Minutes of Faculty Association Meetings
1986-1987

September 1986  February 1987
October 1986    March 1987
November 1986   April 1987
December 1986   May 1987
January 1987

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Questions, Comments, Suggestions
Modified: July 9, 2004
FACULTY ASSOCIATION
MINUTES
SEPTEMBER 4, 1986

I. Call to Order

The meeting was called to order by Steve Shapiro at 12:00 P.M.

II. Approval of Minutes

The minutes of the June 5, 1986 meeting were approved as distributed.

III. Announcements

Steve Shapiro made the following announcements:

1. Fall Convocation is Friday, September 5, followed by a reception for the faculty.

2. The dedication of the athletic fields will be Thursday, September 11, followed by a faculty/student softball game. Faculty members who will play should contact Judy Solano.

3. Faculty members can obtain a summary of retirement alternatives from Cherrill Heaton.

Judy Solano requested that individuals speaking at Faculty Association meetings identify themselves.

Dennis Holt announced that COEMS will undergo a national accreditation study. The team will be here November 2-5.

Tom Healy announced the opening of the Osprey Fitness Center September 11. The Women’s Tennis Team will be recognized at that time.

Ruth Jackson announced the dedication of the LUIS online card catalog in the Library on September 17.

Gary Fane announced that the annual meeting to elect the graduate council and graduate faculty will be moved from January (1987) to October.

Ken Martin made the following announcements:

1. Computer and Information Sciences has a television course on Channel 7.

2. The Computing Sciences Accreditation Board will be here on September 29-30.

Victoria Stanton announced that the Library will be placing new journal subscriptions. Each department will be asked to review and prioritize their list of journal requests.
FACULTY ASSOCIATION MEETING
MINUTES
FEBRUARY 5, 1987

I. Call to Order

The meeting was called to order by Judy Solano at 12:05 P.M.

II. Approval of Minutes

The minutes of the January 8, 1987 meeting were approved as distributed.

III. Announcements

Judy Solano made the following announcements:

1. Guests attending the meeting are Scott Francis representing the Student Government Association (SGA) and William De Sue.

2. The Employee Benefits Committee will meet on February 10, to discuss several topics including legal expense insurance for UNF personnel.

3. Nominations for standing committee vacancies will be accepted at the March Faculty Association meeting. The elections will be in April. The selection process for the Distinguished Professor Award and the Outstanding Teacher Award will also be underway during March and April.

Lib D’Zamko announced that Phi Kappa Phi will be awarding funds for professional development. Faculty members will receive application guidelines. Also, Phi Kappa Phi will meet on February 12.

Dr. Baro thanked Gary Fane, who is leaving UNF for a position in private industry, for his service to the University.

Dr. Bardo also announced that a Masters Degree in Computer and Information Sciences has been approved and that a feasibility study for a Bachelor's Program in Foreign Languages is under way.

Curtis Bullock announced that the automatic teller machine (ATM) on campus is now operational.

Dale Clifford made the following announcements:

1. Black History Month is the month of February. Also, the faculty was encouraged to purchase tickets for the Banquet on Thursday, February 16, at 7:00 P.M., at the Hilton Hotel Downtown.

2. The Charlotte Nabrey Concert is Tuesday, February 17, at 8:00 P.M., in the University Theatre.
I. Call to Order
The meeting was called to order by Judy Solano at 12:04 P. M.

II. Approval of Minutes
The minutes of the September 4, 1986 meeting were approved as distributed.

III. Announcements
Judy Solano made the following announcements:

1. Bill Bowen, President of the SGA, or his representative, Scott Francis, will represent the Student Government Association at Faculty Association meetings.

2. Piotr Blass has been appointed Parliamentarian.

3. Dan O'Keefe has been appointed to serve on the Program Review Committee.

4. There were two positions to be filled on the University Appeals Committee, one for a representative from a division not affiliated with a college and one for a representative from the College of Education and Human Services. Roger Egges was appointed as the non-affiliated representative. There are two volunteers for the COEHS position, and an appointment will be made within a week.

5. Faculty members are asked to erase blackboards, return furniture to its original position, and generally clean up before leaving classrooms.

6. Faculty members are asked to announce in classes that students must receive immunizations for measles. It is also possible, according to an article in the UCF student newspaper, that immunization will be required for faculty and staff.

Bernadine Bolden stated that the immunization requirement was system-wide in the SUS and that students who do not comply will be denied registration. Immunizations will be given by representatives of the Public Health Department and the Division of Nursing on campus, on October 13 and October 14, for a cost of $7.00. Faculty will be asked to distribute notices to students who have not complied.

Dale Clifford announced that the next Arts and Sciences Faculty Colloquium will be on October 9. Andrew Farkas will speak on Enrico Caruso.

Lenard Bowie announced that the UNF Jazz Ensemble will perform on October 19, under the direction of Rich Matteson.

Lib D’Zambo announced that Pi Kappa Pi will hold a reception on October 7, honoring Bill Brown, who has been selected as the national artist for Phi Kappa Phi.
FACULTY ASSOCIATION MEETING
MINUTES
MARCH 5, 1987

I. Call to Order

The meeting was called to order by Judy Solano at 12:04.

II. Approval of Minutes

The following corrections were made to the minutes of the February 5, 1987 meeting.

Page Four: VI. Question Period – #4 should read: Dr. Bardo replied that two full sabbaticals were awarded this year.

Page Four: VI. Question Period – #5 should read: Dr. Bardo replied that Librarians were now faculty. They are eligible for promotion but not for tenure. Delete but new guidelines needed to be established for this.

The minutes were approved as corrected.

III. Announcements

1. Ed Healy spoke for Dr. Bardo, who is out of town, saying that the reorganization proposal involving the College of Education and Human Services and the Division of Technology is forthcoming. Also forthcoming is a proposal to establish a fourth college concerned with health.

2. Maryanne Berkowski reported that the Search Committee for the Dean of College of Education and Human Services is accepting applications. The final date for applications is March 27, 1987.

3. Judy Solano announced that the First Annual UNF Family Day is being planned for April 11, 1987.

IV. Standing Committee Reports

1. Academic Programs Committee (Dale Clifford) – The committee met and will meet again on March 23rd. Anyone who wished to submit material for the Committee’s consideration should do so by March 13th. The committee has an agenda item.

2. Academic Standards Committee (Scott Hochwald) – The committee met February 17th and will meet again on March 10th. The committee has rewritten the Academic Integrity Policy and sent it to Dr. Bardo, requesting that it be sent to an attorney. The committee voted to table the issue of the use of pluses and minuses in grading until Fall.

3. Academic Support Services (Marcelle Lovett) – The Chair is representing the committee on the Search Committee for a Director of Auxiliary
I. Call to Order

The meeting was called to order by Judy Solano at 12:04.

II. Approval of Minutes

The minutes of the October 2, 1986 meeting were approved as distributed.

III. Announcements

Judy Solano made the following announcements:

1. Guests attending the meeting are Elizabeth Reed, representing the Faculty Senate at FCCJ; Bill Bowen, representing the Student Government Association (SGA); and Kate Ray, representing Administrative and Professional Association.

2. Simin Vaghefi has been appointed to the Food Service Advisory Committee. Reza Vaghefi and Nancy Levine have been appointed to the Program Review Committee.

3. There are positions for one volunteer on the SGA Budget and Allocations Committee, two volunteers for the Recreation Advisory Board, and one volunteer for the committee to plan a May Day celebration.

4. According to President McCray, there is about 10 Million Dollars worth of construction pending on campus including the construction of the John E. Marshalee, Jr., Computer Science Building, the swimming pool, and additions to the Student Life Complex.

5. Faculty members are again asked to erase blackboards, return furniture to its original position, and generally clean up before leaving classrooms.

Dale Clifford announced a change in the program for the next Arts and Sciences Faculty Colloquium. The program for November 6 will be Bill Slaughter reading poetry. Nancy Levine's talk on The Grotesque has been rescheduled for next term. The program for November 20 will be Peter Blass speaking on number theory.

Tom Healy thanked those who attended the Baseball Night Auction, at which approximately $17,000 was raised for construction of the baseball stadium. He introduced Dusty Rhodes, the new UNF baseball coach.

Gary Fane announced a meeting of the Graduate Faculty on November 20 and November 10 is the deadline for nominations for the Graduate Council.

Joyce Jones thanked everyone who participated in the campus United Way Campaign which has raised $21,500. She also announced that she has additional information about the National Faculty Exchange.
Faculty Association

Minutes of Meeting
April 2, 1987
Archive
FACULTY ASSOCIATION MEETING
MINUTES
APRIL 2, 1987

I. Call to Order

The meeting was called to order by Judy Solano at 12:05 P.M.

II. Approval of Minutes

The minutes of the March 5, 1987 meeting were approved as distributed.

III. Announcements

1. Guests attending the meeting are: Elizabeth Reed and Joan Bearden, from the Faculty Senate at Florida Community College at Jacksonville (FCCJ); Patrick Pelletier, representing the Student Government Association (SGA); Mary McCoosville, representing the University Support Personnel Services (USPS) Association; and Jackie Knox, from Records and Registration representing the Administrative and Professional Association.

2. Lib D'Zamko announced that the final report from the task force on the Enhancement of Undergraduate Education in the State University System of Florida is on reserve in the Library.

3. Judy Solano made the following announcements:

   The Department of Transportation has reported that the request for directional signs to UNF from State Road 115 has been placed on their agenda for study.

   UNF Family Day is scheduled for April 11. Activities will begin about 9:00 A.M., a picnic is scheduled for Noon, and there will be a softball game in the afternoon.

   Bill Slaughter has been named as a Fulbright Senior Lecturer at Peking Foreign Language Institute in the People's Republic of China.

   The Faculty Association will meet in May and June. Meetings will be scheduled in July and August if needed.

IV. Standing Committee Reports

1. Academic Programs (Dale Clifford) – The committee met and has a legislative item on the agenda. Material for consideration at the next meeting, which is scheduled to be the final meeting of the year, should be submitted by April 16.

2. Academic Standards (Scott Hochwald) – The committee met on March 10, but did not have a quorum. They will meet again on April 16.
I. Call to Order
The meeting was called to order by Judy Solano at 12:03.

II. Approval of Minutes
The minutes of the November 6, 1986 meeting were approved as distributed.

III. Announcements
Judy Solano made the following announcements:

1. Guests attending the meeting were Jackie Knox, Records and Registration; Bill Bowen, representing the Student Government Association (SGA); Pat Hunday, Editor of the Spinnaker, and Kate Ray, representing Administrative and Professional Association; and Elizabeth Reed, representing the FCCJ Faculty Senate.

2. That she, Judy Solano, had attended a meeting of the FCCJ Faculty Senate. She found that they discussed many items also of interest to UNF Faculty -- incomplete grade policy, academic standards policy, Gordon Rule requirements, administration and use of SIRS Forms, and professional development. She feels that this informal exchange between the two groups will be beneficial.

Dale Clifford announced that the last Arts and Sciences Colloquium for this term would be December 4. Irene D'Almeida will speak on African literary productions and critiques.

IV. Standing Committee Reports

1. Academic Program Committee - (Dale Clifford) - The committee met and has agenda items. They will meet again on December 15. A list of the committee meetings scheduled for Spring term has been sent to Deans and Directors for appropriate distribution.

2. Academic Standards Committee - (Scott Hochwald) - The committee met and has an agenda item and a question. Will meet December 11.

3. Academic Support Services - (Marcella Lovett) - The committee met on Nov. 13 and discussed the Library Collection Development Policy. A statement on this is forthcoming. On Dec. 1, the committee met again to provide input for the special committee on undergraduate education.

4. Budget & Legislative Information Committee - (Ruth Jackson) - The committee will meet on December 9 with Ricky Arjune, Myna Porter and possibly Curtis Bullock.

5. Faculty Affairs Committee - (Jane Decker) - The committee met and has an agenda item. Faculty members have been sent a memo which details the committee's agenda for the rest of the year and request additional input.
FACULTY ASSOCIATION MEETING
MINUTES
MAY 14, 1987

I. Call to Order

The meeting was called to order by Judy Solano at 11:30 A.M.

II. Approval of Minutes

The minutes of the April 2, 1987 meeting were approved as distributed.

III. Announcements

1. Judy Solano made the following announcements:

   a. Guests attending the meeting are Scott Frances, newly elected president of the Student Government Association (SGA).

   b. Five faculty members participated in a basketball game on the evening of May 13 to raise funds for the Jacksonville "JUST SAY NO" coalition. Pledges and contributions toward this fund are being accepted through the end of the month.

   c. Gifts to the UNF Foundation are also being accepted. This foundation supports many faculty efforts including the Distinguished Professor Award.

   d. Chris Rasche and Sharon Weaver received the Outstanding Teacher Awards at the Awards Convocation on May 1. There is some concern about how this award is handled and suggestions for new procedures will be considered.

   e. Two candidates for the position of Vice President for Student Affairs have been interviewed on campus. Three more are coming to campus during the week of May 23. Each candidate's interview schedule includes an hour during which faculty members are invited to meet the candidates.

   f. The balloons on the stage were a gift from the Division of Computer and Information Sciences to celebrate her birthday, which is today.

2. George Corrick announced that the Search Committee for the Dean of the College of Education and Human Services reviewed 83 applications. Seven of the applicants were interviewed on campus. The committee has submitted a list of 3 names, unranked, to Dr. Bardo, and thus has completed its work.

3. Dorraen Daly apologized for the fact that in an article in the Mariner, Judy Solano's name was omitted from the list of people who had helped organize the UNF Family Day Picnic.
FACULTY ASSOCIATION
Minutes of Meeting
January 8, 1987
Archive
FACULTY ASSOCIATION MEETING
MINUTES
JANUARY 8, 1987

I. Call to Order

The meeting was called to order by Judy Solano at 12:05 P.M.

II. Approval of Minutes

The minutes of the December 4, 1986 meeting were approved as distributed.

III. Announcements

Judy Solano made the following announcements:

1. Guests present or expected at the meeting are: Pam Ritter, representing the University Support Personnel Services (USPS) Association; Jackie Knox, from Records and Registration; Buffy Sutton, representing the Student Government Association (SGA); Elizabeth Reed, from Florida Community College at Jacksonville (FCCJ); and Kate Ray, representing the Administrative and Professional Association.

2. The Faculty Association will not meet on January 15 as announced in the Mariner.

3. A copy of an Academic Appeals procedure is being circulated through Deans and Department Chairs. Faculty members are invited to review it and refer reactions to it to the Academic Standards Committee.

Dr. Sardo announced Andrew Robinson’s resignation as Dean of the College of Education and Human Services (COEHS). The faculty of COEHS will meet January 15 to select an advisory committee to search for a new Dean.

Gary Fane announced that the Graduate Faculty will meet on January 22 to select the Graduate Council members.

Frank McLaughlin announced that the College of Business will have an accreditation visit from the American Assembly Collegiate Schools of Business during the week beginning January 12.

Kate Ray invited the faculty to an open house at the Career Development Center on January 14.

IV. Standing Committee Reports

1. Academic Programs Committee (Dale Clifford) - The Committee has agenda items and will meet according to its announced meeting schedule. They suggest that academic departments should begin considering catalog changes for next year.

2. Academic Standards Committee (Scott Hochwald) - The committee has an agenda item and a question. They will meet on January 15 and probably on February 12.
Minor Chamblin, speaking as the Union Grievance Officer, announced that a clarification of the policy regarding outside employment was forthcoming.

Marcelle Lovett announced that $10,000 is available through the Continuing Education Faculty Fund. Anyone wishing to apply for funds should call her. The deadline for this semester is September 12.

IV. President Curtis L. McCray

Dr. McCray inaugurated the new Faculty Association President by passing the gavel from Steve Shapiro to Judy Solano. He thanked the outgoing president for his service to the Association and presented a gift. Dr. McCray then presented Certificates of Appreciation to the outgoing President, Vice-President (Ellie Scheirer), and Secretary (Lib D'Zamko).

Judy Solano recognized the other incoming officers: Lib D'Zamko (Vice-President), and Diane Kazlauskas (Secretary). She invited all faculty members to participate in the Association, and said that a representative of the Student Government Association will be invited to attend Faculty Association meetings.

V. Standing Committee Reports

1. Academic Programs (Kathy Webster) - First meeting will be scheduled within the next two weeks.

2. Academic Standards (Pat Plumele) - First meeting will be September 11.

3. Academic Support Services (Mary Davis) - First meeting will be September 11.

4. Budget and Legislative Information (Ruth Jackson) - Committee met and identified some items that will be addressed during the year.

5. Faculty Affairs (Bill Slaughter) - Will meet September 9. A new Chair will be elected then.

6. Promotion and Tenure (Judy Lomana) - Meeting scheduled on September 11.

7. Nominations and Elections (Homer Bates) - No report.

8. Rules and Appeals (Liz D'Zamko) - Met and set the agenda for the Faculty Association Meeting today.

VI. Special Committee Reports - No reports.

Judy Solano will make appointments until the next scheduled election and solicit volunteers for the following position vacancies:

University Appeals Committee - 2 positions (ICOEHS, 1 At-Large)
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Program Review Committee - 1 position open to anyone not in a program being reviewed this year.

The position of Parliamentarian is also open.

VII. Special Reports (Provost & Vice President John Bardo)

Judy Solano introduced Dr. Bardo, who addressed the Association.

VIII. Question Period

Judy Solano explained the procedure for the question period.

1. Jim Crooks asked Dr. Bardo if, in light of his proposal to reduce the number of administrators, he had considered reducing the amount of paperwork. Dr. Bardo responded that he was working on a model to redistribute administrative tasks.

2. Steve Shapiro asked Curtis Bullock if the traffic light at the corner of Beach Boulevard and St. Johns Bluff Road could be programmed to allow more cars to turn west onto Beach. Curtis Bullock said he would consult the appropriate authorities, although Charles Jones said he thought the problem had been alleviated.

3. Minor Chamblin asked if the current 2:30 P.M., closing of the Osprey Cafe could be changed. Curtis Bullock said that he would address this when he meets with representatives from Food Service.

4. Ellie Scheirer asked if the lights in parking lots 10 and 12 could be fixed. Curtis Bullock said he will look into this.

5. Neel Zabriskie asked when construction on the swimming pool would begin. Curtis Bullock replied that Reynolds, Smith and Hill had the bid and a contract was pending. Ground breaking should take place within weeks.

6. Pat Plumlee stated that the Mayo Clinic had booked all of the Conference Rooms for the month of September and asked if this was likely to recur. Marcelle Lovette replied that there were only 3 or 4 such rooms.

IX. Adjournment

The meeting was adjourned at 12:58 P.M.
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IV. Standing Committee Reports

1. Academic Programs Committee (Dale Clifford) - No report. The committee has an agenda item. They will meet on February 19.

2. Academic Standards Committee (Scott Hochwald) - The committee has an agenda item. They will meet on February 17.

3. Academic Support Services Committee (Marcelle Lovett) - No report.

4. Budget & Legislative Information Committee (Len Lipkin for Ruth Jackson) - The committee met on January 22, with Dr. Bardo, Curtis Bullock, and Ricky Arjune about the budgeting process. They will meet on February 10, with Dr. McCray and Tom Healy to discuss budget priorities. The University Budget for 1986/87 is now available at the Reference Desk in the Library.

5. Faculty Affairs Committee (Jane Decker) - The subcommittee for reorganizational procedures for the University has finished its work. A report of the work of the subcommittee has been sent to the Rules and Appeals Committee, and a copy is attached to today's agenda as an information item. The subcommittee also developed a modified procedure for curriculum changes and a report of this has gone to the Academic Programs Committee. The Faculty Affairs Committee will meet February 12.

6. Promotion & Tenure Committee (Reza Vaghefi) - The committee is considering eight dossiers from the College of Arts and Sciences, three from the College of Business, one from the Division of Computer and Information Sciences, eight from the College of Education and Human Services, and three from the Library.

7. Nominations & Elections Committee (Mary Borg) - No report.

8. Rules & Appeals Committee (Lib B'Zamko) - The committee met on January 27 and will meet again on February 24.

V. Special Committee Reports

1. Graduate Council (Gary Fane) - The committee met February 4, and adjourned until a new Graduate Director could be appointed.

2. Faculty Advisory Form - Report deferred.

VI. Special Reports

Tom Healy, Legislative Liaison, reported that the Legislature is considering allocation of lottery money, the College Reach-Out Program, uniform grading at the High School level, prepaid tuition, the Higher Education Articulation Agreement, banning firearms on campuses, changes in payment to vendors, the Governor's budget (due February 20), and the State plan for high tech research. He also noted that UNF license plates are now available and passed one around.
Dr. Bardo reported on the distribution of SUS funds. He explained the formula for calculating enrollment based on FTE and the relation of this to class sizes and University services.

VI. Question Period

The following questions from anonymous sources were presented by Judy Solano:

1. To Dr. Bardo: Does the University have an academic officer whose duties include arranging for professional development or continuing education for faculty? If yes, who is this person and what activities have been sponsored in the last year? Are any activities planned for this year?

Dr. Bardo replied that although there was no formal program, this is Joyce Jones' responsibility. There has been and continues to be professional development opportunities available through the National Faculty Exchange, the Continuing Education Faculty Fund, TSI grant money (TSI Seed Research Grant Fund, managed by Sponsored Research), the International Exchange Program, the TSI Professional Development Award (managed by Deans and Directors), technical assistance for proposals, the faculty microcomputer laboratory, sabbaticals, and money within colleges and divisions that can be used for professional development.

2. To Dr. Quinlan: How are the funds raised by the Woody Herman concert being used? Will any of the funds raised by the Woody Herman concert be used to fund music scholarships? If money will be made available for music scholarships, will students entering the jazz track be awarded these dollars? Will music students entering UNF in areas OTHER than the jazz track be eligible for these scholarship dollars? Will students currently on scholarships in music be funded next year?

Dr. Quinlan replied that the funds raised by this concert would be used for music scholarships, but would not be restricted to the jazz program.

3. To Dr. Bardo: Why are the minimum requirements for the position of Associate Vice President for Academic Affairs more demanding than the qualifications of the current Associate Vice President?

Dr. Bardo replied that the requirements were written to attract candidates who would be available at mid-year and who would require little orientation and training.

Satya Pachori asked Dr. Bardo if any full sabbaticals were awarded this year.
Dr. Bardo replied that one full sabbatical was awarded this year and that all other applicants for full sabbaticals were offered part sabbaticals. No sabbatical applications were rejected this year.

Satya Fachori asked if the Promotion and Tenure Committee was now concerned with tenure for Librarians.

Dr. Bardo replied that Librarians were now faculty, and therefore, eligible for tenure, but new guidelines needed to be established for this.

Satya Fachori also asked Curtis Bullock the status of a question posed at the January Faculty Association meeting about American Express cards for faculty use.

Curtis Bullock replied that the University will probably be able to provide such a service, and that he would provide written details. (See attachment).

Curtis Bullock also replied to other questions from the January meeting:
1) Faculty identification cards, which are an option, can be used as identification to cash checks at the Bookstore. (See attachment);
2) There has been no action on the question about additional UNF directional signs on local highways.

Cherrill Heaton asked Dr. Bardo to explain a recent newspaper article that stated that the Board of Regents had made a change in funding provisions for the Universities which would be advantageous to some of the Universities and disadvantageous to others including UNF.

Dr. Bardo explained that this is related to a change in the funding formula based on the equity approach to funding. UNF will receive more money this year, but not as much as it would have under the previous formula. This is not a cut in funds but a smaller increase in funds. UNF had input in this decision at many levels but that input was proportional to the input of other Universities.

Curtis Bullock continued by saying that the formula did increase the number of faculty lines at UNF, and the University is protected by a no-loss provision in the formula.

Chris Rasche asked Dr. Bardo to explain the formula for calculating enrollment based on FTE at the graduate level.

Dr. Bardo explained that one FTE at the graduate level is 12 credit hours, whereas one FTE at the undergraduate level is 15 credit hours. The equity approach allows for four different levels of funding: lower level courses, upper level courses, graduate courses, and thesis/dissertation courses.
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LEGISLATIVE CALENDAR

Item #1 - FA87-04: Submitted by the Academic Standards Committee.

ACADEMIC INTEGRITY: VIOLATIONS OF ACADEMIC INTEGRITY; PENALTIES; PROCEDURES.

(1) In order to protect the integrity of the teaching, learning and evaluation process, the University of North Florida expects all members of the academic community to respect the principle of academic freedom, and to behave with academic integrity. Briefly stated, academic misconduct shall consist of any attempt to misrepresent one's performance on any exercise submitted for evaluation.

(2) The primary responsibility for insuring adherence to the principle of academic integrity rests with students and faculty. Any infraction which comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains.

(3) Violations of the principle of academic integrity include, but are not limited to:

(a) CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

(b) FABRICATION & FALSIFICATION: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise.

(c) MULTIPLE SUBMISSIONS: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

(d) PLAGIARISM: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
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(e) ABUSE OF ACADEMIC MATERIALS:
Intentionally or knowingly destroying, stealing or making inaccessible library or other academic resource material.

(f) COMPLICITY IN ACADEMIC DISHONESTY:
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

(4) Possible faculty actions in a case of alleged academic misconduct:
(a) Academic counseling or referral to the appropriate support service.
(b) Reprimand (oral or written).
(c) A grade of F or reduction of grade on the specific piece of work.
(d) A grade of F or reduction of grade in the course.
(e) Referral of the charges to the University Appeals Committee with a request for one of the following: temporary or permanent loss of use of a University facility, suspension or expulsion.

(5) Procedures for faculty and university officials to follow when certain penalties for academic misconduct are assigned:

(a) If a grade is reduced (either on an individual assignment or for the course) due to academic misconduct, the Vice President of Student Affairs must be notified within five (5) school days of the reduction.

(b) The Office of Student Affairs must officially notify the student within ten (10) school days of the reduction. It may be appropriate (but not necessary) for the instructor to also notify the student.

(c) The Office of Student Affairs is to keep only a record of the penalty for two years or until the student graduates (whichever comes first).

(c) The Vice President of Student Affairs must be notified by the instructor if the penalty is changed. Any records will be changed accordingly.

PROCEDURES TO APPEAL A UNIVERSITY ACADEMIC DECISION

(1) The University of North Florida operates on the commitment that all members of its community should be treated fairly in regard to their rights and responsibilities. Therefore, the following procedures have been developed to provide an impartial arena for resolution of conflicts which cannot be resolved successfully between the primary parties involved.

Page 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11
(2) As specified in the University's Academic Catalog, student appeals relating to individual course grades shall be limited to a period of one (1) year from the date of the awarding of the grade (all grades except Incomplete) for the courses in question.

(3) Appealing a penalty for academic misconduct:

(a) The student first appeals to the faculty member involved. If the student chooses to appeal, then the student must make the appeal (written or verbal) within five (5) school days from the time that she/he is informed of the penalty.

If there is no resolution:

(b) The student should appeal in writing to the academic department chairperson involved within five (5) school days after appealing to the involved faculty member.

(c) A written response to the student from the chairperson or designee should be made within ten (10) school days.

If there is no resolution:

(d) The student may appeal in writing to the dean/director of the College/Division through which the course is offered. A written response to the student from the dean/director or designee should be made within ten (10) school days.

If there is still ‘no resolution’:

(e) The student may make a written appeal to the University Appeals Committee, the structure of which is defined in the University of North Florida Constitution.

1. The student is entitled to a prompt hearing before the UNF Appeals Committee.

2. The student will receive written notice (and in cases of alleged academic misconduct, explanation of the specific charges brought against the student) at least five (5) school days in advance of the date, time and place of the appeals hearing.

3. The hearing normally will be closed and confidential. An open hearing may be held, at the discretion of the presiding officer, if requested by the student in her/his correspondence initiating the Appeals Committee hearing.

4. The student is entitled to inspect all documentary evidence which will be presented during the hearing.

5. If the student should fail to appear at the hearing, the hearing may proceed in her/his absence.
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6. The student is entitled to an advisor of her/his choice to
to be present at the hearing.

7. The student is entitled to hear and question witnesses.

8. The student may present evidence on her/his own behalf.

9. The student will not be forced to present testimony which would
be self-incriminating.

10. The burden of proof in these matters generally rests on the
complainant.

11. The decision made by the Appeals Committee shall be based
solely on the evidence presented at the hearing.

(f) The recommendation of the Appeals Committee will be forwarded to
the Provost/Academic Vice President in writing within ten (10)
school days following the hearing.

(g) The decision of the Provost/Academic Vice President or designee
will be forwarded to the student in writing no later than ten (10)
school days following the decision of the Appeals Committee.

(h) The student may appeal the decision in writing to the President
or his designee within five (5) school days after receipt of the
written decision. At the conclusion of the appeals process, the
decision of the President shall be final. The President’s decision
on the student’s appeal will be sent to the student in writing within
ten (10) school days of her/his request.

(4) All other academic appeals except those relating to admission are to be
made as follows:

(a) The student completes a REQUEST FOR WAIVER OF UNIVERSITY POLICY OR
EXTENSION OF DEADLINE DATE form.

(b) A (university) decision concerning the appeal must be made within
thirty (30) days from the time the form is received unless a
person or persons crucial to the decision making process cannot be
contacted. In the latter case a decision must be made within ninety
(90) days from the time the form is received. If a student has not
received a response within thirty (30) days or ninety (90) days
(whichever is appropriate) or the response received is not acceptable
to the student then

(c) See 3 (a) – 3 (h).

(5) Recommendations that may be made by the UNF Appeals Committee include:
granting the appeal, expulsion, suspension, reprimand, temporary or permanent
loss of privilege or use of a University facility, removal from residence
status, warning, academic action considered appropriate (including reduction
of grade in a course).
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The item was amended, removing the third paragraph of the first section.
Academic Integrity: Violations of Academic Integrity; Penalties;
Procedures. The item was returned to the committee.

IX. Adjournment

The meeting was adjourned at 1:10 P.M.
MEMORANDUM
February 4, 1987

TO: Dr. Judy Solano
   President
   Faculty Association

FROM: Curtis D. Bullock
   Vice President
   Administration and Planning

SUBJECT: American Express Cards

In answer to the request of the Faculty Association for information regarding the issuance of American Express cards to UNF faculty and staff we have the following information:

1. UNF is eligible to participate in the American Express Corporate Card program.

2. The advantages to the employee appear to be:
   a) No application or credit check is necessary on the individual employee. The University authorizes their issuance.
   b) There is no annual fee to the employee or the University.
   c) Airline travel carries individual accident insurance of $100,000 and baggage insurance to $1,250.
   d) The employee is somewhat relieved from the necessity of carrying large amounts of cash while traveling.
   e) The card can be used for guaranteeing hotel reservations and rental cars.

3. The limitations to the use of the card seem to be:
   a) The card is issued for official business only.
   b) The employee is responsible for making timely payments and subject to the personal liability for any late penalties.

4. Changes in current travel procedures would include elimination of cash travel advances except in very unusual circumstances.
   Reimbursement would be made to employees through a regular travel voucher and if the voucher is filed on a timely basis, reimbursement would normally be received prior receipt of the American Express bill.

CDB:be

AN EQUAL OPPORTUNITY INSTITUTION
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MEMORANDUM

TO: Dr. Judy Solano
    President
    Faculty Association

FROM: Curtis D. Ballock
      Vice President
      Administration and Planning

SUBJECT: Check Cashing Privileges

The Faculty Association has requested that the Bookstore institute a check cashing card for identification in lieu of the current procedure. Effective summer term, 1987, the University will be requiring picture identification cards for all students. Faculty and staff may obtain the same type of ID card as identification for check cashing.

CDB:be

AN EQUAL OPPORTUNITY INSTITUTION
IV. Standing Committee Reports

1. Academic Programs (Dale Clifford) - No quorum at the meeting, so a new Chair was not elected. Will meet on October 23 and November 20. Chair will be elected at the October 23 meeting. Any changes for the next UNF catalogue must be submitted by November 20.

2. Academic Standards (Scott Eochwald) - Met in September. Tom Barton was elected secretary. The committee decided to let students and professors resolve problems of multiple exams on the same day, on an individual basis. Will meet on October 16, to discuss adding pluses and minuses to grades, and to discuss cheating. Agenda items on Legislative Calendar today.

3. Academic Support Services (Marcelle Lovett) - Met September 11. Mike Smith was elected Vice-Chair.

4. Budget and Legislative Information (Victoria Stanton for Ruth Jackson) - Will meet Tuesday, October 21. Dr. John Bardo and Ricky Arjune, the new Budget Officer, have been invited to speak at this committee meeting.

5. Faculty Affairs (Jane Decker) - Kathy Bloom was elected Vice-Chair. Will meet October 16 with Dr. Bardo, and October 23 to set agenda for the year.

6. Promotion and Tenure (Reza Vaghefi) - The committee met and is waiting for dossiers.

7. Nominations and Elections (Homer Bates) - Will meet in October.


V. Special Committee Reports

There were none.

VI. Special Reports

Judy Solano reported on the following:

1. She met with the Food Service Committee. The new manager of Food Service is Steve Rider. The committee discussed the use of the Boathouse, hours of the Osprey Cafe, stock of the Ice Cream Shop, food service hours during breaks, catering, and prices. Another meeting is scheduled next month. Anyone who would like to represent the Faculty Association, in the president's place, is welcome to volunteer.

2. She met with the President's Advisory Council, which also discussed food service.
3. She attended a meeting of the UNF Foundation Board, on which the Faculty Association president sits as a voting member. This board is composed of 35 volunteers from the community and has raised nearly $96,000 for scholarships, nearly 1.5 million dollars for an Eminent Scholar's Chair Program, and other money for support of academic and athletic programs. Members of the board would appreciate invitations to meet with faculty members on an informal basis.

4. She also attended a meeting of the SUS Faculty Advisory Forum in Orlando. Formerly active, this group hopes to reestablish itself to look at matters of traditional concern in academic governance. The Forum, an advisory body that hopes to provide another avenue for faculty input on issues. The Forum will consist of the presidents and either vice-presidents or former presidents of the Faculty Associations of each of the nine schools in the SUS.

One item of discussion at recent meetings of the Forum has been athletics. Judy Solino returned from these meetings with a concern about how the faculty are involved in athletics at UNF. As a result, until such time as UNF establishes an Athletic's Council, Judy will appoint a Special Committee of the Faculty Association on Athletics.

VII. Question Period

1. Steve Shapiro again asked if the traffic light at the corner of Beach Boulevard and St. Johns Bluff Road could be programmed to allow more cars to turn west onto Beach. The question will be relayed to Curtis Bullock by Janice Bullard.

2. Cherrill Heaton asked Gary Fane how and when the election to the Graduate Faculty Council will be held. Gary Fane replied that faculty members will receive information about this in writing within the next week.

VIII. LEGISLATIVE CALENDAR

Item #1 - FA86-17: Submitted by the Academic Standards Committee.

The Faculty Association resolves that: the grade descriptions of undergraduate students, on Page 29, of the 1986-1987 University Catalog be amended as follows:

A - Excellent  
B - Good  (previously "Above Average")  
C - Satisfactory  
D - Unsatisfactory  (previously "Below Average")  
F - Failing  (previously "Unsatisfactory")  

FAILED (29 opposed, 27 in favor)
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Item #2 - FA86-18: Submitted by the Academic Standards Committee.

The Faculty Association resolves that: the requirements for the A.A. degree (listed on Page 31, of the 1986-1987 University Catalog) include the following sentence:

At least twenty of the last thirty hours must have been completed in residence at the University of North Florida.

ADOPTED

IX. Adjournment

The meeting was adjourned at 12:50 P.M.
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Services, and also participated in the process of interviewing candidates for the Head of Records and Registration.

4. Budget & Legislative Information Committee (Ruth Jackson) - The committee met on February 10th with Dr. McCray and Tom Healy. They will meet again on March 10th with Tom Healy.

5. Faculty Affairs Committee (Jane Decker) - The committee met in February and voted to award an honorary degree to Congressman Bill Chappell at the Spring commencement. The committee is also preparing a survey on issues concerned with promotion and tenure. This survey will be sent to faculty members. Finally, the committee will meet March 12th to consider changes in the Search Manual. Jim Crooks asked why Congressman Charles Bennett was not under consideration for an honorary degree. The Chair replied that Congressman Bennett supports the proposed honorary degree for Congressman Chappell and that the University is planning to honor Congressman Bennett upon his retirement.

6. Nominations and Elections Committee (Darwin Coy) - The committee met March 3rd to prepare the ballot for the election in April. Nominations from the floor are on today's agenda.

7. Promotion & Tenure Committee (Reza Vaghefi) - The committee has met several times and sent its recommendations to Dr. Bardo. There were 23 candidates including 3 from the Library. Dr. Baro had asked the Committee to act as an ad hoc committee for the librarians' promotions.

8. Rules & Appeals Committee (Liz D'Zamko) - The committee met on February 24th to set today's agenda and discuss the information item concerning college reorganization. The committee will meet again on March 24th.

V. Special Committee Reports

1. Search Committee - Vice President for Student Affairs:

Don Thibault reported that the committee has met and reviewed 155 applications of which they are considering about 25.

2. Search Committee - Interim Dean of the College of Arts and Sciences:

Ed Healy reported that a 5 member committee has been formed including 3 representatives from the College of Arts and Sciences and Deans Healy and Robinson. The application deadline was March 2nd. There are 4 candidates. The committee elected Ed Healy Chair and hopes to complete its work by March 13th.
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VI. Special Reports

1. Graduate Council: No report.

2. Faculty Advisory Forum:

   Judy Solano reported that the forum, which consists of the presidents of the SUS faculty groups, has met and discussed two topics:

   a. Undergraduate Education – A task force headed by Marshal Criser has been formed to identify issues in undergraduate education and prepare a report for the Legislature. Lib D'Zamko chaired a local subcommittee to gather input at UNF. The work of that subcommittee has been prioritized and sent forward. The forum has made statements regarding undergraduate majors, core curriculum, and faculty involvement in curriculum.

   b. Faculty Development – The Board is investigating the possibility of approaching the Legislature for funds for faculty development. A task force has been formed to study this, and Judy Solano and Joyce Jones are on it.

   The Faculty Advisory Forum will meet again next week in Orlando.

3. Legislative Liaison:

   Tom Healy reported on three items:

   a. The Gun Bill, which allows faculty and registered students to carry registered guns on campus, is alive, but an amendment is being sponsored to remove the bill.

   b. The Uniform Grading Bill passed the Senate Education Committee. The effect of the bill is that high schools state-wide will have to grade:

      A 100 - 94
      B 93 - 87
      C 86 - 77
      D 76 - 70
      E below 70

   The portion of the bill that dealt with universities' calculations of grade point averages for admission purposes was deleted.

   c. The Legislature is considering the proceeds from the lottery. The current bill will give 80% of the lottery proceeds to K-12 and 10% each to the Community College System and the State University System. Formerly, 100% of the proceeds were to have gone to K-12. Lottery money is to be used as supplemental money.
4. Judy Solano reported that another proposed reorganization is in the initial stages. This reorganization may, in response to a BOR program review suggestion, remove Communications from the Department of Language and Literature. At this point, informal discussions have been held with those faculty likely to be most directly affected.

VII. Question Period

1. Satya Pachori asked Jane Decker if the Faculty Affairs Committee had sought advice from the Promotion and Tenure Committee in preparing its survey on the Promotion and Tenure Guidelines. Jane Decker replied that the committee had done so. The committee has also invited input from the UNF faculty and the faculty senates of the other SUS schools.

2. Bob Pickhardt asked if any member of the faculty would be willing to volunteer for a time-consuming committee. He then asked Dr. Bardo if, because of the inordinate amount of time involved on the Program Review Committee, the committee members could have release time.

3. Piotr Bliss asked Tom Healy if the fact that the UNF campus is a wildlife preserve would allow the University special status with regard to the Gun Bill. He also asked if it would be helpful for the Faculty Association to pass a motion opposing guns on campuses. Tom Healy answered that the Faculty Association had passed such a motion last year and that the Gun Bill probably would not pass any way.

4. Jim Crooks asked Curtis Bullock if traffic officers could be reinstated to help motorists leave campus between 8:00 P.M. and 9:00 P.M. Tom Quinlan replied that he will look into it.

5. Curtis Bullock then answered questions from previous meetings:
   a. He has not received an answer to his letter to the Department of Transportation about directional signs to UNF.
   b. American Express cards for official business use will be available.
   c. Direct deposit of paychecks will be available by fall semester.

6. Bruce Gutknecht asked Curtis Bullock about the same tag he was wearing and if all employees would eventually wear name tags. Curtis Bullock replied that he was wearing it because he had asked housekeeping and grounds keeping employees to wear blue shirts and name tags.
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VIII. Legislative Calendar:

Item #1 - FA87-05: Submitted by the Academic Programs Committee.
Submitted by Division of Educational Services and Research, College of
Education and Human Services:
Proposal to change catalog description of EDA 6107

ADOPTED

IX. Nominations
ADDITIONAL NOMINEES

Academic Programs
At-Large
  Pat Plumlee (Sociology and Political Science)

Faculty Affairs
At-Large
  John Nolan (Mathematical Sciences)
  Chris Rasche (Sociology and Political Science)

Promotion and Tenure
At-Large
  Ellie Scheirer (Curriculum and Instruction)
  Sharon Weaver (Human Services)

Student Advocacy
At-Large
  Bruce Latimer (Library)

SGA Budget and Allocation
At-Large
  Verna Urbanski (Library)

Constitution Jurisdiction
At-Large
  Jerry Belloit (Accounting and Finance)
  Pat Plumlee (Sociology and Political Science)

University Program Review
College of Business
  Jerry Belloit (Accounting and Finance)

College of Education and Human Services
  Sue Terrell (Education)
At-Large
  Ruth Jackson (Library)
  Paul Mullenix (Mathematical Sciences)

X. Adjournment

The meeting was adjourned at 12:51 P.M.
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IV. Standing Committee Reports

1. Academic Programs (Dale Clifford) - Met on October 23. Dr. Clifford was confirmed as Chair. Satya Pachori is Vice-Chair and Steve Paulson is Secretary. Next meeting on November 20. All program changes for the new UNF Catalog must be submitted by November 13. Agenda item.

2. Academic Standards (Scott Hochwald) - Met on October 16. Will meet on November 13. The committee is studying academic integrity. Agenda items (2).

3. Academic Support Services (Mary Ann Lederhase) - The committee will meet on November 13 to discuss the Library Collection Development Policy.

4. Budget and Legislative Information (Homer Bates for Ruth Jackson) - Met on November 4. Victoria Stanton was elected Secretary. The committee voted to request a periodic report of legislative activities be provided to the committee by the University's legislative liaison. This report will become a regular part of Special Reports in Faculty Association meetings. The committee invites Faculty Association members to submit items for the committee to address. The committee will meet on December 9 with Ricky Arjune, Budget Officer, and Mynna Porter.

5. Faculty Affairs (Jane Decker) - The committee has sent each faculty member a memo outlining the issues the committee will be addressing and naming contact people on the committee. The committee will meet November 20. Agenda Item.

6. Promotion and Tenure (Reza Vaghefi) - No report.

7. Nominations and Elections (Homer Bates) - Names of individuals (faculty and students) interested in serving on the Athletic Advisory Committee have been sent to Tom Healy, who has called a meeting of that committee for November 10.

8. Rules and Appeals (Lib D'Zamko) - Committee is looking at revisions to the Faculty Association Bylaws necessitated by the lack of a Registrar. Will meet November 25. AGENDA ITEM WITHDRAWN

V. Special Committee Reports

Steve Shapiro - The Ad hoc Committee on Fund Raising formed by Dr. McCray is asking the faculty to support the UNF Foundation, which provides many items for the faculty and the Faculty Association. Steve Shapiro showed the photograph of the skyline of Jacksonville which was given to him by the Foundation in appreciation of his service. He also thanked President McCray for the pen and pencil set he received upon leaving the office of Faculty Association President.
VI. Special Reports

Dr. John Bardo spoke about UNF and its mission as a regional University.

VII. Question Period

1. Steve Shapiro asked Gary Fane to clarify the procedure for electing the Graduate Council. Dr. Fane replied that each College and Division votes on its own representative to the Graduate Council.

2. Dale Clifford asked Gary Fane for an extension on the deadline for nominations to the Graduate Council. Dr. Fane replied that the deadline could be extended one day to Tuesday, November 11.

3. Dale Clifford then asked Gary Fane if nominations from the floor are permitted. Dr. Fane answered that there is no bylaw prohibiting this.

4. Steve Shapiro asked if there would be a formal reply to earlier questions about changes in structure in the Registrar’s Office. Dr. Bardo replied that the University is currently involved in a statewide search for a Director of Records and Registration. He will respond to this question in detail in a memo.

5. Homer Bates, speaking on behalf of the Budget and Legislative Information Committee, asked Dr. Bardo the following questions:

   (1) How does he plan to handle control of the lapsed salary budget for academic areas?

   Dr. Bardo answered that lapse money is based on salary but can be made up from other sources. His office is studying programs to construct a model for decision making in this area.

   (2) How will freezing of positions be handled?

   Dr. Bardo replied that decisions on positions are being made in response to specific program needs and enrollment trends.

   (3) What is the system for determining how and when new faculty lines are allocated and announced, and how are dollar amounts assigned to old and new but unfilled lines?

   Dr. Bardo answered that here again, his office is studying to determine where critical areas and critical needs are in order to develop a decision making model to make these determinations on an individual basis. Dollar amounts are assigned to positions based on (1) the concept of how much a faculty member ought to be paid and (2) the discipline in question.
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6. Jim Crooks asked who drew up the guidelines for selecting the Graduate Council members. Judy Solano replied that these were detailed in FA86-01, submitted by the Faculty Affairs Committee.

Bill Slaughter, former Chair of that committee and Pat Plumlee, former Chair of the Academic Standards Committee, confirmed this.

7. Jane Decker asked for a list of who is on the Graduate Faculty.

Dr. Fane replied that the Deans of the Colleges have the list.

VII. LEGISLATIVE CALENDAR

Item #1 - FA85-19: Submitted by the Academic Programs Committee.

Program Change for Computer Science Major Track:

1. Increase 4000-Level Computer Science coursework requirement from 5 to 6 courses.

2. Require either COP 4550, Construction of Language Translators or COP 4610, Operating Systems.

3. Require that a student's B.S., in Computer and Information Sciences Program include a total of at least 45 hours of Computer Science coursework as approved by the Division.

4. Require at least two 2-semester laboratory science sequences.

ADOPTED

Item #2 - FA85-20: Submitted by the Academic Standards Committee.

RESOLUTION ON THE UNF AUDIT POLICY

The Faculty Association resolves that:

The catalog copy concerning audits be changed immediately to reflect existing policy. The catalog will now read:

Audit: The student has indicated at the time of registration that no credit is desired for the course. Any change, from grade to audit or vice-versa, must be made before the close of drop and add. (Change in copy is the underlined sentence.)

Point of Information: Current practice at Records and Registration allows a change from grade to audit status and vice-versa without petition up until the withdrawal date.

ADOPTED
Item #3 - FA86-21: Submitted by the Academic Standards Committee.

RESOLUTION ON UNF GRADING

WHEREAS, we want to be as just as possible in our evaluation of students; and
WHEREAS, we want to prevent grade inflation as much as possible; and
WHEREAS, Caltech, U.C. Berkley, the University of West Florida, Florida
State University, Florida International University and others have adopted
a grading system which better accomplishes the above goals;

The Faculty Association resolves that:

UNF remodel its grading system so that it can incorporate most of the
features of the aforementioned systems. This is to be done as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

C- has satisfactory status.

Points of Information: The grades A, B, C, D, F retain their original respective
GPA's. The scale is optional in that if you don't want to assign +'s and/or -'s,
you don't have to. If this scale is adopted, then each grade range will have to
be given a qualitative description.

Amendment 1 - Motion to strike C- as a satisfactory grade: PASSED

Amendment 2 - Motion to strike Points of Information: PASSED

Motion to table Resolution: PASSED (40 to 18).
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Item #4 - FA86-22: Submitted by the Faculty Affairs Committee.

FACULTY ASSOCIATION POSITION ON OUTSIDE ACTIVITIES

The Faculty Association recognizes and confirms that a faculty member's foremost professional obligation is to his/her primary place of employment, the University of North Florida. The committee finds all outside employment or other activities acceptable if such activities:

1. Do not conflict with established Board of Regents rules and regulations.
2. Are not illegal.
3. Do not in any way impair or diminish the faculty member's ability to perform his/her contractual obligations as specified in the faculty contract.

It is not within the purview of the Faculty Association to pass judgment on the acceptability or respectability of certain occupations, nor should the Faculty Association be invited or allowed to legislate such a value judgment or implement its conclusions. The choice of non-profit or for-profit pursuits rests with the faculty member and his/her judgment regarding the propriety of such endeavor (s). Further, the choice of extra institutional activities of faculty members can in no way damage the professional standing of institutional colleagues whose merits have been, and will continue to be, judged solely on their own performance.

POSTPONED

Item #5 - FA86-23: Submitted by the Rules and Appeals Committee.

Amendment of FA86-01, submitted by the Faculty Affairs Committee.

Definition and Selection of Graduate Faculty.

Line 10 - Eligibility: Visiting and adjunct faculty who possess the terminal degree or appropriate professional expertise are also eligible.

WITHDRAWN

IX. Adjournment

The meeting was adjourned at 1:13 P.M.
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3. Academic Support Services (Marcella Lovett) - The committee met on April 1. They have made a recommendation in writing to a request from ROTC forwarded to them by Ed Healy.

4. Budget and Legislative Information (Ruth Jackson) - The committee met on March 10 with Tom Healy. A report of this meeting will be distributed. The committee has a legislative item on the agenda and several informational items attached to today's packet.

5. Faculty Affairs (Jane Decker) - The committee met in March and discussed potential changes in the promotion and tenure guidelines. The committee has a legislative item on the agenda and an informational item attached to today's packet. They will meet again on April 9.

6. Nominations and Elections (Mary Borg) - The Faculty Association Annual Election and the Distinguished Professor election are today. Nominees for Distinguished Professor are Robert Drummond and Robert Loftin. Voting will take place from 1:00 to 5:00 today and April 6.

7. Promotion and Tenure (Reza Vaghefi) - The committee reported that there were 9 candidates for tenure. Of these, 2 were unanimously recommended, 4 were recommended by majority, and 3 resulted in split recommendations. There were 14 candidates for promotion. Of these, 5 were unanimously recommended, 2 received near unanimous recommendations, 3 nearly unanimous negative recommendations, 3 unanimously negative recommendation, and 1 split recommendation. Letters to candidates should be out this week. Dr. Bardo withdrew the librarians promotional recommendations from the purview of the committee.

8. Rules and Appeals (Liz D'Zamko) - The committee met on March 24 to set today's agenda. They have a legislative agenda item. The committee will meet again on April 26.

V. Special Committee Reports

1. Judy Solano reported for the Search Committee for the Interim Dean of the College of Arts and Sciences. Rich Weiner has been named Interim Dean.

2. Dr. Quinlan reported that there were 9 candidates being considered by the Search Committee for the Vice President for Student Affairs.

3. Lib D'Zamko reported that there are over 80 applicants for the position of Dean of the College of Education and Human Services.

4. Cherrill Heaton reported that Gary Harmon has been named Acting Chair of Language and Literature.

5. Marcella Lovett reported for the Search Committee for the Director of Auxiliary Services that Raymond G. Szaltis has been named to the position and will begin work in May.
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VI. Special Reports

1. Graduate Council: Ed Healy reported that the Council met twice in March. They determined which positions on the Council will be one year terms and which will be two year terms. The Council is reviewing graduate admissions procedures and considering thesis guidelines. They will be sending minutes of their meetings to members of the graduate faculty.

2. Legislative Liaison: Tom Healy reported that the Florida Legislature goes into session on April 7. It will be considering the sales tax exemptions, the distribution of lottery funds, and the bill that will allow faculty and students to carry registered firearms on campus.

VII. Question Period

1. Andrew Parkas asked why there is a blank in the UNF Executive Summary of the 1987/88 Budget Request under the category of Library Staffing. The question will be forwarded to Curtis Bullock or Ricky Arjune.

2. Chris Rasche asked why there is no provision in today's election for the University Planning Committee. Judy Solano responded that the President had indicated an intention to form a committee to follow-up on the work of the Planning Committee, but that his idea about this committee had not yet solidified. Dr. McCray will be asked to respond to this question.

3. Bill Wilson asked what could be done about letters falling off office door signs. The question will be forwarded to Curtis Bullock.

4. Rich Weiner asked why the College of Arts and Sciences is not allowed to have signs posted on the walls of Building 8. The question will be forwarded to Dr. Bardo.

5. Noel Zabriskie asked Dr. Bardo or the Budget and Legislative Information Committee to clarify a statement in the Governor's Budget Recommendations for the State University System that reads "No increases were recommended for Salaries". The Budget and Legislative Information Committee will follow-up on the question.

6. Len Lipkin asked the Faculty Affairs Committee why it recommended that the Search and Screening Procedures Manual indicate that it is illegal to ask a candidate about his/her arrest records. Jane Decker replied prohibiting questions about arrest records is included to protect persons who have been arrested but not convicted. Len also asked what the statutory authority was for saying that it is "illegal" to ask a candidate certain questions. Jane replied that she did not know the statutory authority -- that specific wording was part of the original text of the manual.
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VIII. Legislative Calendar

Item #1 - FAB7-06: Submitted by the Academic Programs Committee.

Submitted by the Division of Technologies:

1. Change title and catalog description: EET 3504
2. Delete: BCN 4220, ETI 3411
   BCT 3195, ETI 3412C
   ETD 3821C, ETI 3638
   ETE 4677, ETI 4772
   ETE 3601, ETI 3820
   ETE 4602, ETI 3821

3. New Course: ETM 3421C Materials and Processes

ADOPTED

Item #2 - FAB7-07: Submitted by the Budget & Legislative Information Committee.
FIRST READING.

ARTICLE VI - Committees, Section 1D, p. 91, lines 10-11.

Lines 10-11. Section 1. D. Budget and Legislative Information Committee:
Seven members elected from the Faculty Association at large and the immediate
past president of the Association.

ARTICLE VI - Committees, Section 5, p. 94, lines 1-6.

Lines 1-5. Section 5. With the exception of the Nominations and Elections
Committee and the Rules and Appeals Committee, each committee shall elect a
chairperson and a vice chairperson from among its Faculty Association members.
To support the need for continuity in the work of the Budget and Legislative
Information Committee, the vice chair shall be designated to succeed the chair
and shall be elected to serve as vice chair in his/her second year on the committee.
Each committee shall, otherwise, determine its own operating procedures in com-
pliance with these bylaws.

ARTICLE VI - Committees, Section 9, p. 95, line 25-26, p. 96, lines 1-3.

Lines 25-26, 1-3. Section 9. With the exception of the Budget and Legislative
Information Committee and unless otherwise provided for by the Constitution or
these bylaws, all standing committee terms shall be for two years. The term of
membership for the Budget and Legislative Information Committee shall be for
three years. The Association may approve one-year terms if necessary to establish
and/or maintain a pattern of staggered committee memberships for committees re-
quiring a two-year term; or a one or two year staggered terms for committees re-
quiring a three-year membership term. Terms of membership for all committees
except the Nominations and Elections Committee shall begin and end on the date
of the first regularly scheduled meeting of the Faculty Association in the fall
term.
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Item #3 - FA87-08: Submitted by the Faculty Affairs Committee.

Resolution: The Faculty Association of the University of North Florida fully supports an amendment to HB 253 and SB 253 that deletes language allowing current faculty and students to carry firearms or other weapons on campus.

UNANIMOUSLY ADOPTED

Item #4 - FA87-09: Submitted by the Rules & Appeals Committee. FIRST READING.

ARTICLE VI - Committees. Section 4, page 92, lines 4-8.

Lines 4-8. Section 4. All standing committees shall initiate proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. No standing committee of the Faculty Association will assume responsibilities beyond those designated in the following paragraphs, or reconstitute itself on an ad hoc basis, without prior approval from the Rules and Appeals Committee. Specific standing committee duties and responsibilities shall include...

Item #5 - FA87-10: Submitted by the Faculty Association President. FIRST READING.

ARTICLE V - Conduct of Business. Section 3, page 86, lines 11-14.

Lines 11-14. Section 3. The meeting in April shall be known as the Annual Meeting and shall be held for the purpose of installing officers, nominating committee members and delegates, receiving reports of officers, and for any other business which may arise.

IX. Adjournment

The meeting was adjourned at 12:40 P.M.
6. Promotion and Tenure Committee - (Reza Vaghefi) - The committee met with Dr. Bardo regarding promotion and tenure criteria.

7. Nominations and Elections Committee - (Steve Paulson) - There is an election today in which tenured unit members of the Faculty Association will elect the Sabbatical Selection Committee. There were no nominations from the floor. The ballot: *Elected.

College of Business

Joel Kauffman *
Lou Woods *
Noel Zabriskie

College of Education and Human Services

Jim Mittlestadt*
Bob Anthony*

College of Arts and Sciences

Susana Urbina*
Pat Plumele*

At-Large

Sally Coltrin*

8. Rules and Appeals Committee - (Lib D’Zamko) - The committee met and has an agenda item. Will meet December 15.

V. Special Committee Reports

Bette Soldwedel, Chair of the Long Range Planning Committee, reported that the committee has completed its work. A report from the committee will be sent to faculty members. There will be a forum to discuss the report on January 16.

Lib D’Zamko spoke about the Special Committee on Undergraduate Education. This committee was formed because the Legislature directed the Board of Regents to develop a task force to look at undergraduate education in Florida. Because few faculty members are on the committee, each Faculty Association President was to form a committee to make recommendations. The committee at UNF consists of Lib D’Zamko (Chair), Tom Barton, Joan Bray, Linda Foley, Joyce Jones, and Ludella Wilson. The committee requests immediate recommendations from faculty members.
VI. Special Reports

Tom Healy reported as legislative liaison that he and liaisons from the state universities had met with Chancellor Charlie Reed. The chancellor, in an upcoming meeting with the Governor elect, will discuss goals for the universities including: improving undergraduate education; upgrading faculty salaries; increasing cooperation with the private sector; and applying university research to state problems. The legislature will not meet in special session.

VII. Question Period

1. Scott Hochwald, speaking for the Academic Standards Committee, asked for information about a report to the Board of Regents about class sizes. Dr. Bardo will respond in writing.

2. Leonard Lipkin asked for a clarification of the purpose of the Special Committee on Undergraduate Education. Lib 9"Zamko replied that the local committee was studying a Carnegie Commission report which detailed eight major issues of concern in undergraduate education. The committee is charged with preparing a statement identifying and commenting on issues germane to UNF. They will also recommend, if possible, actions that might be taken to address these issues.

3. Judy Solano posed two questions: 1) Why has the university Information Booth, which is printed grey, been labeled with grey letters? Curtis Bullock will respond in writing. 2) What is the cost of including peripheral articles which do not directly relate to UNF in the package of newspaper clippings circulated to departments and divisions? Dr. Quinlan will respond in writing.

4. Leonard Lipkin asked why Item #5 - FA86-13 was withdrawn from the Legislative Calendar at the November 6, 1986, Faculty Association Meeting? (This item would have made visiting faculty members eligible to become members of the Graduate Faculty.) Judy Solano answered that it was withdrawn because the Graduate Council, not the Faculty Association, had the authority to make such a change. Leonard Lipkin asked if the Faculty Association had surrendered control of the rules governing the graduate faculty. Judy Solano replied that this had been done in Faculty Association legislation. FA86-01, Definition and Selection of Graduate Faculty. Leonard Lipkin asked if that legislation could be revisited. Judy Solano replied that it could.
VIII. Legislative Calendar

Item #1 - FA86-22: Submitted by the Faculty Affairs Committee.

FACULTY ASSOCIATION POSITION ON OUTSIDE ACTIVITIES

The Faculty Association recognizes and confirms that a faculty member's foremost professional obligation is to his/her primary place of employment, the University of North Florida. The committee finds all outside employment or other activities acceptable if such activities:

1. Do not conflict with established Board of Regents rules and regulations.

2. Are not illegal.

3. Do not in any way impair or diminish the faculty member's ability to perform his/her contractual obligations as specified in the faculty contract.

It is not within the purview of the Faculty Association to pass judgment on the acceptability or respectability of certain occupations, nor should the Faculty Association be invited or allowed to legislate such a value judgment or implement its conclusions. The choice of non-profit or for-profit pursuits rests with the faculty member and his/her judgment regarding the propriety of such endeavor(s). Further, the choice of extra-institutional activities of faculty members can in no way damage the professional standing of institutional colleagues whose merits have been, and will continue to be, judged solely on their own performance.

ADOPTED

Item #2 - FA86-24: Submitted by the Academic Programs Committee.

1. Submitted by the College of Arts and Sciences, Department of Fine Arts:

Art:
  a. New Course: ART 3530C, Painting Studio
  b. Change catalog description: ART 1000
  c. Change course number: ARH 3011C to ARH 3011
  d. Course Deletions: ART 3510C, ART 3520C, ART 4510C, ART 4540C, ART 4550C, ART 4560C

Humanities:
  a. Change course number: HUM 9930AA to HUM 3210, HUM 9930AB to HUM 3230.
     HUM 9930 AC to HUM 3250, HUM 9930AD to HUM 3251
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Music:
a. Change credit hours from variable 2-3 to 2: MV8 1311, MV8 1312, MV8 1313, MV8 1314, MV8 1315, MV8 2321, MV8 2322, MV8 2323, MV8 2324, MV8 2325, MV8 3331, MV8 3333, MV8 3334, MV8 3335, MV8 4341, MV8 4342, MV8 4343, MV8 4344, MV8 4345, MVK 1311, MVK 1313, MVK 2321, MVK 2323, MVK 3331, MVK 3333, MVK 4341, MVK 4343, MVK 5451, MYP 1311, MYP 2321, MYP 3331, MYP 4341, MYP 1311, MYP 2321, MYP 3331, MYP 4341, MYP 4343, MYP 1311, MYP 2321, MYP 3331, MYP 4341, MYP 4343, MYP 5451

2. Submitted by the College of Business Administration:

Accounting and Finance:
a. Program change in Real Estate major: Deletes 9 hours of required contextual courses and increases electives from 3 to 12 hours.
b. New Courses: REE 4xxx, Income Property Appraisal
    FIN 4126, Seminar in Financial Planning
c. Add prerequisite of ACG 3113 to take ACG 4671
d. Change course number: FIN 9930AA to FIN 2100
e. Add prerequisites: COC 3317, and ACG 4651 or ACG 4671 (both of which have prerequisites) to take ACG 4521

Management, Marketing, and Logistics:
a. Change catalog description: BUL 3100, BUL 5105
b. New Course: MAR 4599, Seminar in Purchasing and Materials Management
c. New Program: Minor in Purchasing and Materials Management

3. Submitted by the College of Arts and Sciences, Mathematical Sciences:

a. Change course description and prerequisites: MAF 6345
b. Change course title, description, and prerequisites: MAA 6416
c. Change prerequisite and title: MAA 6417
d. Change prerequisites (from "undergraduate core, which is no longer used, to specific courses"): MAA 6126, MAF 6375, STA 6206, STA 6446, MAD 6625.
e. Change prerequisite: STA 6208
f. Change catalog description: MAC 3230, MAP 3302, MAC 2311, MAC 2312
g. Delete MTS 2322, 2323

4. Submitted by College of Arts and Sciences, Language and Literature:

a. Program change for Literature/Drama track: change upper division electives
b. Change course number: LIT 3046 to LIT 4046
c. Change course title: THE 4935

Page 01, 02, 03, 04, 05, 06, 07, 08
5. Submitted by College of Arts and Sciences, History and Philosophy:

   New Course: PHL 3xxx, Philosophy East and West: Selected Topics

6. Submitted by College of Arts and Sciences, Psychology:

   Program change: reduces minimum number of hours for undergraduate major
   from 33 to 30.

7. Submitted by College of Arts and Sciences, Political Science/Sociology

   a. Program change in political science major: Change in required core
      and core electives
   b. Program change in sociology major: add core course and change core
      curriculum
   c. Change credit hours from 4 to 3: CCJ 3220, CCJ 3400, CCJ 3440, CCJ
      4840
   d. Program change in MPA program: Replace COC 3317 with CIS 5208, delete
      TSA 6590 from curriculum
   e. Change catalog description: PAD 5060, PUB 3713, CPN 3063
   f. Change credit hours from 3 to variable 1-4: CCJ 4905, CCJ 4935, CCJ
      4918, CCJ 6806
   g. New courses: SYG 3430, Sexuality and Marriage
      SYF 4518, Child Abuse and Incest

8. Submitted by Division of Computer and Information Sciences:

   a. Change prerequisite: COP 4121
   b. Change catalog description: COP 3530

9. Submitted by College of Arts and Sciences, Language and Literature:

   a. Program change in communications major: increase total hours from 30
      to 33, change core requirement
   b. New courses: ADV 3000, Introduction to Advertising
      JOU 3102, Advanced Reporting
      JOU 4192, Seminar in Reporting Techniques
      SPC 2023, Fundamentals of Speech
      PUB 4800, Public Relations Campaigns
      RTV 4221, Advanced Television Production
      RTV 3221, Electronic Field Production & Editing
      RTV 3210, Audio Production
   c. Delete courses: JOU 3104, JOU 4108, JOU 4290, MMC 4945, RTV 3100, RTV
      3921, SPC 3441
   d. Change course number and catalog description: ADV 4101 to ADV 3101
   e. Change catalog description and prerequisite: ADV 4940, JOU 3200, JOU
      3302, JOU 3921, JOU 4202, JOU 4600, JOU 4946, MMC 4420, PUB 4940,
      RTV 4940
   f. Change catalog description: JOU 1300
   g. Change course number, catalog description, prerequisite: SPC 3033 to
      SPC 3600, MMC 4200 to MMC 3201, MMC 4602 to MMC 3602, PUB 4000 to
      PUB 3000, PUB 4100 to PUB 3101, PUB 4800 to PUB 4801, RTV 3300 to
      RTV 3000
   h. Change course number, title, catalog description, prerequisite: RTV
      3200

ADOPTED
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Item #3 - FA86-25: Submitted by the Academic Standards Committee.

The Faculty Association resolves that: The catalog copy concerning
incomplete grades be changed immediately to the following:

A student who has not completed all of the required work in the course
at the end of the term, may with the permission of the instructor, be
assigned a grade of "I". In order for an "I" to be assigned, the
student must have completed a substantial portion (at least a majority)
of the course with a passing grade. Until removed, the "I" is not com-
puted in the grade point average. The time limit for removing the "I"
is to be set by the instructor of the course. This time limit, however,
may not exceed one calendar year, or graduation, whichever comes first.
The time limit applies whether the student is in residence or not.

An "I" will be changed to a final evaluative grade (one that is used in
calculating GPA's) at the time the student completes the required work.
Students may not register for courses in which they have incomplete grades.
Any "I" grade not removed by the end of the time limit will be changed to
a final grade to be determined by the instructor. This grade will be used
to calculate the student's cumulative GPA.

ADOPTED AS AMENDED

Item #4 - FA86-26: Submitted by the Rules & Appeals Committee.
Bylaw Amendment. Reference Faculty Handbook 1985-87.

ARTICLE III - Membership, Section 1, Page 82-83. FIRST READING.

Line 24. Section 1. The membership of the Association shall
consist of all persons holding regular faculty appointments and
participating in the instruction, research, or service programs
of the University; all assistant, associate, and full librarians;
and the University Registrar.

ARTICLE VI - Committees, Section 1, Page 91. FIRST READING.

Line 1. B. Academic Standards Committee: Three members from
the Student Government Association (and) one member from the Career
Service Association; eight members from the Faculty Association ... 

Line 6. C. Academic Support Services Committee: Three members
from the Student Government Association (and) one member from the
Career Service Association; six members elected from the Faculty
Association at large.

Note: Circled words are grammatical changes, which were recommended. Also
there was a discussion on librarians. It was recommended that the
circled words be deleted.
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Item on the table - PA86-21: Submitted by the Academic Standards Committee.

RESOLUTION ON UNF GRADING

WHEREAS, we want to be as just as possible in our evaluation of students; and

WHEREAS, we want to prevent grade inflation as much as possible; and

WHEREAS, Caltech, U.C. Berkeley, the University of West Florida, Florida State University, Florida International University and others have adopted a grading system which better accomplishes the above goals;

the Faculty Association resolves that: UNF remodel its grading system so that it can incorporate most of the features of the aforementioned systems. This is to be done as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
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</tr>
<tr>
<td>A</td>
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</tr>
<tr>
<td>A-</td>
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<tr>
<td>B+</td>
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<td>B-</td>
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<td>C-</td>
<td>1.7</td>
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<td>1.3</td>
</tr>
<tr>
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<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

C- has satisfactory status. (Removed from resolution by amendment.)

Points of Information: The grades A, B, C, D, F retain their original respective GPA's. The scale is optional in that if you don't want to assign +'s and/or -'s, you don't have to. If this scale is adopted then each grade range will have to be given a qualitative description. (Removed from resolution by amendment.)

REMOVED FROM TABLE AND SENT BACK TO COMMITTEE.

IX. Adjournment

The meeting was adjourned at 12:50 P.M.
IV. Standing Committee Reports

1. Academic Programs (Dale Clifford) - The committee met and has several agenda items on the Legislative Calendar. The committee is sending a memo to heads of academic units to remind them that proposed program changes in academic programs that affect more than one unit should be seen by all affected units.

2. Academic Standards (Scott Hochwald) - The committee did not meet. The committee is awaiting the legal interpretation of the academic integrity issue.

3. Academic Support Services (Marcelle Lovett) - No report.

4. Budget and Legislative Information (Ruth Jackson) - The committee has an item on the Legislative Calendar and several informational items attached to today's packet.

5. Faculty Affairs (Jane Decker) - The committee met on May 14. The committee is reviewing the responses to the questionnaires sent to faculty members about the promotion and tenure guidelines. The results of this survey will be forwarded to faculty members next week.

6. Nominations and Elections (Mary Borg) - No report.

7. Promotion and Tenure (Reza Vaghefi) - The compilation of the committee's work is as follows:

<table>
<thead>
<tr>
<th>CANDIDATES</th>
<th>RECOMMENDED</th>
<th>APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROMOTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor to Assistant</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Assistant to Associate</td>
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<td>4</td>
</tr>
<tr>
<td>Associate to Professor</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

8. Rules and Appeals (Liz D’Zamko) - The committee met on April 28 to set today's agenda. They have a legislative agenda item. The committee will meet again on May 26.

V. Special Committee Reports - None
VI. Special Reports

1. Graduate Council: Ed Healy reported that the Council has reviewed and approved a revision of the thesis policy. The Council has also reviewed the graduate admission requirements of the various programs. They will meet several times during the summer.

2. Legislative Liaison: Judy Solano reported for Tom Healy, who is in Tallahassee, that legislative issues related to UNF are going quite well, particularly in terms of funding for the engineering program and for equipment. There is also some discussion about raising the university's cap on admissions. The amendment that dealt with limiting of firearms on SUS campuses, which the Faculty Association supported, passed.

VII. Question Period

1. The following questions from anonymous sources were presented by Judy Solano:
   a. To Dr. McCray: Why were the forms for faculty evaluations of Deans and Directors so late in arriving, and what has happened to the procedure for faculty evaluation of departmental Chairs and faculty evaluation of the Academic Vice President? Dr. McCray has apologized, replying that these delays and omissions are his fault. He will correct the situation.
   b. To Ed Healy: Is it standard procedure at other SUS schools for graduates to be given blank diplomas at Commencement? Is there some way graduating seniors can be specially graded, or their grades specially submitted by a certain time to permit them to receive their diplomas at graduation? Dr. Healy will reply in writing.
   c. To Dr. McCray: What are the plans for the future of the planning process and will there be another University Planning Committee? The question will be forwarded to Dr. McCray.
   d. To Joyce Jones: Why were the announcements about the STAR grants sent out selectively as opposed to the entire faculty? Dr. Jones said she will check on that.

2. Len Lipkin asked for a clarification of the announcement earlier about the handling of the Outstanding Teacher award. Judy Solano replied that the reference was to improving the actual presentation of the award not the selection of the recipients.

3. Hugh Fullerton asked why faculty and staff members were no longer able to make personal long distance telephone calls using a telephone company credit card number. The question will be referred to Curtis Bullock.
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VIII. Legislative Calendar

Item #1 - FA87-11: Submitted by the Academic Programs Committee.
1. Submitted by the College of Education and Human Services:
   a. New Core courses: EDG 2 Introduction to Education and Human Services
   b. EDG 4411 Skills for Regular and exceptional Students

2. Submitted by Department of Language and Literature, College of A & S:
   a. Changes in Communications to minor in Mass Communications
   b. Add minors in: Journalism, Broadcasting, Public Relations, and Advertising.

3. Submitted by Department of Mathematical Sciences, College of A & S:
   a. Addition of two minors: in Mathematics, and Applied Statistics
   b. New Courses: Elementary Partial Differential Equations
      Vector Analysis
      Statistical Methods for Simulation
   c. Minor changes:
      Change prerequisite: STA 6707
      Change catalog description: STA 3161, STA 3164
      Change prerequisite, catalog description: STA 4222
      Change prerequisite, catalog description: STA 4202

4. Submitted by Department of Natural Sciences, College of A & S:
   a. New courses:
      BSC 3 Biological Aspects of Sexually Transmitted Diseases
      PHY 3 Semiconductor Physics
   b. Delete course: PHY 3721C Introduction to Bioelectronics
   c. Change prerequisite, catalog description: PHY 4057
   d. Change course prefix, number, and catalog description: REL 3183
      to BSC 3 The Meaning of Death

ADOPTED

Item #2 - FA87-07: Submitted by the Budget & Legislative Information Committee. SECOND READING. Bylaw change.

ARTICLE VI - Committees, Section 1D, p. 91, lines 1-11.
Lines 10-11. Section 1. B. Budget and Legislative Information Committee:
Seven members elected from the Faculty Association at large and the immediate past president of the Association ARTICLE VI - Committees, Section 5, p. 94, lines 1-9.

Lines 1-6. Section 5. With the exception of the Nominations and Elections Committee and the Rules and Appeals Committee, each Committee shall elect a chairperson and a vice chairperson from among its Faculty Association members. The vice chair of the Budget and Legislative Information Committee shall succeed the chair and shall be elected to serve as vice chair in his/her second year on the committee. Each committee shall, otherwise determine its own operating procedures in compliance with these bylaws.
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ARTICLE VI - Committees, Section 9, p. 95, line 25-26; p. 96, lines 1-3.

Lines 25-16, 1-3, Section 9. With the exception of the Budget and Legislative Information Committee and unless otherwise provided for by the Constitution or these bylaws, all standing committee terms shall be for two years. The term of membership for the Budget and Legislative Information Committee shall be for three years. The Association may approve one-year terms if necessary to establish and/or maintain a pattern of staggered committee memberships for committees requiring a two-year term; or one or two-year staggered terms for committees requiring a three-year membership term. Terms of membership from all committees except the Nominations and Elections Committee shall begin and end on the date of the first regularly scheduled meeting of the Faculty Association in the fall term....

ADOPTED

Item #3 - FA87-09: Submitted by the Rules & Appeals Committee. Bylaw change.
SECOND READING.

ARTICLE VI - Committees. Section 4, page 92, lines 4-8.

Lines 4-8. Section 4. All standing committees shall initiate proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. No standing committee of the Faculty Association shall assume responsibility beyond those designated in the following paragraphs, or be reconstituted on an ad hoc basis, without prior approval from the Rules and Appeals Committee. Specific standing committee duties and responsibilities shall include ...

ADOPTED

Item #4 - FA87-10: Submitted by the Faculty Association President.
SECOND READING. Bylaw change.

ARTICLE V - Conduct of Business. Section 3, page 86, lines 11-14.

Lines 11-14. Section 3. The meeting in April shall be known as the Annual Meeting and shall be held for the purpose of installing-officers, nominating-electing committee members and delegates, receiving reports of officers, and for any other business which may arise.

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Item #5 - FA87-12: Submitted by the Faculty Association President.

PROPOSED 1987-88 FACULTY ASSOCIATION BUDGET

Goals and objectives: Continuing broad-based, quality faculty governance which is central to the mission of the University.

121001 - OPS ........................................... $6,360.00
225000 - Postage ........................................... 15.00
230002 - 230009 Printing/Reproduction ...................... 2,060.00
261001 - 261005 Travel ...................................... 1,000.00
380000 - Office Materials .................................. 100.00

TOTAL: .................................................................... $9,535.00

ADOPTED

Item #6 - FA87-13: Submitted by the Faculty Association President on behalf of several anonymous authors.

A resolution honoring Dr. Andrew Robinson for his years of service as Dean of the College of Education and Human Services and Interim President of the University.

UNANIMOUSLY ADOPTED

IX. Adjournment

The meeting was adjourned at 12:10 P.M.
3. Academic Support Services Committee (Michael Smith) - The committee endorses the Library Collection Development Policy, Item #3-FA87-03.

4. Budget & Legislative Information Committee (Ruth Jackson) - The committee will meet on January 22, with Dr. Bardo, Curtis Bullock, and the Budget Officer.

5. Faculty Affairs Committee (Jane Decker) - No report.

6. Promotion & Tenure Committee (Reza Vagefi) - No report.

7. Nominations & Elections Committee (Homer Bates) - Three positions on the Nominations and Elections Committee will be filled in an election after today's meeting.

8. Rules & Appeals Committee (Lib D'Zamko) - The committee has an agenda item and will meet again on January 27.

V. Special Committee Reports

Steve Shapiro reported on the Faculty/Staff Funding Drive. Twenty percent of the faculty members (from a total of 291), 46% of the A & P employees, and 82% of the staff members have given. About two-thirds of the donations have been restricted. Gifts are still being accepted.

The Long Range Planning Committee will have an open hearing on January 16.

VI. Special Reports - None

VII. Question Period

1. Mike Smith asked a representative of Records and Registration if the increase in the number of errors appearing on grade audit rolls is the result of a temporary problem caused by the misalignment of the class rosters on the grade roll sheet? Gary Fane replied that this is correct. There are new forms which will help or eliminate this problem, however, the forms were not ready on time.

2. Scott Hochwald, speaking for the Academic Standards Committee, asked Dr. Bardo who makes the decision to grant or deny readmission when a student is suspended from school and wished to be readmitted to another academic area. Dr. Bardo replied that the decision is made by the Dean of the program to which the student wishes to be readmitted.

3. Ruth Jackson, speaking for the Budget and Legislative Information Committee, asked Dr. Bardo two questions:

   (1) There are departments in which budgetary problems are affecting educational quality because of lack of materials, supplies etc. Will there be any additional allocations to alleviate these conditions?
Dr. Bardo replied that our enrollment level, combined with state funding, will never allow for the kinds of equipment that we would like to have in high technology areas. The administration is studying the situation, which is not unique to the University.

(2) What is a department to do if its budget is expended before the end of the fiscal year?

Dr. Bardo replied that there is not a major reserve in the University to bail out a department with this problem. Departments should try to foresee such situations; determine whether they were caused by inadequate funds or mismanaged funds; and share resources among departments when problems of this nature occur.

4. Ruth Jackson also asked why there is no directional sign for UNF where State Road 115 intersects Beach Boulevard. There is a sign for FCCJ. Curtis Bullock will respond.

5. Satya Pachori asked Dr. Bardo if we can expect to receive better funding for faculty development in the remaining academic year, including money for programs in the Fall. Dr. Bardo replied that faculty development money comes from outside sources in addition to state money. These sources include IPEM, Continuing Education funds, Training and Service Institute (TSI) funds, and grants and contracts. The question is one of drawing money into the University for faculty development, which has a high priority in the University.

6. Mary Borg asked if the faculty could get check cashing cards for use at the Book Store. Curtis Bullock will look into it.

7. Steve Shapiro asked about the status of use of UNF land for a laboratory school and for the TPC Village/Gateway Drug Treatment Center. Dr. Bardo replied that the current configuration of roads prohibited use of UNF land for the Drug Treatment Center, however, the University is involved with the Tournament Players Championship (TPC) charities and Gateway in other educational ways.

8. Satya Pachori stated that faculty members at USF are provided with free American Express Cards, and asked Curtis Bullock if UNF faculty could have this service. Curtis Bullock replied that these cards are issued for official use by state employees. Such a service can be implemented here and he will look into it.
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VIII. Legislative Calendar

Item #1 - FA87-01: Submitted by the Academic Programs Committee.

1. Submitted by the College of Business Administration:
   Accounting and Finance
   a. Program change in requirements for Accounting Systems track: changes list of required courses and raises track core requirements from 22 to 25 credit hours; changes courses listed as major electives; eliminates non-business elective.
   b. Addition of Financial Services track for Finance major.

2. Submitted by the College of Arts and Sciences, Fine Arts:
   a. Addition of a Jazz track within the Music major.
   b. New courses (for Jazz track):
      MUT 1.... Jazz Fundamentals I
      MUT 1.... Jazz Fundamentals II
      MUS 2.... Jazz Improvisation I
      MUS 2.... Jazz Improvisation II
      MUS 3.... Jazz Improvisation III
      MUS 3.... Jazz Improvisation IV
      MUS 3.... Jazz Arranging I
      MUS 3.... Jazz Arranging II
      MUS 4.... Jazz Arranging III
      MUS 4.... Jazz Arranging IV
      MUS 3.... Jazz Combo

3. Submitted by the College of Arts and Sciences, Natural Sciences:
   Change catalog description: CHM 4260C
   New Course: PSC 3939 Special Topics, Telecourse

ADOPTED

Item #2 - FA87-02: Submitted by the Academic Standards Committee.

The Faculty Association resolves that:

No student may exceed a load of 20 hours without permission of the appropriate academic dean or division Chairperson.

Reason for resolution: The catalog reads "21 hours" and the Schedule of Courses reads "20 hours".

ADOPTED
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Item #3 - FA87-03: Submitted by the Academic Support Services Committee.

The Faculty Association endorses the 1986 Revision of the Library Collection Development Policy. (Policy is attached).

ADOPTED

Item #4 - FA86-26: Submitted by the Rules and Appeals Committee.

Bylaw Amendment. Reference Faculty Handbook 1985-87.

ARTICLE III - Membership, Section 1, Page 82-83. SECOND READING.

Line 24. Section 1. The membership of the Association shall consist of all persons holding regular faculty appointments and participating in the instruction, research, or service programs of the University; and all assistant, associate, and full librarians, Library faculty, and the University Registrar.

ARTICLE VI - Committees, Section 1, Page 91. SECOND READING.

Line 1. B. Academic Standards Committee: Three members from the Student Government Association and one member from the Career-Service Association; eight members from the Faculty Association...

Line 6. C. Academic Support Services Committee: Three members from the Student Government Association and one member from the Career-Service Association; six members elected from the Faculty Association at large.

ADOPTED

IX. Election of Nominations & Elections Committee Representatives

Nominations from the floor were:

College of Arts & Sciences  - Darwin Coy (Elected)
College of Business        - Bob Pickhardt (Elected)
At Large                   - Mary Borg (Elected)
                              George Cunningham

X. Adjournment

The meeting was adjourned at 12:40 P.M.