scheduled for the committee. An additional report sent to the Board of Regents is attached. (Attachment-B)

3. Sabbatical Selection Committee -- Dr. Fane submitted the attached report. (Attachment-C)

V. Special Reports

Sheila Mangum reported that due to the budget cutbacks no orders are going out. Miss Mangum asked the faculty to continue to send orders to the Library, so they can be worked on and ready for processing in the future at a time when there will be money available.

VI. Question Period

1. The following question was directed to Mr. J. David Heatwole from Dr. Marsha Jones:

Q. "What are the possibilities of getting the final examination period of 2 or 2-1/2 hour exams over a period of time in work sessions?"
Faculty Association Meeting
Minutes, December 3, 1981
Page Three

A. **Mr. Heatwole** responded by saying "it is possible to look at this but it may affect the "time windows" imposed by the State and might lengthen work periods".

2. **Dr. Mike Smith** addressed the following question to **Dr. Minahan**.

    Q. Why is there quite a fluctuation between course loads?"

    A. **Dr. Minahan** responded by saying the contact hours must be considered. There will be a meeting with the Union soon to regularize release time.

3. **Dr. Charles Winton** addressed the following question to **Mr. Jim Haywood**:

    Q. "In regard to the budget cutbacks, why do we have the current and seemingly unnecessary expense of painting the Green and what is the annual maintenance cost of the Green?"

    Letter sent to Mr. Haywood on December 7, 1981.

4. **Dr. Jim Crooks** question to **Mr. Heatwole**:

    Q. "One philosophy course was not listed in the schedule. How general is this problem?" Can anything be done about this?"

    A. **Mr. Heatwole** said he was not aware that this a general problem. He asked that all of the specifics be submitted so it can be taken care of as soon as possible.

5. **Dr. Noel Zabriskie** to **Mr. Heatwole**:

    Q. "We are having problems with students overloading courses by signing themselves into a course. Is there anyway to handle this by possibly supplying a sequential list as to who signed in first by using a social security number?"

    A. **Mr. Heatwole** said the Registrar's Office will have to be checked, but he thought it would be preferable to take another approach.

VI. Legislative Calendar

Item #1 - FA81-26: By-laws revision submitted by Rules and Appeals Committee.

**APPROVED**
Faculty Association Meeting
Minutes, December 3, 1981
Page Four

Item #2 - FA81-33: Submitted by the Academic Standards Committee. Division of Nursing
APPROVED

Item #3 - FA81-34: Submitted by the Academic Programs Committee. College of Education
Department of Elementary & Secondary Education
Major Change
New Course: EDG 4241 The Gender Free Curriculum
Minor Change
EDE 4943 Practicum II: increase credit hours from 9 to 12
APPROVED

Item #4 - FA81-35: Submitted by the Academic Programs Committee. Department of Vocational and Technical Education
Minor Change
EVT 4805 Organization and Coordination of Cooperative Education: change course number to DEC 4085
APPROVED

Item #5 - FA81-36: Submitted by the Academic Programs Committee. Division of Human Services. Dept. of Allied Health Services & Physical Education
Major Changes
New Courses:
HIS 5547 Dynamics of Chemical Dependency
HIS 6388 Clinical Nutrition
APPROVED

Item #6 - FA81-37: Submitted by the Academic Programs Committee. College of Business Administration
Department of Accounting and Finance
Major Changes
New Courses:
ACC 3141 Intermediate Accounting III
ACC 4270 International Accounting
ACC 4521 International Taxation
Minor Change
APPROVED
FACULTY ASSOCIATION
Minutes of Meeting
December 3, 1981
Archive
Faculty Association Meeting
Minutes, December 3, 1981
Page Five

Item #7 - FA81-38: Submitted by the Academic Programs Committee.

Division of Nursing

Major Changes

New Courses:
Professional Socialization I
Professional Socialization II
Professional Socialization III
Professional Socialization IV
Basic Nursing Concepts and Practice
Acute Health Problems of Adults
Family Health Nursing
Community and Rehabilitation Nursing
Nursing Leadership practicum

Program Change: Include above courses for Nursing degree.

Minor Changes

NUU 4300 Nursing Inquiry: change catalog description
NUR 4905 Senior Problems: change title to Independent Study in Nursing
NUR 4930 Special Topics: change title to Special Topics in Nursing

APPROVED

Item #8 - FA81-39: Submitted by the Academic Programs Committee.

College of Education
Department of Vocational and Technical Education

Major Changes

Add new courses:
BTE 6365 Special Methods: Teaching Basic Business Courses
BTE 6368 Special Methods: Teaching Bookkeeping & Data Processing
BTE 6373 Special Methods: Teaching Typewriting & Shortland Competencies

Minor Changes

DEC 4062 Introduction to Distributive Education: change course credit from 1 to 3.
BTE 5377 Special Methods Business Communications: change catalog description, prerequisite, course number and credit.
EDA 6945 Practicum in Administration & Supervision: change title to Practicum in Administration; change allowable credit from 13 to 9.

APPROVED

Item #9 - FA81-40: Submitted by the Academic Programs Committee.

College of Business Administration
Department of Business Administration

Major Changes

Add new courses:
BUL 6425 Employment Law
MAN 6428 Industrial Relations, Theories, Systems, and Issues

New Program: Master of Personnel Management

APPROVED
FACULTY ASSOCIATION
Minutes of Meeting
December 3, 1981
Archive
Faculty Association Meeting
Minutes, December 3, 1981
Page Six

Item #10 - FA81-41: Submitted by the Academic Programs Committee.
College of Arts and Sciences
Department of Political Science, Sociology

Major Changes
Add new courses:
- POS 4931 Special Topics in Politics
- FUP 4410 Politics of Work
- FUP 4612 Politics of Social Programs
- FAD 3612 Politics of Regulatory Process

Minor Changes
- POS 3001 Inquiry and Analysis in Political Sciences: change catalog description and change title to Dimensions of Political Science.
- FUP 3713 Political Economy: change catalog description.

APPROVED

Special Report from Dr. John A. Minahan

Dr. John A. Minahan presented a special report on budget reductions necessitated by projected State revenue shortfalls, FTE loss, and retirement program modifications.

Dr. Gutknecht adjourned the meeting at 1:35 p.m.
December 2, 1981

MEMORANDUM

TO: Faculty Association
Bruce Gutknecht, President

SUBJECT: Question posed at the Association Meeting “What can be done to broaden the menu in the boathouse & perhaps the cafeteria?”

The University Osprey Cafe has suggestion and evaluation sheets available at each cashier for comments concerning menu, etc. The Osprey Cafe is currently offering three entrees which are standard but are two additional entrees to what was previously offered in the old facility. Please give any suggestions you wish concerning the menu. If it is feasible and proves popular, it may be added.

The Boathouse menu is somewhat limited due to the facilities and food program planned for the area. There will be an additional deck put on the parking lot side of the facility with a barbecue pit in the future which will allow additional items. Salad plates had been planned and will also be available in the future.

Please do not hesitate to offer suggestions & comments concerning food services.

One need not wait for a formal forum to comment. Please stop by my office, which is next door to the Osprey Cafe, to discuss such matters. Thank you for your interest.

Sincerely,

C. Ward Hancock, Director
Administrative Services

CWH:mt
FACULTY ASSOCIATION
Minutes of Meeting
December 3, 1981
Archive
James B. Crooks, Chairman  
(904) 646-2896/2712  

November 24, 1981

SUPPLEMENTARY REPORT OF THE UNIVERSITY OF NORTH FLORIDA PRESIDENTIAL SEARCH COMMITTEE

Following criticism of the secret ballot by which the University of North Florida Presidential Search Committee had selected three candidates to recommend to the Board of Regents on October 23, 1981, Regent Daniel requested the Committee to re-convene, "evaluate all candidates in the full light of the sunshine and cast an open and public ballot and send the statutorily required number...of candidates" to the Board Selection Committee. The Search Committee met November 17, 1981 and agreed to Regent Daniel's request. It established procedures to review all two hundred five candidates (one having withdrawn) and vote in two steps. The first vote taken that day narrowed the two hundred five candidates to eight candidates, all of whom (except for Dr. Charles Austin who had withdrawn) had been selected for the semi-final round on August 29, 1981.
Supplementary Report of the University of North Florida Presidential Search Committee

November 24, 1981

page two (continued)

The Committee met again on November 24, 1981, to select from three to five finalists to be presented to the Selection Committee. The Committee held a full and frank discussion of the candidates and voted in the sunshine to recommend the same three candidates to the Board by a two-thirds vote.

The Committee considered an additional motion to add Dr. Robinson's name to the candidate list, which was defeated by a ten to four vote.

The Committee also passed unanimously a resolution expressing its confidence that it had fulfilled its affirmative action/equal opportunity commitment in the conduct of the search.

With no further items on its agenda, the Committee adjourned.

Respectfully submitted,

[Signature]

James B. Crooks
Chair
IV. Standing Committee Reports

1. Academic Programs Committee -- Gary Pane reported that the committee will meet only one time this summer and that will be in the third week of June. He recommended that all material and changes be in to the committee no later than the second week of June, in order to meet the deadline for the fall catalog and presentation at the July 8th Association meeting.

2. Academic Standards Committee -- No report.

3. Academic Support Services Committee -- No report.

4. Budget & Legislative Information Committee -- Sheila Mangum reported that the committee will meet tomorrow, May 14th, at 10:30 a.m., in the Academic Vice President's office for a discussion on the budget for the summer.

5. Faculty Affairs Committee -- No report.

6. Promotion & Tenure Committee -- Betty Flinchum announced that the committee has forwarded its recommendations to the Vice President. The results have been published in the Mariner.

7. Nominations & Elections Committee -- Sue Leger-Krall announced that there would be nominations for the Vice Presidential Search Committee at the June meeting.

8. Rules & Appeals Committee -- Dale Clifford reported that the committee will meet on May 25th.

V. Special Reports

1. Earle Traynham reported on the Employment Procedures Task Force. Dr. Traynham said that the task force had completed its work and submitted a report to President Robinson. A clean copy will be available shortly for distribution to the faculty. There have been several changes. A few of the major ones are as follows:

   Overall hiring, screening, and employment practices were reviewed.

   (a) With regard to Career Service, there was no problem.
   With regard to Faculty and A&P hiring, one of the recommendations was the development of a new form to replace the current faculty appointment form, reducing it in length.

   (b) The applicant data verification procedure was examined, and it was determined that no policy existed. A policy requiring that verification of transcripts be implemented was recommended.

   (c) The committee views it as the individual's responsibility to update his or her own personnel file (e.g., new degree, professional certificate).
FACULTY ASSOCIATION
Minutes of Meeting
May 13, 1982
Archive
Faculty Association Meeting
Minutes, May 13, 1982
Page Three

(d) The sequence of procedures for hiring are not always appropriate. The transcripts are being requested after an offer is made.

(e) There is no uniform procedure for hiring adjuncts. A recommendation has been made to develop a uniform procedure like that for hiring regular faculty, with two exceptions: an adjunct can be hired before verification, but cannot be rehired without verification. No letters are needed for adjuncts.

Dr. Traynham added that the committee is not involved in the current audit of personnel files. Dr. Clifford reported that the audit has been completed.

2. David Jacobsen of the UNF Press Committee reported that a book will be published on the architectural contributions of Henry John Klutho. Local architect Robert C. Broward has written this book, and the target date for publication is December.

VI. Question Period

Jim Crooks said that his department had lost a very important conference room because of the move of the R.O.T.C. from Building 8, to Building 11: he would like to know if it would be possible for the faculty to be advised prior to these moves, not after the fact.

Dr. Clifford responded that she had met with Vice President Haywood in this regard, and he said he would try to inform the faculty in the future. A formal letter was sent to Curtis Bullock, in the President's Office, regarding this question, and the answer will be distributed shortly.

VII. Legislative Calendar

Item #1 - FA82-19: The Academic Programs Committee submitted the following items for approval, with one change:

College of Business Administration
Department of Accounting and Finance
Major Change
New Course: ACC 4771 - Systems Utilities and JCL and Information Systems

Item #2 - FA82-20:

College of Arts and Sciences
Department of Natural Sciences
Major Changes
New Courses:
FACULTY ASSOCIATION
Minutes of Meeting
May 13, 1982
Archive
Faculty Association Meeting
Minutes, May 13, 1982
Page Four

BSC 2 --- General Biology
ZOO 4380 - Invertebrate Zoology
PCB 4380 - Cellular Biology
BSC 5905 - Directed Independent Study in Biology
BCH 5033C - Biochemistry
CHM 5260C - Structure and Reactivity of Organic Compounds
CHM 2045C - General Chemistry I
CHM 2046C - General Chemistry II
PHY 3050 - Fundamental Physics Principles I
PHY 3051 - Fundamental Physics Principles II

Minor Changes
BSC 5936 - Selected Topics in Natural Sciences, change to PHY 5936 - Selected Topics in Physics; change hours from 3 to variable (2-4).
BSC 5936 - Selected Topics in Natural Sciences, change to CHM 5936, Selected Topics in Chemistry; change hours from 3 to variable (2-4).

Gary Fane made a motion to approve Items #1 and #2; it was seconded by Bill Caldwell. Motion carried.

APPROVED

Item #3 FA82-21: 1982-83 Faculty Association Budget

Dale Clifford made a motion to adopt the budget. The motion was seconded. There was a question regarding whether there is enough money in the budget. Dr. Clifford explained that there is not enough; however, the ad hoc process will be continued.

APPROVED

There being no further business, Dr. Clifford adjourned the meeting at 1:15 p.m., with the assumption that the faculty return at 1:30 p.m., at which time Chancellor Barbara Newell would address the Association.
FACULTY ASSOCIATION
Minutes of Meeting
January 14, 1982
Archive
Faculty Association Meeting
Minutes of January 14, 1982
Page Two

College discussed the associate in Science degree in Radiologic Technology. After considerable discussion, Dr. Cole said it was suggested that the committee recommend to Dr. Merwin in answer to his memorandum, that the existing program and admissions requirements for the University of North Florida remain as they have in the past.

Dr. Cole reported that no additional material has come before the committee. Normally the committee tries to meet on the Tuesday immediately before the Faculty Association Meeting.

3. Academic Support Services Committee -- Dr. Donna Keenan reported the committee meeting scheduled for November 9th was cancelled. At that time they were going to discuss the university policy of purchase of airline tickets. There will be a meeting announced soon and Mike Anéru will be attending.

4. Budget & Legislative Information Committee -- Sheila Kangum reported that the 1981 Fall Semester Report, including projections of the budget, are on file in the Faculty Association Office. The next committee meeting will be scheduled for the first week in February.

5. Faculty Affairs Committee -- Dr. Earl Traynham reported the committee met on December 10th and the following topics were discussed:

1. The request for a faculty lounge. The University Space Allocation Committee will consider the request.

2. Student Government Course Evaluation form, which should be ready by the end of January.

3. Mid-term grades for D&F grade students. The registrar's office is unable to process these selected grades. The committee did not support the student government request.

6. Promotion & Tenure Committee -- No report.

7. Nominations & Elections Committee -- No report.


V. Special Reports

None

VI. Question Period

1. The following question from Dr. Cherrill Heaton was directed to Dr. Minahan. In his absence Dr. Merwin responded:
Faculty Association Meeting
Minutes of January 14, 1982
Page Three

Q. "What is the possibility of many, if not most of our courses becoming 4 hour credit courses instead of 3 credit hour courses?"

A. Dr. Merwin said that Dr. Minahan expects to make more extensive remarks at the reception on Thursday, January 21st. There has been a study on the impact of FTE on converting 3 semester hour courses to 4 semester hour courses. There was a thought that it would be a way to pick up 20 or 25% additional FTE. Student scheduling was looked at and it was determined that approximately 40% of the students only take one class. Dr. Merwin said there are many factors that have to be considered. A discussion followed including remarks from Dr. Steve Shapiro and Dr. Tom Healy.

2. Dr. Cherrill Heatlo addressed the following question to Dr. Gary Fane of the Academic Programs Committee:

Q. "Has your committee discussed the implications of this possible proposal?"

A. Dr. Fane said this proposal had been discussed frequently with only certain programs being considered but more global changes will be considered.

3. Dr. Marsha Jones addressed a university-wide policy regarding academic cheating to Dr. Bill Merwin.

A. (See attachment-A)

4. Dr. Cherrill Heatlo asked Dr. Crooks if he had any additional information on the fact that certain members of the association being sued for their participation in the Presidential Search process. Dr. Crooks said he had no additional information other than they are being sued.

5. Dr. Jim Crooks asked what impact the reorganization of the College of Education would have on the university.

Dr. Merwin responded by saying the College of Education is now in the process of reorganizing. The programs will be reviewed very carefully as they are generated. Specifically for overlap and duplication in other areas. Further discussion ensued with Dr. Shapiro and Dr. Fane participating. Dr. Merwin also said there are still issues that have to be taken before the UFF for negotiations.

6. Dr. Satya Pachori asked Dr. Merwin to comment on the cooperative Master in Social Work degree.
Dr. Harwin said it is not likely that the university will have the program any time soon. It is a matter of allocating resources.

VII. Legislative Calendar

None

Dr. Gutknecht adjourned the meeting at 1:00 p.m.
January 15, 1982

MEMORANDUM

TO:       Dr. Bruce Gutknecht
            President, Faculty Association

FROM:     Bill Merwin, Associate Vice President
            for Academic Affairs

RE:       Question Period Response

During the Faculty Association meeting of January 15, 1982, Dr. Marsha F. Jones directed a question to me which in essence inquired about a university-wide policy regarding cheating. I believe that my response was somewhat misleading. I would like to clarify it at this time.

There is no university policy (written) that focuses specifically upon the issue of cheating. However, precedent has it that any professor who suspects that cheating has occurred is to fail that student (grade of F). Should there be a question regarding the cheating episode, a student will always have the right of the appeals process. The appeals process is to follow normal appellate channels in department, college and university procedures.

The Dean of Students has developed a student conduct code. The student conduct code does not include any statements that deals with classroom cheating and/or plagiarism. The administration has felt that cheating is definitely an academic issue, therefore it should be handled through the academic administrative channels. Further, Dr. Peter Salus, Dean of the College of Arts and Sciences, is in the process of developing a statement regarding the issue of cheating and plagiarism for the university community's consideration.

WM:atc

cc:       Dr. Marsha Jones
          Dean Darvin O. Coy
          Dr. Peter Salus
VI. Question Period - None

VII. Legislative Calendar

A motion was made to approve the Agenda items as a package.

APPROVED, with the following changes:

TPP 4600 removed. Introduction to Playwriting.
TPA 4062 Correct title should be Special Projects, Scenery and Lighting, instead of the word "Writing."
TVC 4050 - Correct title should be Stage Costumes instead of the word "State."

Item #1 - PAM 2-22 - College of Arts and Sciences
Department of Fine Arts
Major Changes
New Courses:
TPP 3700 - Speech for the Stage
TPA 4062 - Special Projects in Scenery and Lighting
TPP 4141 - Acting for Television and Film
TPH 4201 - The History of American Theatre
TPA 4510 - Theatre Management
TPP 4650 - Play Analysis

Minor Changes
THP 3020 - How Theatre Happens, change title to Introduction to Theatre Arts and change catalog description.
THP 4252 - History of Physical Theatre and Theatre Design; change title to History of Theatre Architecture
TPA 4050 - Pattern Drafting and Stage Costumes: change title to Costume Construction.

Fine Arts Program Change: add ANH 4800 Esthetics of Art to required core course; Graphic Design Concentration
Painting; Drawing for Ceramic Concentration Photography Concentration

Liberal Studies Program
Major Change
Change in Liberal Studies Program Distribution of Course Content

Item #2 - PAM 2-23 - College of Education
DIVISION of Guidance and Counseling
Major Change
New Course: EDF 4110 - Dynamics of Learning

Division of Human Services
Major Change
New Course: DHE 6940 - Clinical Practice in Dietetics
Faculty Association Meeting
Minutes, July 8, 1982
Page Three

Minor Changes
HES 3320: Special Methods in Health Science. Change title to Special Methods in Health Education. Change Number to HES 3320.
HES 3222: Public Health Education. Change Number to HES 4259: change description, and change prerequisite.
PET 5340: Sports in America. New Course Number Assigned.

APPROVED

Resolution 82-110 introduced. Re: Library.

Jim Crooks moved that we endorse the resolution. Revisited to bring to the floor, seconded. There was opposition to discussion at this time. A show of hands confirmed that the Association did not favor discussion at this time.

There were 42 members present.

There being no further business, the meeting was adjourned at 1:25 p.m., with the next meeting to be held August 5th.
Faculty Association Meeting
February 4, 1982
Page Two

2. Academic Standards Committee -- Dr. Lynne Schwab reported the committee will meet Wednesday, February 10th, at 1:30 p.m., in the Learning Lab. The agenda will include the proposed changes in the Scholars' Program Entry Requirements and any other business that is forwarded to them.

3. Academic Support Services Committee -- Dr. Ellen Scheirer reported the committee will meet on Monday, February 8th. On the agenda will be the problems with travel. Mike Andrews will be attending and all faculty are invited to attend.

4. Budget & Legislative Information Committee -- Sheila Mangum announced the committee will meet on Wednesday, February 17th in the Library Director's Conference Room. The discussion will be on the state of the budget reduction.

5. Faculty Affairs Committee -- Dr. Earle Traynham reported items on the agenda for today.

6. Promotion and Tenure Committee -- No report.

7. Nominations & Elections Committee -- Sue Leger-Kral reported the committee will meet and the main item will be to make sure there is a slate for the March and April meetings.

8. Rules and Appeals Committee -- Dr. Gutknecht said that he had been asked to look into the modification of the Time Block Schedule with regards to the final exam period and down-time. He asked that the survey forms be returned with any opinions and additional comments.

V. Special Reports

Dr. Earle Traynham reported that the Employment Procedures Task Force Committee had met one time. They will be looking at the employment procedures at UNF as they exist with recommendations for improvement. There will be further development reports.

Dr. Gutknecht Introduced Bruce Grimes the Athletic Director to the Faculty Association members.

Dr. Gutknecht announced that Lowell Wood of the Foundation Board will be speaking in the March meeting. He will tell us what is going on for the year 1982. Dr. Gutknecht reported that the Faculty Association President is an ex officio member of the Foundation Board.

Dr. Gutknecht reported that in his meeting with Vice President Haywood he was asked for opinions on the question regarding parking lots. The question is "Should certain lots be assigned for conferences sponsored here on campus?" These problems would like to be explored. Dr. Gutknecht asked for assistance in this regard.
Faculty Association Meeting  
February 4, 1982  
Page Three

VI. Question Period

1. The response to Dr. Winton's question to Mr. Haywood regarding the UNF Green was read. (Attachment-A).

2. Dr. Dale Clifford asked if a formal complaint should be made with the high number of problems in receiving text books this semester. The Academic Support Services Committee will assess the problems.

3. Dr. Marsha Jones asked for an explanation on whether the Faculty Association has the right to approve the reorganization of the College of Education. Dr. Gutknecht said the committee's report was accepted. Dr. Gary Fong, Chair-Academic Programs Committee said the committee endorsed the organizational structure as presented, and reserve the right to review all the program changes as they would new programs submitted. Dr. Gutknecht said he would ask the Rules and Appeals to examine the question.

4. The question as to when the furnishings would be completed in Building 2 was asked of Mr. Jim Haywood. Mr. Haywood responded by saying the matter is being taken care of and the furniture is still being delivered.

VII. Legislative Calendar

Item #1 - FA82-01: The Faculty Affairs Committee recommends that the Faculty Association approve and endorse the Course Information Service sponsored by the Student Government Association. (Attachment-B)

Nick Dunbar of the Student Government Association explained the questionnaire.

Passed.

Item #2 - FA82-02: The Faculty Affairs Committee forwards to the Faculty Association the following resolution proposed by Dr. Dale Clifford for its consideration:

BE IT RESOLVED by the Faculty Association of the University of North Florida:

That since the life and ideals of Dr. Martin Luther King, Jr., represent the best of the American tradition, and since his goals of civil and human rights represent the goals of this university,

1. The Faculty Association of UNF requests the Board of Regents to designate 15 January, Dr. King's birthday, an official SUS holiday; and
Faculty Association Meeting
February 4, 1982
Page Four

2. Since each university has some latitude in setting its own calendar, the Faculty Association requests that the other Associations join it in designating 15 January as an official UNF holiday.

Passed.

The following items submitted by the Academic Programs Committee:

Item #3 - FA82-03: College of Education
Division of Human Services

Minor Changes
HES 3541 Alcoholism, Health Issues, Trends and Problems: change course number to HES 5541
HES 3542 Community Alcohol Specialists: change course number to HES 5542

Passed.

Item #4 - FA82-04: College of Business Administration
Department of Accounting and Finance

Major Changes
ACC 4761 Software Development I
ACC 4763 Software Development II
ACC 4765 Software Development III

Passed.

Item #5 - FA82-05: College of Arts and Sciences
Department of Psychology

Minor Changes
PSY 5106C Principles of Biofeedback II, change from 3 to 4 semester hours

Passed.

Item #6 - FA82-06: College of Education
Department of Administration & Supervision
EDA 6332 Education and the Law, change catalog description
EDS 6105 Human Relations in Educational Supervision, change catalog description
EDA 5050 Overview of Educational Administration, change catalog description
EDA 6242 Public School Finance, change catalog description, prerequisite from 5 to 3 credit hours
EDA 6052 Introduction to Educational Administration, change catalog description
EDA 6196 Leadership Theory in Educational Administration, change catalog description

Passed.
FACULTY ASSOCIATION
Minutes of Meeting
February 4, 1982
Archive
Item 07 - FAB2-07: Department of Army Military Science

Major Changes

New Courses:
MIS 4002 The Army as a Profession replaces MIS 4430 Staff Functions
MIS 3404 Leadership Fundamentals, Tactics and Camp Preparation replaces MIS 3610 Methods of Instruction
MIS 3300 Small Unit Operations replaces MIS 3410 Leadership Fundamentals - General
MIS 3654 Intensified course: Basic Skills, Tactics and Field Training
MIS 4421 Seminar in Military Leadership and Resources Management replaces MIS 4503

Passed.

There being no further business Dr. Gutknecht adjourned the meeting at 1:18 p.m.
Office of Administrative Affairs

February 1, 1982

Mrs. Joy Stover, Secretary
UNF Faculty Association Office
University of North Florida
Jacksonville, Florida 32216

Dear Mrs. Stover:

The question about the expense of painting and maintaining the UNF Green has been answered by Mr. Ed McCown, Superintendent of Grounds, as follows:

(1) Bermudagrass such as the hybrid Tifway variety is highly susceptible to fungal attacks. For this reason there is and has been a regimen of fungicidal application to the Green since its completion. The combination of two fungicides currently used cost about $66 per application. To insure proper coverage, which is critical, a fungicide-colorant called Auragreen is added. The Auragreen costs about $15 per application. There has never been a program to "paint" the Green but the use of $15 worth of a substance to insure coverage of chemicals is necessary.

(2) The second question, concerning the maintenance cost of the Green, needs a little exposition. President Tom Carpenter wanted a first class outside facility for graduations and other functions. It was decided to use a hybrid Bermudagrass noted for its ability to withstand heavy foot traffic and to have a better appearance than the other grasses used on campus. Tifway number T-419 Bermudagrass was used and has answered the requirements well. Bermudagrass does require above average treatment. In the past year the Green, just short of one acre in size, has had applied to it about $1,417 worth of fungicides, insecticides, winter ryegrass overseeding and fertilizers. This past summer we had some very severe weather with unusual drought and high temperatures. In fact, several 100-year old records were equalled or broken with our weather. These weather conditions put an extra burden on the maintenance budget.

If you are interested in additional information, please let me know.

Sincerely,

Jim C. Haywood
Vice President for Administrative Affairs

JCH:he

cc: Owen Sellers
    Ed McCown

Copyright © 2009 University of North Florida.
All Rights Reserved.
Questions, Comments, Suggestions
Modified: March 3, 2009
FACULTY QUESTIONNAIRE

Course prefix and number _________________

Directly following each course prefix number will be the following qualification statement:

"All information furnished below concerning course requirements, style of presentation, testing methods, books used and course description objectives is subject to change each term."

Please check or fill in the areas which are appropriate for this course. Add information that might better express your course format.

Course requirements:

___ Tests (How many?)
Comments:

___ Final exam (comprehensive?)
Comments:

___ Textbooks (List name(s) if possible)
Comments:

___ Other reading materials (newspapers, articles, books)
Comments:

___ Papers (How many?)
Comments:

___ Lab (how many hours?)
Comments:

___ Oral presentation (How many? Individual or group?)
Comments:

___ Projects (How many?)
Comments:

___ Competency based module
Comments:

___ Other (please specify)
Style of presentation:

___ Lecture (%)
   Comments:

___ Discussion (%)
   Comments:

___ Small group (%)
   Comments:

___ Demonstration (%)
   Comments:

___ Other (please specify)
   Comments:

Type of testing:

___ Essay (%)
   Comments:

___ Short answer (%)
   Comments:

___ True-false (%)
   Comments:

___ Multiple choice (%)
   Comments:

___ Problems of application (%)
   Comments:

___ Computation (%)
   Comments:

___ Other (please specify)
   Comments:
How often is this course offered?

___ multiple sections
___ once per term
___ once per year
___ less than once per year.

How many hours would a student need to put into this course?

___ less than average
___ average
___ more than average

How many times have you taught this course?

___ 0-5
___ 5-10
___ more than 10 times

In less than 100 words, please describe what the course is about and the objective of the course. (Information you may find valuable to the student other than what is in the catalogue.)