Minutes of Faculty Association Meetings
1989-1990

September 1989  February 1990
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January 1990
FACULTY ASSOCIATION
Minutes of Meeting
September 7, 1989
Archive
FACULTY ASSOCIATION MEETING
MINUTES
SEPT. 7, 1989

I. Call to Order

The meeting was called to order at 12:05 p.m.

II. Approval of Minutes

The minutes of the June 20 meeting were approved.

III. Announcements

Lib D'Zamko:

1. There is an attachment to your agenda about the Paralegal Program.

2. Kathy Bloom has resigned as Faculty Association Vice President, since she is on sabbatical leave this year. An election for her replacement will be held today. The Association has a plaque of thanks to give her for her service last year.

3. The Presidential Inauguration ceremonies will be held Friday Sept. 29. After the inauguration there will be a campus wide picnic, as well as volleyball and softball games between faculty/staff and students/alumni for the President's Challenge Cup. Volunteers for the team please contact Richard Crosby or Marsha Fox.

Stan Swart for UFF:

1. There will be a vote 12:00-3:00 Monday in the lobby of the library on ratification of the 1989-90 collective bargaining agreement.

2. A Promotion and Tenure workshop for faculty will be held Thursday 12:30-1:30.

3. Joque Soskis was appointed chapter representative on the SUS bargaining team, and should be addressed for relevant concerns.

Sheila Mangum:

The library has a record budget of $1,600,000 this year. Please turn in all requests for books and media as soon as possible. A list of periodicals previously requested but not acquired will be sent to the Chairs of the Departments.
FACULTY ASSOCIATION MEETING
MINUTES
FEB. 1, 1990

I. Call to Order
The meeting was called to order at 12:05 p.m.

II. Approval of Minutes
The minutes of the Jan. 11 meeting were approved, with the
following correction to the report from the Faculty Affairs
Committee, p. 2: from "revising the Promotion and Tenure
guidelines and schedule", delete " guidelines and ".

III. Announcements
Lib D'Zamko:

You have received a memo that the Foundation is increasing
the Distinguished Professor award to $5,000. A schedule has also
been forwarded to you. Feb. 5 is the last day for nominations.
Nominees will be notified on the following day. The Committee
will vote on the two finalists at its April meeting.

I have received a memo about a catalog change: Engineering
Technology is a tract within the Industrial Technology Program.

Marcelle Lovett:

I want to remind the Faculty that the Continuing Education
Development Funds deadline is tomorrow.

Betty Meers:

Gerardo Gonzales will be speaking on Feb. 23 at 11:00 in the
Mathews Computer Science Building, room 2203. He is the founder
of BACCHUS and a nationally recognized authority on alcohol and
drug abuse prevention.

IV. Standing Committee Reports

1. Academic Programs (Adam Darm) - The Committee has
agenda items today. It will meet on Feb. 20.

2. Academic Standards (Scott Hochwald) - The Committee has
completed its work on the Student Appeals process and on the
Academic Integrity code. It will present the results for
information at the next Association meeting and for a vote in
May.
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October 5, 1989
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FACULTY ASSOCIATION MEETING
MINUTES

OCT. 5, 1989

I. Call to Order
The meeting was called to order at 12:05 p.m.

II. Approval of Minutes
The minutes of the September 7 meeting were approved with typographical corrections.

III. Announcements
Lib D'Zamko:

1. There is an attachment to your agenda about Faculty Association Standing Committees. Under the Academic Programs Committee, Cheryl Plummer and Fred Cole should have been listed as College of Business Representatives.

2. A calendar of the dates of meetings of the Rules and Appeals Committee and the Faculty Association is attached to your agenda.

3. The picnic and games that were rained out on the day of the President's inauguration have been rescheduled. The picnic will be held 12:00-1:30 Friday the 13th and the games will follow. The President's cup will be awarded at 4:00. Volunteers for the team contact Richard Crosby. T-shirts will be given to the winning team.

4. You have received a memo in the campus mail from Acting Vice President for Academic Affairs Martin about the faculty development plan. This is new money that is involved, not money pulled from departmental budgets. Three goals are outlined in the plan: (1) to establish of systematic methods to assess and improve the quality of instruction. This goal is in accord with the SACS report, the long-range goals of the University, and the President's goals; (2) to establish a fund for competitive allocation of funds for professional development and travel; (3) to establish a fund for the transfer of technology into the classroom.

After guidelines are developed the money will be allocated during the spring and summer of the coming year.

Bruce Gutknecht: Unfortunately the open hearings mentioned in the memorandum are all scheduled on one
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FACULTY ASSOCIATION MEETING
MINUTES
March 1, 1990

I. Call to Order

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

II. Approval of Minutes

The minutes of the February 1, 1990 meeting were approved as distributed.

III. Announcements

Lib D'Zamko announced that Faculty Association secretary Angela Randtke was in the hospital and that the association was planning an appropriate expression of concern. Minutes of the day's meeting were being taken by Diane Kazlauskas.

Lib D'Zamko also announced that there was an attachment to the agenda which updated the schedule for committee terms. This attachment amends the previous schedule. Judy Solano and Sheila Mangum were thanked for the time they spent working on this.

Steve Shapiro announced that an A&P/Faculty softball team was being formed to play at the Family Day Picnic scheduled for April 21.

Tom Healy announced that the UNF Osprey baseball team will play its first night game March 5 against Xavier University of Cincinnati. On March 7, the team will play Jacksonville University.

IV. Standing Committee Reports

Academic Programs Committee (V. Ramamurthi) – The committee met on February 15 and February 20. They discussed the proposal for the Ed.D. program in Educational Leadership. They will meet again on March 20. The deadline for proposals for that meeting is March 13. The committee requests that material for the 1990/91 catalog be sent to the committee now.
FACULTY ASSOCIATION MEETING
MINUTES
NOV. 2, 1989

I. Call to Order

The meeting was called to order at 12:05 p.m.

II. Approval of Minutes

The minutes of the October 5 meeting were approved, with the replacement of the transcript of the oral English policy by a transcript of the revised policy, handed out before the meeting.

III. Announcements

Lib D'Zamko:

1. At a previous meeting there was a question raised about the Friday hours of the Courtyard Cafe. Ray Saltis has sent a memorandum announcing that, as of Oct. 27, the closing time of the Cafe on Friday will be changed from 1:00 to 3:30.

2. There are two attachments to the agenda in response to questions, one on the new position in the Office of Academic Affairs and the other on the policy for incomplete grades.

Charles Winton:

The General Education Committee will meet tomorrow at 1:00 to finalize its first report, which will be circulated to the Faculty. The committee will be holding open hearings on its recommendations. The work so far involves the organization of general education and not curricula.

Dale Clifford:

In January 1990 there will be two openings for outstanding sophomores and two openings for outstanding juniors in the University Scholars Program. Announcements will be sent out about these openings.

IV. Standing Committee Reports

1. Academic Programs (Venkatrays Ramamurthi) - The Committee has two items on the agenda today. It will meet on Nov. 21. Please turn in any items for its consideration by the 14th.

2. Academic Standards (Maryann Donovan) - The Committee has an item on the agenda involving editorial revisions to the grading procedures for withdrawals.
FACULTY ASSOCIATION MEETING
MINUTES
APRIL 5, 1990

I. Call to Order

The meeting was called to order at 12:00 p.m.

II. Approval of Minutes

The minutes of the March 1 meeting were approved.

III. Announcements

Lib D’Zamko:

Please correct p. 2 of information item FA90-02 attached to your agenda: "guidelines for promotion and tenure" should be changed to "timeline for promotion and tenure".

Venkatraya Ramamurthi:

On April 20 Ronald Takaki will speak on his work Strangers from a different shore. This is part of the lecture series Immigrants from the East that is being sponsored by the UNF Center for Humanities and Interdisciplinary Studies on the basis of a grant from the Florida Endowment for the Humanities.

Paul Mason:

The Family Day Picnic will be held on April 21. Registration is from 9:00 to 10:00. The games, with carnival type booths for the children, will begin at 10:00. Lunch is at 11:30. The pool will be open from 9:00 to 4:00. There will be a softball game between Faculty and A&P against the staff. I am now taking names for the Faculty-A&P team.

The annual Just Say No to Drugs basketball marathon will be held again at Jacksonville University. I have been assured that this year the UNF Faculty team will be facing a faculty team from JU and not the Athletic Dept. or graduate students. The UNF team will be playing 4-6, May 11, and I need volunteers for that team also.

Judy Solano:

As part of the faculty development initiative this year, Mary Borg, Ron and I are conducting a study of student attitudes about evaluation of faculty. We are doing an on-campus survey of selected classes as well as a literature survey. If you receive a packet from us, please distribute it to your class and get the results back to me.

IV. Standing Committee Reports

1. Academic Programs (Venkatraya Ramamurthi) - The Committee

http://www.unf.edu/groups/unffa/minutes_FA_archive/FA_minutes8990/APR_5_1990_PG1.htm[10/31/2013 11:52:30 AM]
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December 7, 1989
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FACULTY ASSOCIATION MEETING
MINUTES
DEC. 7, 1989

I. Call to Order

The meeting was called to order at 12:05 p.m. Richard Crosby was welcomed as a guest.

II. Approval of Minutes

The minutes of the November 2 meeting were approved, with the change of "No new policies will be made" to "We asked that no new policies be made": p. 2, report of the Faculty Affairs Committee, 3rd item, 2nd sentence.

III. Announcements

Lib D'Zamko:

1. The Outstanding Undergraduate Teaching Award Selection Committee has met; Mary Borg is the Chair. You will receive a schedule of the selection process. President Herbert signed the guidelines as amended at the last meeting.

2. Open faculty positions from around the country are posted on the bulletin board in the Faculty Lounge as they are received.

Tom Healy:

There will be a memorial service tomorrow on campus at 9:00 for David Coleman. President Herbert has issued an announcement about the memorial service and the funeral arrangements.

IV. Standing Committee Reports

1. Academic Programs (Venkatraya Ramamurthi) - The Committee will meet again on Dec. 19.

2. Academic Standards (Maryann Donovan) - The Committee met on Nov. 9 to discuss the appeals process and will meet again early in January.

3. Academic Support Services (Noel Zabriskie) - You have an attachment to your agenda, a report from the Committee on the Academic Resource Center, based on an interview with Dr. VanZandt. For the rest of the year there will be a report about an academic support service in your handout each month.

4. Budget and Legislative Information (Tom Barton) - The Committee met on Nov. 20, at which time Curtis Bullock gave a report on the UNF budget process. At the next Committee meeting,
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FACULTY ASSOCIATION MEETING
MINUTES

June 7, 1990

I. Call to Order
The meeting was called to order at 12:00 p.m.

II. Approval of Minutes
The minutes of the May 10 meeting were approved.

III. Announcements
Lib D'Zamko:

All faculty should be aware of the information item, a memo from Dr. Martin concerning the earlier involvement of faculty in the planning process for new degree programs.

IV. Standing Committee Reports

1. Academic Programs (Venkatraya Ramamurthi) - The Committee has action items on the agenda today. It will probably not meet again this summer.

2. Academic Standards - No report.

3. Academic Support Services - No report.

4. Budget and Legislative Information - No report.

Lib D'Zamko: Tom Healy will be giving a report concerning legislative action on the budget later during this meeting.

5. Faculty Affairs (Steve Shapiro) - No report.

6. Nominations and Elections (Sheila Mangum) - No report.

7. Promotion and Tenure - No report.

8. Rules and Appeals (Darwin Coy) - The Rules and Appeals Committee will meet during the summer only if there is a need; Committee members will be informed if a meeting is to be held.

9. Graduate Council - No report.

10. Legislative Update (Tom Healy) -

The budget picture is more positive now than it was in early May. Thanks to the Legislature placing numerous new taxes, there will be a 3.5 to 4.5 percent increase in the State budget over the next year.

The tuition increase has helped the overall budget picture for next year. In-state tuition is to be increased 10%; out-of-state tuition is to be increased by 20%.
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FACULTY ASSOCIATION MEETING
MINUTES
JAN. 11, 1990

I. Call to Order

The meeting was called to order at 12:10 p.m. Valerie Molina of the Student Government Association was welcomed as a guest.

II. Approval of Minutes

The minutes of the December 7 meeting were approved.

III. Announcements

Lib D'Zamko:

Bob Anthony is replacing Nancy Levine on the SGA Budget and Allocations Committee and Bill Slaughter is replacing Cherrill Heaton on the Faculty Affairs Committee.

Betty Meers:

There will be an informational meeting on January 22 about the Plispe grant opportunity for a Weight Watchers program being started on campus.

Sharian Deering:

The Phi Kappa Phi honor society chapter scholarship concert featuring Bill Brown is being held on Jan. 20, 8:00 p.m. in the Florida Theatre. Funds raised go for music scholarships. Please give your orders for tickets to Lynne Raiser today. Even if you aren't going yourself, you can purchase a ticket for $7.50 to sponsor one of the 100 disadvantaged high school students who would like to attend.

Charles Winton:

The General Education Committee will be meeting two weeks from tomorrow with President Herbert and Acting Vice-President Martin.

IV. Standing Committee Reports

1. Academic Programs (Lib D'Zamko for V. Ramamurthi) - The Committee will meet again on Jan. 16.

2. Academic Standards (Maryann Donovan) - The Committee will meet on the 18th to finish its work on the appeals process, which it hopes to present at the next meeting.

3. Academic Support Services - (Betty Meers; Dennis Holt). A report from the Committee on the Career Development Center was handed to you as you entered the room. The Committee will meet on Jan. 16th.
Please prioritize, delete, and add titles and return to me. The library has about $20,000 to spend on new serials titles.

IV. Standing Committee Reports

1. Academic Programs (Bill Herrold) - The Committee has items on the agenda today. It will meet on Sept. 19. Please turn in items for its agenda by Sept. 11.

2. Academic Standards (Maryann Donovan) - The Committee will meet on Sept. 18 at 1:00.

3. Academic Support Services - (Mary Davis) - There will be a meeting for new members of the Committee Sept. 13 at noon.

4. Budget and Legislative Information (John Adcox) - A time will be set for the first meeting of the Committee in Sept.

5. Faculty Affairs (Steve Shapiro) -

(1) The President vetoed the legislation about English proficiency. The Committee has rewritten the item and it will be submitted next meeting.

(2) The State Legislature has changed its way for awarding money for outstanding teaching so that each institution has to compete with the others for the funds. At the same time much more money is available, from $300,000 last year to 1.1 million statewide this year. Ed Healy has asked the Committee to respond to this change. The Committee has responded by asking for a lot more money. Last year there were 6 grants of $2,000 each; this year it has asked for 25 grants of $2,500 each.

(Lib D'Zamko: Advisors as well as faculty are eligible.)

(Stan Swart: Outstanding teaching awards are for undergraduate teaching. To be considered faculty members must teach at least two undergraduate courses per year.)

(3) In response to the SACS report the Committee is addressing the issues of:
(a) Evaluation of administrators
(b) The Graduate Council and graduate faculty governance.

(4) The academic misconduct report has been reviewed
and sent back to the Vice-President for Academic Affairs. When returned it will be reconsidered by the Committee and brought before this body for a vote.

(5) Questions were asked of the Committee about a rumor that all faculty offices must be painted white. This is not true. However, there are five standard colors and office graphics must be approved by the campus planner.

(6) The Committee will have its first regular meeting with President Herbert in October.

6. Nominations and Elections (David Jacobsen) - Ballots are being passed out for an election to be held today. In addition to election of a new Vice President there will be (a) election of a member of the SGA Budget and Legislative Committee and (b) election of two alternate members of the University Appeals Committee, to ensure that it will have a quorum at its meetings.

Nominations were taken from the floor at this time.

7. Promotion and Tenure (Reza Vaghefi) - The Committee will meet next Thursday at noon.

8. Rules and Appeals (Lib D’Zamko) - The Committee met to set the agenda for this meeting and will meet again in two weeks to set the agenda for the October meeting.

Special Committee Reports

1. Graduate Council (Ed Healy) - The Graduate Council will meet this afternoon.

2. Legislative Liaison (Tom Healy) - Thanks to those who attended the reception for the Duval Delegation. President Herbert has already made a presentation to the Board of Regents. The main goal this year is to raise the caps on enrollment under division enrollment. There will be an effort to get additional upper division and graduate credits. A Committee has been appointed to revise and update the plans for the teaching gym. Things will be tight since this is an election year and there will be no new taxes.

3. Foundation Fund (Steve Shapiro) - The faculty/staff fund drive is in process and will continue for a month. You will all receive letters and contribution forms.

4. Presidential Inauguration (Tom Quinlan) - The
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Inauguration and surrounding events will be held Sept. 28-29. This is for the University and also to present the University to the public. There will be colloquia, and the dedication of Osprey Hall, the residence hall, and Founders Hall. Former President Carpenter and former Vice-President Lassiter will be speaking as will former President McCray. Thursday evening there will be a fund-raising dinner at the River Club. It is being paid for by private funds and the $75 charge will be used to set up endowments for scholarships and to grant scholarships for the coming year. It will be an opportunity to acknowledge major donors who have set up endowments in the past. There will be a performance by the Music Department and speeches by President Herbert and others. The Inauguration will be held Friday 10:00; please try to join the faculty procession. The Mayor, Chancellor and some members of the Board of Regents will be present.

Funds for the inaugural events were raised as much as possible from private sources. The academic type events such as the colloquia were costs absorbed by the University.

Question from Marsha Finkel-Babadi: Why was the class day cancellation announced after the syllabuses were made? Also, it is already a short fall term with three holidays and this makes a fourth cancellation.

Answer from Quinlan: The Chancellor and the Chairman of the Board of Regents could be here on Friday and that was a primary consideration. I will forward your concerns and see if anything can be done about the class cancellations. The date of the inauguration can't be changed now.

4. Search for Academic Vice-President (Frank McLaughlin) - Announcements of the vacancy have been sent to the Chronicle and Black issues in higher education. Nominations close October 2. Please turn in any nominations you wish to make. Your participation in the process is desired.

Question from Judy Solano: Will there be publicity about the time of Committee meetings so those interested can sit in?

Answer: Yes, that can be done.

5. Search for Student Affairs Vice-President (Tom Quinlan) - Sept. 15 is the closing date for nominations. The Committee has received 80 applications. Please make
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nominations by that date. The goal is to have to have a new Vice-President for Student Affairs in place by the first of the year.

VI. Question and Answer Period

Question previously given to Lib D'Zamko about the paper recycling bins: If left in the hall they are used as trash receptacles; if kept in the office they overflow. Can anything be done about this?

Answer (Curtis Bullock): We have hired a second student to help make the pick-ups. A greater volume of paper is being put in the bins as the project goes on.

Question: Could a schedule for pick-up be given so we could put the bins out at the right time?

Answer: Yes.

Question (Bruce Gutknecht): (a) Now that the tolls have been removed, turning left to go east on J. Turner Butler is becoming a safety hazard. I have talked to John Beck about it. Is anyone else having similar trouble? If so, please tell John Beck; perhaps a stop sign can be put up. (b) There are paint flakes and cobwebs hanging from the ceiling of the Osprey Cafeteria. Whom do I contact about it?

Answer (Bullock): The paint flakes are due to a leaky roof; we have received bids to reroof the building. I will talk to Marriott about the cobwebs.

Question for Tom Healy (Cherill Heaton): Regarding your report on your legislative work:
1. You referred to the "problem of lower-division enrollment caps." What is the problem?
2. You said you are "working on enrollment growth." Since we already have more students than we can handle, in what direction you are working?
3. Having more students than we can handle is a sure way to deteriorate our academic standards. Are you and the Academic Standards Committee working together on these issues?

Answer (Healy): The President feels turning away so many qualified students means the University is not fulfilling its mission to the area. In regard to additional resources, requests have also been made to move up a year planning and construction of the new Life Sciences Building. Efforts are being made to move up Peco funds to extend other space on campus, and to get more faculty.
Stan Swart: In view of the great numbers of students in classes and the request for increased caps on enrollment, I would like to request that the Academic Affairs Office issue a summary of enrollment patterns comparing this year to last year, particularly in regard to the relation of number of students to number of credit hours.

Question (Christine Rasche) - With classes so large what about more air conditioning to keep the large conference rooms cool?

Bullock: Which rooms? Contact Physical Facilities if you have problems.

Rasche: May we contact you directly if we have tried to go through Physical Facilities?

Answer: Yes.

Question for Ed Healy: Carl Asbaugh, Dean of the College of Education, forwarded a letter and a petition from faculty about making the second floor of Building 9 a non-smoking area. What is the status of the petition?


Tom Healy: The letter was sent to me. The Smoking Policy Committee which last met in 1985 has been reconstituted. It will consider the 1986 law during the fall semester and determine to the best of its ability what non-smoking areas around campus are required by the law. After that there will be a process for recommending setting up additional non-smoking areas.

Question: So we will have to wait until after the semester to get an answer to our petition?

Healy: It will probably be sooner.

A motion was made and approved to extend the question period by 5 minutes.

Question: Over 25% of my students were on the non-fee list. Is there some technical problem here?

Answer (Jackie Knox): The confirmation role did not include Friday payments.

Question. Can you run a supplemental list?

Answer: Yes, if it is wanted.
Faculty Association

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It was wanted, by general acclamation from the floor, and was promised by Monday.

Question (Marsha Finkel-Babadi): There is a rumor that the Credit Union is taking over the conference room in Building 8.

Answer (Bullock): No. However the north end of the Bookstore is being turned over to the Credit Union.

Question: Will the Credit Union have a staffed area there?

Bullock: There will be staffing Monday, Wednesday, and Friday, but the area is for non-cash transactions.

Tom Healy: Isn't it true that the Bookstore will then expand into the conference room?

Bullock: Yes. There is room since the Nursing lab has move out.

Question: Why is there an attachment about the Paralegal Program when there has already been an attachment?

Lib D'Amico: There was an attachment in May; however Marcelle Lovett requested this updated copy.

VII. Legislative Calendar

Item # 1 -FA89-17: Submitted by the Academic Programs Committee:

Submitted by the College of Health

APC 1: New Course 5XXX Ethics and Health
APC 1: New Course 5XXX Quality Assessment and Control in Food and Nutrition
Rationale: These courses are needed by students seeking to become registered dietitians (ADA accredited program requirements).

APC 2: Title Change Special Methods in Health Science to Teaching Methods in Health Science
Rationale: This change will more clearly describe course contents.

ADOPTED with the removal of the request for a name change to APC 2.
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Item #2 FA89-18: Submitted by the Academic Programs Committee.
  Submitted By the Department of Military Science

  APC 2: Course Number Change: MIS 2020 to MIS 1020

  Rationale: MIS 1020 is a military science course taught during the Spring semester of the Freshman year.

ADOPTED

VIII.

The results of the election were announced. Mary Davis is the new member of the SGA Budget and Legislative Committee. Ronald Adams and Sharon Weaver were elected as alternates to the Appeals Committee. Darwin Coy was elected new Vice-President of the Faculty Association.

Lib D'Zamko announced that Association Secretary Joy Stover's phone number in her new office next to the Faculty Lounge is 2872, and that she keeps the calendar for the lounge.

Diane Gillespie, the new assistant to the President, was recognized.

IX. Adjournment

The meeting was adjourned at 1:35.
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3. **Academic Support Services** (Noel Zabriskie) - You have a report from the Committee in your packet on an interview with Jack Funkhouser on the status of Instructional Communications. At the next Association meeting the Committee will present report no. 9, from Dennis Holt.

4. **Budget and Legislative Information** (Marcele Lovett) - An information item on the funding of the Eminent Scholars Chairs was handed out to you at the door. The Committee will meet on Feb. 9 to receive a report from Marilyn Wilson of University Relations on the Foundation scholarships. You are invited to attend.

5. **Faculty Affairs** (Steve Shapiro) - The Committee has an agenda item today. It will meet on the 13 with President Herbert.

6. **Nominations and Elections** (Sheila Mangun) - A special election was held at the last Association meeting to replace two members of the Nominations and Elections Committee: Jan Bosnick will represent the College of Education and Bob Vergenz is the new member at large.

You have received a ballot with a slate of nominations for the vacant positions on the Vice President for Academic Affairs Search Committee. Additional nominations will be accepted from the floor at this time.

[There were no additional nominations]

During the next few weeks the Nominations and Elections Committee will be seeking candidates to serve as Faculty Association Officers, on Standing Committees, and as representatives to SGA committees. A slate will be presented at the March meeting for additional nominations and the election will be held after the April meeting, on Thursday afternoon and Friday morning.

7. **Promotion and Tenure** (Jane Decker) - The Committee presented its final report on the 22nd and will meet with acting Vice-President Martin tomorrow to discuss its recommendations.

8. **Rules and Appeals** (Darwin Coy) - The Rules and Appeals Committee met on Jan. 18 to set the agenda for this meeting. It will meet again on Feb. 15 to set the agenda for the March 1 meeting. Please present all items for inclusion by Feb. 15.

The Committee has an agenda item today.

9. **Graduate Council** - No report.

10. **Legislative Update** - No report.
V. Special Committee Reports

1. Search Committee for the Vice-President of Academic Affairs (Frank McLaughlin) - The position has been readvertised in the Chronicle of higher education. The deadline is Feb. 12; if you have nominations please get them in as soon as possible to Betty Flinchum. The Committee will meet again one week from tomorrow.

2. Faculty Development Funds (Ken Martin) - There has been a good response from the faculty for the special computer courses: 78% of the slots are filled, 100 out of 250, and about 50% of the faculty have signed up for at least one course. I am considering the question of more funds for courses that have already filled.

I am reviewing the recommendations for the Committee on the competitive aspects of faculty development and hopefully will have a report out by Monday. I am turning the floor over to the Chair of that Committee, Satya Pachori, for a report.

3. Committee on Faculty Development - (Satya Pachori) - A memo was issued on Dec. 22 about the appointment of this Committee. It was composed of nine members appointed by the five deans: from Arts and Sciences: Susana Urbina, Pali Sen, and myself; from Business Administration: Tom Barton and Dilip Kare; from Computer Sciences: Roger Eggen; from Education: Bruce Gutzknecht and Judy Lombana, and from Health: Chudley Werch. The mission of the Committee was to evaluate applications for grants to fulfill activities 6 and 10 as outlined in the Dec. 22 memo. The Committee decided that no member would be eligible to apply.

The Office of Academic Affairs gave the Committee copies of the 31 proposals it had received. After reading and rereading the proposals the Committee members, individually and collectively, ranked them on a scale of one to five and dropped 10. There was one additional withdrawal. The remaining 20 proposals were reread and reevaluated. Recommendations for grant amounts were passed on to acting Vice-President Martin for review. Two of the applicants were told to go ahead with external applications so as not to miss pertinent deadlines. Of the original $26,000 the Committee has recommended allocations of $22,896, leaving $3,144.

I have asked to have this amount raised to $5,000 so that there will be funds left of some substance for another round of competition.

Proposals received were of various kinds: some for compilations of class materials, some for bringing technological innovations into the classroom, some for workshops on teaching, some for trips to other campuses for individual training and some to bring scholars here. The main defect of the unaccepted proposals was a lack of documentation.

4. Sabbatical Selection Committee (Ken Martin) - The Committee has five applications; it will today at 1:00.
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5. Outstanding Teacher Awards (Mary Borg) - I want to remind you that the deadline for nominations is Feb. 16.

VI. Question and Answer Period

Question (Steve Shapiro): Five years ago a Graduate Council was established, partially elected by this body. The Graduate Faculty was to meet every January to elect members to the Council. This has not been done this January and I do not remember it being done last January. When is this meeting to be held?

Answer (Lib D'Zamko): I will pass the question on for a response.

Question (Mary Borg): How is the schedule for the granting of sabbatical leave set? Many of the application periods for major grants are from June 15-Sept. 15 and even periods for minor grants usually close by Jan 15. It would be helpful for applicants to know by the preceding May whether they are to receive sabbatical leave.

Answer (Ken Martin): The schedule is set locally and could be speeded up. Some applicants might think moving the schedule up a year would make it too early. I would like to have some recommendations from an appropriate Association body on this matter.
VII. Legislative Calendar

Item #1 - FA90-01 Submitted by the Academic Programs Committee.

Division of Technology and Vocational Education

<table>
<thead>
<tr>
<th>New Courses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 3xxxC</td>
<td>Introduction to Technology Education and Its Systems 3 cr.</td>
</tr>
<tr>
<td>EDT 3xxxC</td>
<td>Transportation, Energy and Power Systems 3 cr.</td>
</tr>
<tr>
<td>EDT 4xxxC</td>
<td>Graphic Communication Systems 3 cr.</td>
</tr>
<tr>
<td>EVT 4xxX</td>
<td>Vocational Education for Special Needs 3 cr.</td>
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<table>
<thead>
<tr>
<th>Title change, Catalog Description</th>
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<tbody>
<tr>
<td>EVT 3165</td>
</tr>
<tr>
<td>Changed to: General Methods in Vocational and Technical Education</td>
</tr>
<tr>
<td>Catalog description expanded to include more emphasis on A-V usage and testing and evaluation</td>
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<table>
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<tr>
<td>EVT 3065</td>
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<tr>
<td>Prin. of Vocational Educ. 3 cr.</td>
</tr>
<tr>
<td>Catalog description changed to include reference to &quot;student organizations&quot;,&quot;advisory committees&quot;, and &quot;professional development&quot;</td>
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<td>EVT 3380</td>
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<tr>
<td>Teaching Vocat.-Indust. Subj. 3 cr.</td>
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<tr>
<td>Catalog description changed to include vocational classroom and laboratory organization and management</td>
</tr>
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</table>

ADOPTED
Submitted by Faculty Affairs
Item #2 - FA90 - 02:
Schedule of Deadlines for Implementing
The Guidelines for Promotion and Tenure

(1st day of classes) Chairperson notifies those department faculty who are eligible for promotion and/or tenure of their eligibility.

(1st Monday in September) Eligible faculty notify chairperson of their candidacy and begin preparing their dossiers. Chairperson notifies the department of those faculty who have declared their candidacy. Chairperson invites departmental letters of recommendations.

(4th Monday in September) Candidates submit dossiers to the department chairperson. Colleagues may examine the completed dossier prior to writing letters. During this week, chairperson exercises responsibilities described in Promotion and Tenure Policies and Procedures 2.6 (1.1) relating to assigned/unassigned duties and the accuracy of information in the dossier.

(1st Monday in October) Department letters of recommendation due. The chairperson refers dossiers to the department promotion and tenure committee.

(4th Monday in October) The committee presents its recommendations to the chairperson.

(2nd Monday in November) The chairperson forwards dossiers to the dean.

(1st Monday in December) The dean forwards dossiers to the Vice President for Academic Affairs who makes them available to the Faculty Association’s Promotion and Tenure Committee.

(4th Monday in January) The Vice President for Academic Affairs and the Faculty Association’s Promotion and Tenure Committee meet jointly to discuss the candidates.

(3rd Monday in February) The Vice President for Academic Affairs forwards dossiers to the President. By this date any candidate for whom a negative recommendation is anticipated will be provided with an opportunity to meet with the Vice President for Academic Affairs.

Contract Date Last day any candidate being considered for tenure prior to the sixth year and any candidate being considered for promotion may withdraw from consideration without prejudice.

Day After Contract Date The President takes final action on promotion cases, forwards positive tenure recommendations to the Chancellor, and advises each candidate in writing of the action taken. All positive decisions and recommendations are publicized.

Within 5 days of the Board’s Decision The President notifies tenure candidates in writing of the Board’s decision.

ADOPTED The Committee had received and accepted a friendly amendment that the dates of March 15 and March 16 on the schedule be changed to say "contract date."
day, Oct. 13, and many members of the College of Education are at the State Conferences for Education on the 12th, 13th, and 14th. Could the Vice-President's office reschedule some of the meetings to allow members of the College of Education to attend?

Lib D'Zamko: I will pass the request on. A further announcement:

5. There will be a memorandum concerning promotion and tenure guidelines even though the new guidelines are not applicable until next year.

Andrew Farkas: The reception to honor Kathy Cohen, the new assistant director of libraries, will be held today, 4:00-5:30.

Charles Winton: The General Education Committee will meet with Dean Adams on Oct. 19 regarding organizational structures for general education.

Marcelle Lovett, Continuing Education: The deadline for applications for Faculty Development grants is Friday.

IV. Standing Committee Reports

1. Academic Programs (Venkatraya Ramamurthi) - The Committee has an item on the agenda today. It will meet on Oct. 17. All changes for the 1990-91 catalog must be discussed at that meeting. Please turn in any changes for the coming year by Oct. 10.

2. Academic Standards (Scott Hochwald) - The Committee will meet next Thursday. The University catalog is being computerized and the Committee is looking through part of it for discrepancies, changes, etc. Please turn in any comments about the catalog to Articulation in Building 1. The Committee is discussing the issue of class size on academic standards and in general has decided: too big, too bad. The Committee has an information item in your packet.

Lib D'Zamko: This is a reproduction of part of the catalog and is meant to be a reminder to the faculty about the policies for incompletes.

3. Academic Support Services - (Noel Zabriške) - No report.

4. Budget and Legislative Information (Lib D'Zamko) - The Committee is still in the process of appointing a chair.

5. Faculty Affairs (Steve Shapiro) -

(1) The Committee has an agenda item today.
(2) The Committee sent out a memorandum about the evaluation of teaching on campus. Interestingly enough, most of the replies have been from full professors. The Committee needs your input. It will be holding open hearings on teaching evaluation, and will be discussing the need for other instruments for teaching evaluation besides the SIR.

(3) The Committee will meet Oct 17 at noon in the faculty lounge.

6. **Nominations and Elections** (David Jacobsen) - No report.

7. **Promotion and Tenure** (Jane Decker) - The Committee has encouraged the distribution of the new promotion and tenure guidelines though they do not become applicable until next year. The Committee will meet with the acting Vice-President of Academic Affairs on Oct. 22.

8. **Rules and Appeals** (Darwin Coy) - The Rules and Appeals Committee met two weeks ago and will meet on Oct. 19 to set the agenda for the November meeting. Please put items for the November meeting before the Committee by the Oct. date.

V. **Special Committee Reports**

1. **Graduate Council** (Ed Healy) - The Graduate Council has met twice since the last Association meeting. It met to discuss the SACS recommendations for the graduate programs of the University. It also met with faculty from the Division of Educational Services and Research about the implementation of the proposal for the EdD. program.

2. **Legislative Liaison** (Tom Healy) - The Legislature will be busy with other issues until January; we are preparing for the January session. Finalizing the one-year Peco list and enrollment targets are the main issues with which we will be dealing.

3. **Foundation Fund** (Steve Shapiro) - The faculty/staff fund drive has surpassed last year's dollar amounts and is above its goals in participation. The participation level is 160, 40 more than last year, and the amount is around $34,000. The drive will continue until the 13th.

4. **Search for Academic Vice-President** (Frank McLaughlin) - The number of applications is up in the nineties. The closing date for postmarks on applications and nominations was last Monday. The Committee will be meeting on Friday afternoons at 3:00 and later may schedule some Saturday meetings.
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5. **Search for Student Affairs Vice-President** (Tom Quinlan) - The number of candidates has been reduced from around 100 to 40. We hope to have concluded our work in November and have someone in place by January.

VI. **Question and Answer Period**

Question previously given to Lib D'Zamko for the acting Vice-President of Academic Affairs: in regard to Linda McClintock's position: what kind of line is she in, where did it come from and what procedure was used for filling the position?

The question was forwarded.

**Question:** Are classes meeting as scheduled on the day of the picnic, Friday 13th?

The question was forwarded.

**Question (Marsha Finkel-Babadi):** In regard to the information item added to the agenda by Academic Standards: must a student be making a C to be given a WP?

From the floor: Discussions at the time the policy was passed indicated only a D was necessary.

The question was forwarded.

**Question (Bruce Gutknecht):** May I assume that though a student with an incomplete may not register again for the same class, if the incomplete becomes an F the student may reregister?

The question was forwarded.

VII. **Legislative Calendar**

**Item # 1 -FA89-19:** Submitted by the Academic Programs Committee:

**Natural Sciences:**
- **APC 2:** Course Change: BCH 3023C: Prerequisite
- **APC 2:** Course Change: PHY 3101C to PHY 3101 - Delete Lab
- **APC 1:** New Course: ---XXXX Histology
- **APC 1:** New Course: ---XXXX Immunology

**Communication and Visual Arts:**
- **APC 1:** New Course: ART 4XXX Advanced Computer Images
- **APC 3:** Program Change: Deletion of the Literature - Communication Track Split the Public Relations/Advertising Track
APC 2: Deletion of RTV 3221
Deletion of RTV 3210

Department of Economics:
APC 1: New Course: ECP 3403: Economics of Industrial Organizations

APC 1: New Course: ECP 4413: Government and Business

APC 2: Course Deletion: ECP 3403: Deleted and replaced with ECP 3403 and ECP 4413

Submitted by the Division of Computer and Information Science:
APC 2: Course Changes: COP 3002C: Catalog
Description
COP 30021: Catalog
Description
CGS 2060: Catalog
Description
CIS 6101: Catalog
Description

APC 3: Program Change: Computer Science Prerequisite Requirement

Discussion arose about the change of PHY 3001C to PHY 3101. The intention of the Natural Sciences Department was to split the course into two, a lab course and a lecture course, and not to delete the lab course. Since no determination could be made of the point at which the lab course had been inadvertently omitted, this section of the item was separated out and sent back to the Committee.

ADOPTED with the removal of the request for the course change of PHY 3001C to PHY 3101.

Item #2 - FA89-12: Submitted by the Faculty Affairs Committee:

1. New faculty members, whether full time or adjunct, shall be certified an proficient in spoken English by the appropriate dean prior to the issuance of letters of offer.

2. Pursuant to Section 240.246, Florida Statutes, and BOR Rule 6C-5.120, reviews of the spoken language competence of all currently employed faculty members shall occur within the context of the annual evaluation of faculty.

3. Any student who feels unable to understand an instructor's spoken English in the classroom may submit a signed written complaint, or make a formal verbal presentation, to the faculty member's college dean, who shall immediately notify the Vice President for Academic Affairs of the complaint.

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4. Investigation of the complaint shall be the responsibility of the dean, who will notify the faculty member of the complaint before initiating the investigation. Signed written and formal verbal complaints must be investigated. The investigation shall comply with relevant BOR Rules and sections of the Collective Bargaining agreement. The results of the investigation shall be embodied in a report and recommendation, to be forwarded by the dean to the Vice President for Academic Affairs.

5. After receiving the report and recommendation, the Vice President shall make a final decision in accordance with procedures outlined in the Collective Bargaining Agreement. The Vice President shall inform the dean, the faculty member, and the complainant of the final decision.

6. At the request of the faculty member or the complainant, the President shall review the decision of the Vice President for Academic Affairs. The President shall inform the parties of the results of that review.

ADOPTED as amended, as follows:

(1) In paragraph 1 and 2, include "and teaching assistants" to "faculty members."

(2) In paragraphs 3 and 4, specify the need for formal written complaints before the procedures outlined are instigated.

(3) In paragraph 1, substitute "regular" for "full time".

(4) In paragraph 2, include a reference to the bargaining agreement.

(5) In paragraph 5, insert the words "the criteria and" before the word "procedures."

(6) In paragraph 6, add the following phrasing at the end of the paragraph: "which may include revisions in, or rejection of, the original decision."

A motion to return the item to Committee was defeated, and the item was voted on.

VIII. Adjournment

The meeting was adjourned at 1:50 P.M.
Academic Standards Committee (Maryann Donovan) - They have an agenda item #02 FA90-04. The committee is finalizing the appeals process and will meet again on March 13.

Academic Support Services Committee (Noel Zabriskie) - The committee's report on the Division of Sponsored Research is attached to the day's agenda. They are working on a survey to assess the need for a Faculty Development Center.

Budget and Legislative Information Committee (Tom Barton for Marcelle Lovett) - The committee met on February 9. At that meeting, Marilyn Wilson presented a report on student scholarships from the UNF Foundation. Their next meeting is March 23. Tom Healy will talk about legislative funding of higher education and funding for intercollegiate athletics.

Faculty Affairs Committee (Steve Shapiro) - The committee met with Dr. Herbert, who told the committee that future graduations will not be on campus. Dr. Herbert also has a list of possible speakers for graduation that he will present to the committee. The committee will hold an open hearing March 20 on faculty evaluations.

Nominations and Elections Committee (Sheila Mangum) - Attached to the day's agenda is a list of nominations for committee positions. The election will be held April 4-5.

Additional nominations from the floor were:

OFFICERS

PRESIDENT  -  Venkatraya Ramamurthi

Elinor Scheirer

VICE PRESIDENT  -  (none)

SECRETARY  -  Ludella Wilson

COMMITTEE POSITIONS

ACADEMIC STANDARDS COMMITTEE

Venkatraya Ramamurthi (COAS) WITHDREW

Pali Sen (COAS)

FACULTY AFFAIRS COMMITTEE

Gary Harmon (COAS)
FROM PROMOTION AND TENURE COMMITTEE

Jogue Soskis (COAS) WITHDREW
John Maraldo (COAS)
Mary Borg (COB)
Theo Prousis (At-Large)
Susana Urbina (At-Large)
Kunisi Venkatasubban (At-Large)

Promotion and Tenure Committee (Judy Solano for Jane Decker)—The committee is in the final stages of deliberation. Promotion and tenure announcements will be made by Dr. Herbert on or before March 16. The committee will present a comparison of its conclusions and the president’s decisions at the association's next meeting.

Rules and Appeals Committee (Darwin Coy) - No report. They have an agenda item #02 FA90-04.

V. Special Reports

Graduate Council (Ed Healy) — No report.

Legislative Liaison (Tom Healy) — The Governor's recommended budget is out. Details include:

- 3.32% increase in E&G;
- 3% raises for all employees effective January 1;
- 0.5% increase in OPS money;
- No price level increase in Expense;
- 80% of current budget level for OCO;
- No funds for scientific and technical equipment.

The Governor does recommend full funding of the enrollment plan which means about $1.4 million for UNF. This would include a $175,000 increase in library resources for UNF; $60,000 increase in financial aid; and $45,000 for library staffing. The recommendation would also increase lapse from 2% to 3% which would cost UNF 1% of total salary dollars.

House and senate appropriations committees meet next week.
Academic Vice Presidential Search Committee
(Betty Flinchum) - The committee has met throughout February. From
a pool of 197 applicants, 16 are now under consideration.
These candidates have been asked to provide further data.
The next screening will occur on March 9 to cut the number
to about 10. A list of those names will be presented to the
faculty. The final selection of 4 to 6 candidates will be
March 16. Interviews are scheduled for April 2-20.

Distinguished Professor Award Committee (Lib D'Zamko) - The
committee is progressing and will meet again on March 8.
The 2 finalists will be elected at the next meeting.

Outstanding Teacher Award Committee (Mary Borg) -
Nominations are closed. Nominees have been notified. Their
credentials should be presented to their college committees
by March 8.

Sabbatical Selection Committee - No report.

Faculty Development (Dr. Martin) - John Centra,
Distinguished Professor at Syracuse University, will speak
about student evaluations on March 2. The next speaker in
the series is from Kansas State.
Lib D'Zamko added that Dr. Herbert has expressed interested
in broadening the student evaluation process at UNF.

VI. Question Period

Marsha Finkel-Babadi asked Dr. Martin if it were possible to have more
advanced notice of faculty development programs.

Dr. Martin said yes.

Marsha Finkel-Babadi asked Dr. Martin if the faculty development programs
were being recorded.

Dr. Martin responded that, when the speaker permitted, programs were
being taped. The tapes are housed in the Office of Academic Affairs.
In addition, he will arrange to have copies of the tapes in the Library.
LEGISLATIVE CALENDAR

Item #1 - FA90-03: Submitted by the Rules and Appeals Committee. BYLAWS.

Article IV

Officers

Section 1. Association officers shall consist of the President, the Vice President, and the Secretary, to be elected to terms of two years. Any member of the Association shall be eligible to serve as an officer. Officers shall perform the duties prescribed herein and by the Association's parliamentary authority.

Section 2. The President shall act as presiding officer of the Association. The President's principal duties as presiding officer are specified in the Association's Parliamentary authority. The President shall appoint a parliamentarian whose duties are specified in the Association's parliamentary authority.

Section 3. In addition to the duties prescribed by the Parliamentary authority, the President shall: represent the Association at meetings, conferences, and other occasions except as herein provided; provide leadership for Association activities; keep the membership advised concerning needs, programs, and accomplishments of the Association; coordinate the work of the Association; serve as a ex officio non-voting member of all Association committees; appoint such committees as the Association deems necessary to conduct business; serve as a delegate to other University governance bodies as specified in the Constitution and to any state-level faculty body; be the accountable officer for the Association's budget; and upon leaving office serve a two-year term on the Rules and Appeals Committee, the Faculty Affairs Committee and the Budget & Legislative Information Committee.

Section 4. The Vice President shall assume the duties of the President in the President's absence. In the event of a vacancy in the Office of the President, the Vice President shall succeed to the Presidency for the duration of the unexpired term.

ADOPTED
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Item #2 - FA90-04: 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.

(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) 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 dean/director of the academic unit in which the student is enrolled with a recommendation for one of the following: temporary or permanent loss of use of a University facility, suspension, or expulsion.

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5) Possible student actions in a case of alleged academic misconduct are dealt with in the document titled, "Procedures to Appeal a University Academic Decision".

6) Procedures for faculty and University officials to follow when grades are reduced (either on an individual assignment or for the course) as a result of academic misconduct.

(a) When it is judged by a faculty member that the offense should result in a penalty such as reduction of grade, the faculty member should notify the student in writing (copying her/his department chairperson) of the violation of academic integrity. This notification should include the circumstances surrounding the accusation, any adjustment to a grade or other action taken or recommended by the faculty member:

4) (a) - (e).

The record of an appeals hearing during which the student has been found guilty of cheating will be held in the discipline files in the Office of the Vice President for Student Affairs. These records are held until a student graduates from UNF. Records of students who have violated the Academic Integrity Code will be on file for four years after graduation. Records of students who are expelled are permanent and will be cross-referenced by a notation in the student’s permanent record in the Records Office referring to the disciplinary record in Student Affairs. All records in the Office of Student Affairs will be destroyed when the student graduates or the appropriate time limits above expire.

NOTE: Correspondence dealing with alleged academic misconduct not appealed by the student(s) involved will be kept in Student Affairs in a separate file from records of those who choose to appeal. The institution may take action in the case of a student showing record of multiple alleged infractions.

- ADOPTED - typographical error corrected in (6) (a) writing to writing. -

VIII. Adjournment

The meeting was adjourned at 12:37 P.M.
3. **Academic Support Services** - (Noel Zabriskie) - No report.

4. **Budget and Legislative Information** (Lib D'Zamko) - The Committee has a new chair, Marcelle Lovett.

5. **Faculty Affairs** (Steve Shapiro) -

   (1) The Committee has two agenda items today, one on a policy for scientific misconduct and one on outstanding undergraduate teaching awards.

   (2) The Committee will meet on the 14th with President Herbert. It will meet again on the 16th.

   (3) The chair of the Committee gave a report on the issue of the administration of SIR forms at the Deans meeting. No new policies will be made on this matter until Faculty Affairs has had a chance to finish its study and review the comments.

6. **Nominations and Elections** (David Jacobsen) - Members of the Sabbatical Selection Committee must be voted on at the next meeting. If you have any nominations for the Committee please contact a member of the Nominations and Elections Committee. Appointment to the Sabbatical Selection Committee is limited to tenured unit members and is for one year. The deadline for submitting applications for sabbaticals has been extended to December 1.

7. **Promotion and Tenure** (Jane Decker) - The Committee has met with Acting Academic Vice President Martin and gone over the promotion and tenure schedules and procedures for this year. Dossiers are due to the Vice-President from the Deans by Dec. 5. The Committee has set its meeting schedule for the near future, which will be extensive during the holiday period from Dec. 11 until its recommendations are turned in to the Academic Vice-President on Jan. 22.

8. **Rules and Appeals** (Darwin Coy) - The Rules and Appeals Committee met last month and will meet on Tuesday, Nov. 21, to set the agenda for December. Thanks to Academic Programs for its work in turning in all catalog changes by the deadline. Please put items for the December meeting before the Committee by Nov. 21.

V. **Special Committee Reports**

1. **Graduate Council** (Ed Healy) - The Graduate Council will meet on Nov. 6.

2. **Legislative Liaison** (Tom Healy) - The Legislature will is working on transportation now and should get around to education after the next special session.
The Search for Vice-President for Student Affairs has been narrowed to five candidates, who are scheduled to visit the campus for interviews during the next two weeks.

The Smoking Committee will meet this afternoon at 3:00 for its last or next to last meeting before presenting recommendations.

3. Search for Academic Vice-President (Frank McLaughlin) - The number of candidates has been reduced from nine to four. We made extensive phone calls to people on the nine candidates' campuses and did checking of references. The list has been turned over to the President. Interviews will probably begin during the last two weeks of the term. The candidates are: Nancy Belck, Dean, School of Education, Health & Human Services, Central Michigan University; Don E. Bowen, Vice President for Academic Affairs, Southwest Missouri State University; John S. Haller, Vice Chancellor for Academic Affairs, University of Colorado at Denver; and John Yost, Vice Chancellor for Research & Dean of Graduate Studies, University of Nebraska/Lincoln. Betty Becker-Theye is first alternate.

4. Professional Development Funds (Ken Martin) - There are three different funds for faculty development: $10,000 from Continuing Education, $50,000 in new money and $50,000 (tentatively) in TSI money. I have held five meetings with Faculty to discuss the distribution of the $50,000 in new funds for quality of instruction, faculty development, and technology in the classroom. A list of the responses expressed at the meetings was sent out Oct. 26; replies are due Nov. 6. A set of proposed policies will be drawn up based on the meetings and the replies, and sent to Faculty Affairs and the Deans for their review. A decision will be made whether to appoint a new Committee for distributing the funds or to use the existing Faculty Affairs Committee. We hope to begin distribution with the spring term. From replies received so far, Faculty want very few exclusions on the use of the funds and want some money set aside for seminars.

VI. Question and Answer Period

Question previously given to Lib D'Zamko for Curtis Bullock: When will the paper recycling pick-up schedule be publicized?

Lib D'Zamko: It has been issued; perhaps the question is where a copy may be obtained.

Answer: Anyone with questions please contact Charles Bear, who can furnish a copy of the schedule and deal with any other problems.

Question (Cherrill Heaton) for Ken Martin: Does the Academic Affairs Office put any restriction on the use of TSI funds at the college level?
Answer: No. The President and the TSI Board will be considering its recommendations for the funds during the 2nd week of November. The current recommendations are similar to last year's, which was $25,000, pro-rated, to each of the colleges, and $25,000 for seed research. One change is being recommended, to allow the funds to be used for support of college level development activities. The Board will have to make the final decision.

VII. Legislative Calendar

**Item #1 - FA89-20: Submitted by the Academic Programs Committee.**

**Communications & Visual Arts**

- **New Course**
  - MMC 3609 - Public Opinion and Persuasion

- **Program Change**
  - (BA) Drop Req. For ART 3120C - Figure Drawing
  - (BFA) Reduce Req. in Graphic Design to one Course in Figure Drawing
  - (BA & BFA) 1) Reduce Art Elective by one cc
  - 2) Add: ART 3235C - ADV Graphic Design
  - 3) Add: ART 3600C - Computer Images

**Math Sciences**

- **Departmental Name Change**
  - Change Name to Department of Mathematics and Statistics

- **Program Change**
  - **Mathematics:**
    - MA Rearrange Core Courses as follows:
      - MAS 6107 - Advance Linear Algebra
      - STA 6446 - Probability
  - **Statistics:**
    - STA 6260 - Statistical Methods I
    - STA 6326 - Mathematical Statistics I
  - **Computing:**
    - NAS 6126 Numerical Linear Algebra - One approved computing course

- **Program Change**
  - MA Increase Electives Two Credit Hours

- **New Course**
  - STA 6XXX - Statistical Consulting

- **Course Change**
  - Catalog Description
    - MAC 3311 - 3312 Add: Topics in Sequences and Infinite Series are also covered

- **Course Change**
  - Catalog Description, Title
    - MAC 3313 G(M) Multivariable Calculus to MAC 3313(G M) Calculus III

- **Course Change (Prerequisites)**
  - MAC 1102 - College Algebra, Delete: Geomet
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Course Change (Prerequisites)

MGF - Finite Mathematics, Delete: Geometry

Course Change (Title Change)

MAD 3107 - Introduction To Discrete Structure
changed to Discrete Mathematics

Course Change (Title & Prerequisite)

MAE 3810 - Mathematical Structures Changed to
Mathematics For Teachers
(Prerequisite) Add: Intermediate Algebra

Course Change (Prerequisite)

STA 4502 - Nonparametric Methods in Statistics
Add: "or STA 2122"

Course Change (Prerequisite)

STA 3880 - Statistical Methods For Stimulation
Add: "or STA 3321"

New Courses

MAS 6XXX - Topics in Applied Algebra
MAA 6XXX - Topics in Applied Analysis
MA 6XXX - Topics in Optimization

Course Change (Prerequisite)

MTG 6936 - Topics in Topology Add: "or
permission of instructor"

MAS 6933 - Topics in Algebra change "and
permission of instructor" to "or permission of
instructor"

MAS 6311 - Abstract Algebra Delete:
MAS 3105 Add: MAS 4301 or permission of
Instructor"

Music

Course Change (Credit)

MUT 4365 - Jazz Arranging I from 3.0
Credits to 2.0 Credits

Course Change (Credit)

MVK 3130 - Jazz Piano Technique from 1.0
credit to 2.0 Credits

Program Changes

1) To permit 2 of the 8 semester hours
required in ensemble to be fulfilled by
MUN 3440 - Percussion Ensemble

2) To require Music Majors/Minors to register
simultaneously for Applied Music and
Appropriate Ensemble

3) Change ensemble requirement of 8 semester
hours in MUN 3120 (Concert Band) or
MUN 3340 (Chamber Singers) to two semester
hours in Concert Band or Chamber Singers
and 6 semester hours in MUN 3710
(Jazz Ensemble) for students following
Jazz tract.
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Political Science

New Course
URP 6XXX - Planning and Growth Management

Course Change (Number)
ANT 2410 - Culture and Society to ANT 3410
ANT 3410 - Culture and Society

Program Changes
1) Add certificate to be awarded at
completion of Anthropology Minor
2) Specify 3 required courses for students
minoring in Anthropology as follows:
   ANT 3410 - Culture and Society
   ANT 3110 - Introduction to Archeology
   LIN 3010 - Principles of Linguistics

Psychology

Course Change (Prerequisite)
EAB 3013C - Fundamentals of Experimental
Analysis of Behavior; Add: Prerequisite:
PSY 3214

Course Change (Lab Designation)
1) PCO 4004C - Introduction Counseling to
PCO 4004
2) PPE 6446C - Advanced Personality Theories
to PPE 6466

Course Change (Prerequisite)
1) CLP 4314 - Behavioral Medicine; Add:
Prerequisite: CLP 4183
2) CLP 6441 - Individual Intelligence Testing
   Add: Prerequisite: PCO 6317C & PSY 6216

Language & Literature

Course Change
1) FRE 2120 - Intensive French I to
FRE 1120 - Intensive French I
2) FRE 2121 - Intensive French II to
FRE 1121 - Intensive French II
3) SPN 2120 - Intensive Spanish I to
SPN 1120 - Intensive Spanish I
4) SPN 2121 - Intensive Spanish II to
SPN 1121 - Intensive Spanish II

New Courses
LIN 3930 - Special Topics in Linguistics
Language & Literature (Continued)

Course Changes (Catalog Description and Course Number)

CRW 3210 G(6) Writing Prose to
ENC 3XXX G (6) Writing Prose) Add:
Prerequisite: ENC 1101 and ENC 1102

Course Change (Prerequisite)

1) LIN 4930 - Special Topics in Linguistics;
   Add: Prerequisite: LIN 3010 or equivalent
2) LIN 4710 - Language Acquisition, Add:
   Prerequisite: LIN 3010 or equivalent
3) LIN 4600 - Sociological Aspects of
   Language Add: Prerequisite LIN 3010 or
   equivalent
4) LIN 3011 - American English Add: Prerequisite
   LIN 3010 or equivalent
5) LIT 2932 (G (6) Literature II Add: Prerequisite
   LIT 2110 or equivalent

Natural Sciences

Course Change (Catalog Description, Number and Prerequisite)

PHZ 4110 - Theoretical Physics to PHZ 3113 Add:
Prerequisites: PHY 3049 or PHY 3049C
Pre/corequisites: MAC 3113, MAP 3302

Program Change

BA in Interdisciplinary Science Add: Part C
PHY 3101 - Atomic Physics 3 hours
PHY 3101L - Atomic Physics Lab 1 hour
EML 3100 - Thermodynamics 3 hours
PHY 3220 - Classical Mechanics 3 hours
PHY 3323 - Electricity and Magnetism 3 hours
PHY 3424 - Optics 3 hours
Physics Electives 4 hours
"Choose either Part A, Part B, or Part C"

Course Change (Title, Lab Designation)

PHY 3101C - Modern Physics to
PHY 3101 - Atomic Physics 3 hours

New Courses

1) ZOO 3713C - Comparative Vertebrate Anatomy 4
2) ECM 3420 - Engineering Mechanics 4 hours
3) EML 3100 - Thermodynamics 3 hours
4) PHY 3101L - Atomic Physics Lab 1 hour
5) ZOO 4234C - Parasitology 4 hours
6) ZOO 4423C - Herpetology 4 hours

Course Changes (Prerequisite)

PHZ 3404 - Semiconductor Physics 3 hours
   delete: Prerequisite: PHY 3101C Add:
   Prerequisite: PHY 3049C
Business Administration

Mkt Mktg & Log.

New Courses (Undergraduate)

MAN 4XXX Introductions to Management Information Systems 3 hours
*MAN 4XXX Negotiations 3 hours

(Graduate)

MAN 6XXX Management Information Systems 3 hours
MAN 6XXX Advanced Topics in Negotiations 3 hours
MAR 6158 International Marketing 3 hours

*Courses offered under the Department's Special Topics Label.

Change in prerequisite

MAN 4600 MAN 3125 or consent of instructor 3 hours
MAN 4802 MAN 3025 or consent of instructor 3 hours

Accounting & Finance

Change in Catalog Description

ACG 4404 1) Change of title from "Information in Systems for Management to "Account Information Systems"
2) Change of prerequisite from CGS 2060 to CGS 2060 and ACG 2011 3 hour

ACG 6405 Change of title from "Information Systems for Management" to "Advanced Accounting Information Systems" 3 hour

Program Change

REE 4043 Real Estate Analysis 4 hour
Add this course as a requirement for the Finance Institutions Track Program

Change in prerequisite and Catalog Description

ACG 4631 from ACG 3113 to ACG 3113 and ACG 4404
ACG 4361 from ACG 2011 to ACG 2011 and CGS 2060
ACG 4901 from no prerequisite to ACG 3103
ACG 4404 from CGS 2060 to CGS 2060 and 2011
ACG 3103 from 6 hours of Principles of Accounting to CGS 2011 (Prerequisite) CGS 2060 (Prerequisite or corequisite)
ACG 4671 from ACG 3113 to ACG 3113 and ACG 4404

Inclusion of "Operational Auditing" as one of the topics covered

Change in time-frame requirement
Certificate in Management Information Systems addition of the requirement: "All courses in Items 2 and 3 below *must be completed within a five-year period". *See page 112 in the catalog.
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College of Education and Human Services

Change in Title

EGC 6225 from "Appraisal Techniques II"
"Appraisal Techniques"

Change in Title & Course Number

EDG 6285 from EDG 6285 "Evaluation of School Programs" to EDG 6285A "Evaluation of School Programs: Elementary"
EDG 6285B "Evaluation of School Programs: Middle School"
EDG 6285D "Evaluation of School Programs: Secondary"
EDG 6285E "Evaluation of School Programs: Exceptional Education"
EDG 6285F "Evaluation of School Programs: Adult Education"

EDG 6625 from "EDG 6625 Contemporary Methods in Curriculum & Teaching" to
EDG 6625A Contemporary Issues in Curriculum Development: Elementary
EDG 6625B Contemporary Issues in Curriculum Development: Middle School
EDG 6625D Contemporary Issues in Curriculum Development: Secondary
EDG 6625E Contemporary Issues in Curriculum Development: Exceptional Education
EDG 6625F Contemporary Issues in Curriculum Development: Adult Education

Division of Technology & Vocational Education

Change in Program Construction Program

1) Move existing courses into a logical sequence for students to take
2) Add 4 new courses

BCN 4220 Construction Materials and Method I 3 credit
BCN 4720 Construction Scheduling 3 credit
BCN 4640 Risk Supervision 3 credit
Division of Technology & Vocational Education (Continued)

BCN 4930 Special Topics/Seminar
3) Change in Course Name
ETI 3681 Industrial Supervision Change to
ETI 3681 Supervision

College of Health

Division of Health Sciences

Program Change

Change in Course Number and Credits
"DIE 5940 Clinical Practice in Dietetics 9 hours changes to "DIE 4XXX, Clinical Practice in Dietetics, 9-15 hours variable"

Change in Credits
HSC 6816 Field Experiences in Health from "3 hours" to "9-15 hours variable"
HSC 4814 Community Service Internship from "9 hours" to "9-15 hours variable"

New Courses
HSC 3XXX Special Topics in Exercise Science 3 cre
HSC 4XXX Field Experience in Health Science 3 cre
HSC 2XXX Personal Health Issues & Problems 3 cre

ADOPTED with the typographical correction of the deletion of two duplicated lines.
Item #2 - FA89-21: Submitted by the Academic Standards Committee.

GRADING SYSTEM

Grades

Letter grades are assigned for all courses. The grade scale is interpreted as follows:

A - Excellent
B - Above average
C - Satisfactory
D - Below average
F - Unsatisfactory
X - Audit: the student 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.

I - A student who has not completed all of the required work in the course at the end of the term, may with 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 computed in the grade point average. The 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. Student's may not register for courses in which incomplete grades have been received in which they have an "I" grades outstanding. 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.

Veterans and other eligible persons should contact the Office of Veterans Affairs concerning the effect of incomplete or failing grades upon certification.

NR - Assigned when grades for an entire class are not submitted by the processing deadline. The "NR" will remain on record until changed by the instructor.

P - Passing grade for the employment experience of the Cooperative Education Program and for theses.

W - Indicates a student has officially withdrawn from a course before the established deadline.

WF - Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at that time for a grade of D or better.

WF - Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at that time for making a grade of F.
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A friendly amendment was made to change "courses if I grades still exist in that course" to: "courses in which they have I grades outstanding."
Accepted.

Amendment to add to the sentence on the grade of P: "and for theses."

Amendment seconded and passed.

ADOPTED, as amended.
Item #3 - FA89-22: Submitted by the Faculty Affairs Committee:

UNIVERSITY OF NORTH FLORIDA

POLICY AND PROCEDURE FOR DEALING WITH ALLEGATIONS OF
MISCONDUCT IN SCIENTIFIC RESEARCH AND/OR SCHOLARLY ACTIVITIES

Statement of Policy

It is the expectation of the University community that individuals involved in scientific research and scholarly activity will maintain the highest ethical standards in the conduct and reporting of those activities. Recognizing that verified instances of scientific misconduct are rare, the purpose of the procedures outlined below is to provide a mechanism for expeditious investigation of allegations that such misconduct has occurred. These procedures are intended to govern all scientific research and scholarly activity, whether externally funded or not, conducted at the University of North Florida. Nothing contained herein shall be construed to abridge the rights of faculty under applicable state and federal law and/or the UFF/BOR Collective Bargaining Agreement.

Definition of Scientific or Scholarly Misconduct

For purposes of the procedures outlined below, scientific or scholarly misconduct is defined as any failure by faculty, staff, or graduate students to comply with generally accepted ethical and legal standards for the conduct and reporting of scientific and/or scholarly research. This includes, but is not restricted to:

a. fabrication, falsification, intentional misrepresentation, or concealment of data;
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b. stealing, plagiarism, or in any other way knowingly attempting to take credit for work which is not one's own;

c. failure to comply with federal, state, or local, or University regulations regarding protection of human animal subjects;

d. intentional misappropriation of research monies.

Unethical or illegal conduct that does not involve scholarly or scientific research is outside the scope of this policy.

Committee with Jurisdiction

The Faculty Association's Faculty Affairs Committee will (1) receive allegations of scientific misconduct, (2) investigate each allegation, (3) notify the Office of Sponsored Research and the Vice President for Academic Affairs, who will notify the appropriate funding agencies, as required, of investigations, (4) advise the Vice President for Academic Affairs of the findings of each investigation, and (5) should allegations of misconduct be substantiated, notify the Vice President for Academic Affairs who will notify appropriate members of the scientific/scholarly community.

Procedures for Reporting and Investigating Misconduct

To comply with regulations of government funding agencies, the procedure outlined below is modeled after the two-stage process suggested by the United States Public Health Service. In examining each allegation of scientific misconduct, an informal "inquiry" will be completed within 60 days of its initiation. The inquiry shall be to determine whether or not a full-scale
"investigation" is warranted. The distinction between the "inquiry" phase and the "investigation" phase is clarified below.

Confidentiality

It is recognized that accusations of scientific and/or scholarly misconduct may be extremely damaging to an individual's reputation and standing, even when those accusations are unsubstantiated. Thus, throughout the process described below, every effort is to be made to maintain strict confidentiality in all matters relating to the examination of accusations of misconduct.

The Initial Complaint

Any person who has reason to believe that a member of the University of North Florida community has engaged in scientific or scholarly misconduct shall report that act to the Chairperson of the Faculty Affairs Committee. The Committee will not accept anonymous allegations of misconduct. Allegations must be made in writing. The accused will be notified immediately that an accusation has been made and will be provided with a copy of the complaint.

Upon receipt of an allegation, the Chairperson of the Faculty Affairs Committee shall also notify the immediate supervisor of the person accused of the specific misconduct. The supervisor of the accused and the Chairperson of the Faculty Affairs Committee will immediately conduct an informal, fact-finding inquiry and make every effort to resolve the allegation promptly.

Should the inquiry uncover any reasonable indication of
possible criminal violations, the Chairperson shall notify within 24 hours the Vice President for Academic Affairs who shall take appropriate action including notification, through the Division of Sponsored Research and Training, of external funding agencies as required by Federal Statute.

If a resolution is reached, the person making the initial complaint will be notified of such. Should he/she not be satisfied with the nature of the resolution, or should the initial inquiry indicate that an informal resolution is not possible, the Chairperson of the Faculty Affairs Committee will initiate the next stage of the review process within fifteen (15) working days of receipt of the initial accusation, or as soon thereafter as is practical. If a resolution is reached to the satisfaction of all concerned that no misconduct has occurred, the Chairperson of the Faculty Affairs Committee will notify all involved parties in writing of the nature of the resolution and the accusation will be returned to the accuser.

In cases where the conduct under inquiry is associated with applications or grants seeking Federal funding, the Chairperson shall, through the Office of Academic Affairs, maintain sufficiently detailed documentation of inquiries to permit a later assessment of the reasons for determining that an investigation was not warranted, if necessary. Such records shall be maintained in a secure manner for a period of at least three years after the termination of the inquiry, and shall, upon request, be provided to authorized NHS personnel.

At the option of the accused, a record of both the
accusation and the vindication shall be put in the personnel file of the accused. If the preliminary inquiry reveals that the person charged is a graduate student and that the effects of the misconduct are contained within the University, the matter will be referred to the dean of the student's college for disposal.

**Formal Investigation**

If informal resolution of the allegation does not occur, the Chairperson of the Faculty Affairs Committee shall take the following steps within 30 days of the completion of the initial inquiry:

a. inform the appropriate college dean and the Vice President for Academic Affairs of the University, in writing, of the nature of the allegation;

b. inform the accused, in writing, of the allegation and advise the accused of the procedures to be followed by the University;

c. convene the Faculty Affairs Committee, which, with the consent of the Vice President for Academic Affairs, shall select an ad hoc panel of three persons with some knowledge of the area of research/scholarship in question to conduct the formal investigation of the allegation. Members of the panel should be persons who are not closely associated with the accused; and,

d. where required, notify through the Vice President for Academic Affairs and the Division of Sponsored Research and Training, the Office of Scientific Integrity, Director, National Institutes of Health that
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an investigation is underway. Such notification shall take place within 60 days of commencement of the initial inquiry.

Operation of the Panel

The panel will select its own chairperson and may meet in executive session to examine the allegation, decide what evidence needs to be collected, and prepare its report. If necessary and appropriate, the panel may request that the person accused of misconduct submit information relevant to the allegation. The accused has the right to appear before the panel and defend himself (with counsel). Evidence may include, but is not limited to: research papers and notebooks; published and unpublished manuscripts, books, and abstracts; computer print-outs; names and addresses of current and former co-workers; and reports and grant applications submitted to funding agencies. The panel may also solicit written evidence from other individuals both inside and outside the University. Information of a confidential nature shall not be required by the panel except in a form that preserves its confidential character, unless a waiver can be obtained from the parties protected by the promise of confidentiality. Copies of any material obtained by the panel shall be provided to the person charged.

If the panel deems it appropriate, they may obtain oral testimony concerning the alleged misconduct from witnesses. The person charged is entitled to be present when the panel is taking oral testimony from witnesses. The person charged is also entitled to be accompanied by an attorney, or any other person(s)
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he/she chooses at a proceeding of the panel. However, judicial rules governing the admissibility of evidence, authentication of documents and the like shall not govern the investigation of the panel, except insofar as the panel chooses to be accompanied by an attorney, the University may be asked to provide an attorney to assist the panel.

Within 45 working days of being appointed, the panel shall prepare its final report and transmit it to the Faculty Affairs Committee. The final report will summarize the evidence examined and state the panel's conclusion as to whether or not the allegation of misconduct has been substantiated. If the panel is unable to reach a conclusion concerning the validity of the allegation, the report will indicate why not.

Review of the Panel Report

Upon receipt of the panel's report, the Faculty Affairs Committee shall make a copy available to the person charged and allow that person 15 working days to respond to the report in writing. After receiving the response, or at the end of the 15 working days, the Committee shall review the panel's report and the response of the person charged, if that response is available. The Committee may accept or reject the judgement of the panel and may, if it wishes, appoint a new panel to investigate the allegation.

The Faculty Affairs Committee will issue its report on the allegation within 30 working days after receiving the final panel report. The Committee's report will include a summary of the Committee's review of the panel report and any additional
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information pertaining to its decision concerning whether or not to accept or reject the panel report. If it is the judgement of the Committee that no scientific or scholarly misconduct has occurred, the Chairperson of the Faculty Affairs Committee will so notify, in writing, the accused, the dean, and the Vice President for Academic Affairs. At the option of the accused, a copy of both the accusation and the vindication shall be put in the personnel file of the accused. If it is the judgement of the Committee that scientific or scholarly misconduct has occurred, copies of the Committee's report will be furnished to the following:

a. the person charged with scientific misconduct;
b. the immediate supervisor of the person charged;
c. the person making the initial accusation;
d. the appropriate dean;
e. members of the investigating panel; and
f. the Vice President for Academic Affairs

If extramural funding is involved, the Committee will also furnish a copy of its report to the Division of Sponsored Research and Training.

Notification of Outside Parties

If a person is found to have engaged in some form of scientific or scholarly misconduct that is not contained within the University, the Faculty Affairs Committee, with the approval of the appropriate dean and the Vice President for Academic Affairs, shall prepare a notice to be sent to affected outside parties. The notice will summarize the conclusions reached by
the Faculty Affairs Committee and the comments on that report made by the person charged.

Sanctions

Upon the request of the Vice President for Academic Affairs, the Faculty Affairs Committee may recommend sanctions against anyone found to have engaged in scientific or scholarly misconduct.

A friendly amendment was made to include the clause:

"Nothing contained herein shall be construed to abridge the rights of Faculty under applicable state and federal law and/or the UFF/BOR Collective Bargaining Agreement."

Accepted.

A friendly amendment was made to remove "graduate" from "graduate student" on p. 9, second paragraph, and p. 13, 4th line.

Accepted.

An amendment was made to omit article "e" on p. 10.

Amendment seconded and passed.

An amendment was made to re-add "graduate" on p. 9 and p. 13.

Amendment seconded and passed.

ADOPTED, as amended.
Item #4 – FA89-23: Submitted by the Faculty Affairs Committee.

1989-90 OUTSTANDING UNDERGRADUATE TEACHING AWARDS

The State University System and the University of North Florida are desirous of providing recognition for those faculty who perform meritoriously in undergraduate teaching. To that end, the Legislature has made appropriations for Outstanding Teaching Awards to be given in Spring 1990 in recognition of excellence in teaching achieved during the 1989-90 year. The University of North Florida has allocated the available funds for this fiscal year in the following manner:

* Eighteen (18) 1989-90 Undergraduate Teaching Awards in the amount of $2500 each, to be awarded at the college level (number of awards per College to be distributed according to size of faculty in each College);
* Three (3) Outstanding Teaching Awards in the amount of an additional $2500 each, to be awarded at the University level.

ELIGIBILITY. Any full-time member of the UNF faculty who has taught at least two (2) undergraduate courses during the 1989-90 year is eligible to be nominated for these awards. Previous recipients of a teaching award who meet this criteria and have performed once again in an outstanding manner are eligible to be nominated.

NOMINATION. Any person within the University community (students, alumni, faculty, staff or administrators) may nominate a faculty member for these awards. Nominations must be signed by the nominator and sent in writing to the Chairperson of the University Outstanding Teacher Selection Committee by the deadlines set forth on the Teaching Awards Schedule. The nomination should consist of a simple factual statement ("I wish to nominate ___________ for the 1990 Undergraduate Teaching Award"), and should not consist of an argument on behalf of, or a rationale for, the candidacy of the nominee.

The Chairperson of the University Selection Committee shall, in cooperation with the Deans of the respective Colleges, confirm the eligibility of each nominee. The Chairperson shall also keep a list of all nominees, notify each nominee of the nomination, and issue the Undergraduate Teaching Award Candidate Information Sheets to all nominees. The nominees will be given two weeks from the date of notification to return their completed Information Sheets to the University Selection Committee Chairperson. Nominees are to submit only the completed Information Sheets, and are not to submit vitae, letters, or other primary sources of teaching evaluation.

The Chairperson of the University Selection Committee will collect all the completed Information Sheets, keep a list of all nominees who so responded, and forward the nominees and their Information Sheets to each of the appropriate Colleges for screening and selection.

SCREENING AND SELECTION FOR UNDERGRADUATE TEACHING AWARDS. Each of the Colleges shall elect a College Selection Committee to screen nominees and select recipients of the Undergraduate Teaching Awards for that College. No nominee for these awards may serve on this Committee. The College Committee shall screen the nominations received and select __ number (no more than the total number of College awards to be given) of recipients for the Award. Each College Selection Committee shall keep a list of all nominees and final award
recipients, and notify all nominees of the outcome of the screening process.

SCREENING AND SELECTION FOR OUTSTANDING TEACHING AWARDS. Each College Selection Committee shall then choose from among the recipients of the Undergraduate Teaching Awards no more than three (3) nominees to be considered for the Outstanding Teaching Awards to be given at the University level. The names and Information Sheets of these nominees shall be forwarded to the Chairperson of the University Selection Committee. The University Selection Committee will make the final choices from among the candidates forwarded from each of the Colleges. The University Selection Committee will be composed of the Academic Vice President, the President of the Faculty Association, the Chairperson of the Faculty Affairs Committee, the President of the Student Government Association, and one representative from each College to be elected by the College from the ranks of those who have received a teaching award in previous years. No person who is an candidate for the Outstanding Teaching Award may serve on this Committee; in such cases, the constituency such a person represents shall elect a substitute representative.

The Committee will make its final decisions on the basis of the Information Sheets which accompany the forwarded nominations. There will be no verbal presentations by the candidates, or campaigns on behalf of the candidates, and no proxy voting will be allowed.

The President of the Faculty Association shall convene the University Selection Committee prior to the end of the Fall 1989 term for the purposes of electing a chairperson and establishing a Schedule for the entire process. Winners of both the 1989-90 Undergraduate Teaching Awards and the 1990 Outstanding Teaching Awards shall be announced at the Spring Awards Ceremony and shall receive their awards at the Spring Commencement.

A friendly amendment was made to omit the sentence referring to the three awards for outstanding advisors, as those awards will be covered separately.

Accepted.

ADOPTED, as amended.
Item #5 - FA89-24: Submitted by the Academic Program Committee:

Foreign Culture Options For Disabled Students.

All students must comply with the Board of Regents of the State University System of Florida foreign language requirement. However, nine (9) semester hours of foreign culture courses, offered in the College of Arts & Sciences, can be used as substitutes for the state language requirement for students with hearing or visual impairments, dyslexia, or special learning disabilities. A formal request to use the substitute foreign culture courses must be filed on the "Waiver of University Policy" petition found in Building One, Records & Registration Office. Appropriate documentation to substantiate the request, in the form of physician's statements, vocational rehabilitation records or other appropriate documentation must accompany the petition which must be approved by the Dean's Office for the College in which a particular major falls.

ADOPTED.

VIII. Adjournment

The meeting was adjourned at 12:55 p.m.
2. Academic Standards (Maryanne Donovan) - The Committee has an agenda item today. It met on March 13 and will meet again on April 17.

3. Academic Support Services () - There was no report from this Committee. It had an information item in the packet.

4. Budget and Legislative Information (Marcelle Lovett) - The March 23 meeting of the Committee was cancelled. It will meet on April 12, at which time Tom Healy will present a report on the Legislative funding process and on the funding process for inter-collegiate athletics. You are all invited to attend.

5. Faculty Affairs (Steve Shapiro) - The Committee held an open hearing on teaching evaluation several weeks ago and also yesterday. It is preparing a packet for an action item on expansion of the ways of evaluating teaching at the University. The Committee has been asked by the President to meet with the Deans and Directors on promotion and tenure. That meeting is tentatively scheduled for April 16. The Committee's regular meeting will be held on April 17.

6. Nominations and Elections (Sheila Mangum) - The spring election will be held today and tomorrow. The ballot box will be set up outside right after the meeting and then moved to the corridor next to the Book Store. The election will be held today until 5 and tomorrow from 9-1:30.

7. Promotion and Tenure (Jane Decker) - President Herbert and Dr. Martin have made their decisions on the report from the Committee. There were 7 applications for tenure; the Committee found that 6 met or exceeded the criteria; Dr. Herbert and Dr. Martin concurred. There were 8 applications for Associate Professor. The Committee found that 6 met or exceeded the criteria. Dr. Herbert and Dr. Martin decided that all 8 did. There were 7 applications for promotion to Full Professor. The Committee found that none of the applicants met the criteria; President Herbert and Dr. Martin agreed with the Committee.

8. Rules and Appeals (Darwin Coy) - The Rules and Appeals Committee met two weeks ago to set the agenda for this meeting. It will meet again on April 19 to set the agenda for the May 3 meeting.

9. Graduate Council (Ed Healy) - The Council will meet, probably on Monday, to take action on the graduate program proposed by the College of Education, for an EDD in Education.

10. Legislative Update (Lib D'Zamko for Tom Healy) - When you came in you received a copy of UNF's legislative priorities. The budgetary outlook is poor. They are waiting for third-quarter estimates before making decisions; the estimates should be in within the next two to three weeks.

V. Special Committee Reports
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at the beginning of the spring term, we will be giving a report
about the Academic Affairs budget process.

5. Faculty Affairs (Mary Borg for Steve Shapiro) -
The Committee has met twice since the last Association meeting,
one with President Herbert and once to discuss the evaluation of
teaching, its outstanding concern for this year. It will meet
again on Dec. 12.

6. Nominations and Elections (Geraldine Collins for Sheila
Mangum) - I have two announcements: (1) An election is scheduled
today for the members of the Sabbatical Selection Committee. The
proposed slate is on the board. This slate may be accepted by
acclamation unless there are nominations from the floor; if there
are additional nominations, the election must be by ballot after
the meeting. Only tenured unit faculty members may be nominated
and only tenured unit members are eligible to vote; a list of
those eligible is posted by the ballot box and must be initialled
as you receive your ballot.
(2) In January a special election will be held to replace two
members of the Nominations and Elections Committee: one member
to represent the College of Education and one member at large. If
you are interested in serving, please notify a member of the
Elections Committee.

The floor was opened to nominations. There were none, and the
slate for the Sabbatical Selection Committee as proposed was
accepted by acclamation.

7. Promotion and Tenure (Judy Solano for Jane Decker) -
The Committee will meet tomorrow, at which time it will have the
promotion and tenure dossiers available. It will meet every
Friday in January and present its report on January 22.

8. Rules and Appeals (Darwin Coy) - The Rules and Appeals
Committee met last month on Tuesday, Nov. 21, to set the agenda
for December. I will inform the members of the date of the
December meeting.

V. Special Committee Reports

1. Graduate Council (Ed Healy) - The Graduate Council met
early in November and on Monday of this week to consider several
of the SACS recommendations. It has sent a report to the Vice-
President, requesting that the Council be informed of any
decisions made by the Vice-President about requests from the
departments for planning authorization of graduate programs. It
has also recommended deadline dates for receiving graduate
education planning authorization requests and implementation
proposals: April 1 for proposals to be considered in the fall by
the Board of Regents, Oct. 1 for proposals to be considered by
the Board of Regents in the summer. The Council also recommended
that it be formally involved in the University response to
recommendations from SACS regarding overall planning and

Page 01, 02, 03, 04
evaluation at the University. The Council will meet again on the second or third Monday in January.

2. Legislative Liaison (Tom Healy) - Things look very bad for the upcoming Legislative session; the fiscal situation is poor. Merry Christmas!

3. Search for Academic Vice-President (Lib D'Zamko for Frank McLaughlin) - The Committee is meeting right now. Frank McLaughlin urges you to give your evaluation sheets to him or Martha Dukes by 10:00 tomorrow morning, the time of its next meeting.

4. Professional Development Funds (Ken Martin) - You have received a memo dated Nov. 27 about proposals for the faculty development funds. A Committee will be appointed within the next week or so to evaluate competitive aspects of use of the funds; names for membership have been received from the Deans; please contact me if you are interested in being on the Committee. Your needs assessment form for computer courses should be returned by Dec. 15. There will be a survey in the spring term on administrative and instructional practices on campus. Contact me if you are interested in helping administer the survey. Any money not used for the computing courses listed in the needs assessment form will be used in competition.

Question: Personnel and Computing Services offer computer courses similar to the ones being suggested. What is the point of using the money to duplicate these courses?

Answer: $12,000 has been tentatively allotted for the courses. If the courses are not needed indicate this on the form and the money will be spent elsewhere.

Question: Is there a deadline for using the funds?

Answer: June 30 is the deadline for dispersing the funds. The Committee will have a relatively free hand in allocation.

4. The Search for Vice-President for Student Affairs (Darwin Coy) - The Committee has turned in a list of names in priority order to the President, who is going over the list and will invite some of the candidates back for a second interview. The Committee's work is completed.

A candidate visiting the Association meeting, Dr. Duck of North Carolina A&T, was recognized from the floor.

5. Special Report on the Budget Callback (Curtis Bullock) - The University was originally asked to give back $763,000 and to present a plan for the return of the funds, which it did. Four days later, on Friday, it was notified that the amount to be returned would be substantially less: $142,000. The places the cuts were to be made were designated in the notification. Some
return money will come from the library, some from Academic Affairs expense, some from other expense funds, and some from OCO. We received a copy of a Governor's executive order on Dec. 1 putting restrictions on travel; I have not yet seen a signed copy. Betty Castor, the Chancellor, and the University Presidents deserve thanks for facing off the Governor and the Governor's Budget Office and getting the lottery funds reinstated for education.

6. General Education (Susan Wallace for Charles Winton) - A draft of the first report of the Committee was circulated to the Faculty in early November. It dealt with the philosophy of general education and the organizational structure for administration of general education. On Nov. 22 an open meeting was held. Some editorial changes were made to the draft, which was forwarded to Ken Martin. Copies of the forwarded policy, which was substantially the same as the copy circulated, are available from the Deans. The next phase of the Committee's activity will involve specific curriculum issues. The Committee will start next semester by talking to the Faculty who currently teach general education courses.

VI. Question and Answer Period

Question to Ed Healy: Is the Graduate Council suggesting that it be given the authority to approve and reject any new authorization for planning of graduate programs or only that it be informed?

Healy: It is suggesting that it be informed, and that it have the authority to make recommendations to the Vice-President for Academic Affairs regarding the approval or rejection of proposals.

Martin: The Council report will be discussed a week from Friday. One possible implementation is that proposals that affect the graduate program will go to the Graduate Council and then to the Academic Programs Committee. We will probably recommend that programs must be approved on campus before going to Tallahassee.

VII. Adjournment

The meeting was adjourned at 12:25 pm.
The amount of lapse money has also been increased, by 1 percent.

Enrollment is rising in Florida's schools at all levels. There will be an increase state-wide of 100,000 new students in the public school system next year.

Community colleges had 27,000 and the SUS 7,000 unfunded FTE students this year.

UNF enrollment growth will be 323 FTE next year. The student FTE increase will mean approximately 1.4 million new dollars next year. This equates to 17 new faculty lines.

Salary increases for faculty will be:
3% across the board
1% discretionary
1% one time bonus money
effective August 7 1990
for USFS:
3% across the board effective January 1 1991

6.5 million plus dollars have been approved for the teaching gym.

An additional 1.4 million has been allocated for supplemental funds for the gym and for adding to and improving existing structures at UNF.

A part of the tax increase has been a 1.5-2.5 increase in the gross utilities tax. This helps PECO funding and will help UNF with facility improvement dollars.

Over the next few years, the State will have to examine different methods of raising revenue and finding a new tax base to fund educational growth.

V. Special Reports

1. Speech by President Adam Herbert (summarized):

I wish to publicly praise Dr. Tom Healy for the exemplary work he has done with the Legislature.

When I arrived at UNF there were 613 FTE lower division students. Now there are 765 FTE lower division students. During the budget hearing at the BOR in July, UNF will seek authorization for even more lower division students.

UNF will experience a 9% growth this year in total enrollment funding.

The current 3933 FTE equates to more than 8000 students. The plan is to have 5600-6000 FTE students in the near future.
Because of this planned increase in FTE students the PECO funds become of vital importance to UNF. Needed projects include: parking, traffic control, office space, classrooms, etc. New buildings are being planned for Health and Fine Arts, and expansions for the College of Business.

The St. Johns Water Management District Office has given approval for the first phase of road construction. This decision has, however, been appealed and construction awaits the outcome of the appeal process. It is anticipated that the appeal will be denied and that the road widening will be completed later next year.

Construction of the teaching gym is planned to begin this fall term.

Although faculty numbers are increasing and the number of students continues to increase, there are no administrative support personnel positions in the budget. This is a serious concern. Also of serious concern is the amount of raises, especially the low amount for USPS personnel.

The fall class should include 260-270 new freshmen students. The freshman class is of excellent quality. 7 of these new students will be National Merit finalists; our goal is 15. 12-14 of the new students will be National Merit commended students. 10% of the freshmen class will be minority students. The mean SAT is approximately 1100; H.S. GFA is 3.4.

After an extensive process of search and review, I am pleased to offer the position of Vice President for Academic Affairs to Dr. Ken Martin.

2. Speech by Kenneth Martin (summarized):

I pledge to give my best efforts and energies to accomplishing the goals of the University, which we have set together. I consider myself faculty. I will continue my efforts for faculty development, for decentralization, and for working with Tallahassee to achieve our goals. This University can be the flagship institution for undergraduate education. We are committed to excellence and to providing the best education for our students.

We are second in the State in the percentage of our freshman class who are National Merit scholars.

I will continue my commitment to general education, to interdisciplinary education, and to research.

There will be new focus on the Graduate School.

I intend to continue to provide Arts and Sciences with what it needs to be the cornerstone of the University.

I am honored at the appointment.
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3. Committee on Alternate Forms of Faculty Government -
(Judy Solano)

The Committee has met once and is in the process of gathering
information about different forms of faculty governance at other
institutions.

VI. Question and Answer Period

Question: What are the administration's plans and timetable
for searching for a replacement for Tom Quinlan?

Answer: A search will begin within six to eight weeks.

Question (Steve Shapiro): How close is Kernan Blvd. to the
University?

Answer (Adam Herbert): There is a 1.6 million item on the
PICO list about this. The road should connect at the northern
end of the R&D property. We are looking at probably two years
before this interchange.

Question (Jay Huebner): We were asked to comment on summer
graduation and need more information to do so.

Answer (Tom Healy): We usually graduate 500 with a show rate
of 375-400. Each graduate present accounts for an average of
about 7 people in the audience.

Question (Steve Shapiro): Item #1 of the legislative
calendar has activity courses with over 1 credit hour; I thought
the understanding was that these courses were not to exceed one
credit hour.

Answer: Some are not activity courses.

The matter was taken under advisement.

VII. Legislative Calendar

Item #1 - FA90-10 Submitted by the Academic Programs Committee.

College of Health Science

HSC 6xxx Projects (1-3 credits) New Course
HSC 4xxx Projects (1-3 credits) New Course
HSC 6xxx Special Topics (1-2 credits) New Course
HSC 4xxx Special Topics (1-2 credits) New Course
HSC 6xxx Seminars (1-3 credits) New Course
HSC 4xxx Seminars (1-3 credits) New Course
HSC 6xxx Readings and Conferences
(1-3 credits) New Course
HSC 4xxx Readings and Conferences
(1-3 credits) New Course
College of Education and Human Services

Department of Curriculum and Instruction

EDG 6607 Multicultural and Urban Foundations of Education
(3 credits) New Course

Department of Special Education

EGI 6051 Educating Special Population of the Gifted
(3 credits) New Course
EGI 6xxx Theory and Development of Creativity
(3 credits) New Course
EHU 6343 Teaching Reading to Hearing Impaired Students
(3 credits) New Course
EEX 6624 Preschool Assessment of Exceptional Children
(3 credits) New Course
EEX 5245 Learning Strategies
(3 credits) New Course
EEX 6xxx Educational Management of Exceptional Students
(3 credits) New Course
EEX 6203 Developmental Variations
Change in description
EEX 6224 Preschool Programming of Exceptional Children. Course
number changed to EEX 6063. Description revised.
Prerequisite "Permission of Instructor" dropped.
EEX 5732 Facilitation of Parent Interaction. Description
revised.
EEX 5283 Career Education for the Handicapped. Number changed to
EEX 6283. Description revised. Title changed to
Social, Personnel and Career Skills for Exceptional
Students.

Corrections were made to items 1.3 and 1.4 under the College of
Health Sciences. "1-2 credits" was changed to "1-3" credits.
Under the Department of Special Education, two changes were made.
EGI 6051 changed to EGI 6311. EEX 6624 changed to EEX 6224.

Objection was made to the lack of description of the courses.
Lib D'Zamko noted that she would be arranging a workshop in
September for new Faculty Association officers and committee
members that would address such issues.

ADOPTED as amended.

Item #2 - FA90-11 Submitted by the Academic Programs Committee.

College of Arts and Sciences

Department of History, Philosophy and Religion

Bachelor of Arts in Philosophy - new program

Department of Music

Bachelor of Music in Jazz Studies - new program
Objection was made to being asked to vote on new courses with no description.

Loftin: All specific courses will come before the Faculty Association later. We just need conceptual approval--is it o.k. to have such a major, so we can go to the BOR.

Afesa Adams: We had received BOR permission to move ahead with implementation over a year ago.

Neither program is a new resource program.

Jazz will need no new faculty.

Philosophy will need one new faculty member. UNF is the only SUS school that doesn't offer a philosophy degree.

ADOPTED

VIII. Adjournment

The meeting was adjourned at 12:50.
4. **Budget and Legislative Information** - No report.

5. **Faculty Affairs** (Steve Shapiro) - The Committee is meeting on Tuesday. It is revising the Promotion and Tenure guidelines and schedule, and will hopefully present its revision at the next meeting.

6. **Nominations and Elections** (Sheila Mangum) - A special election is being held today to replace two members of the Nominations and Elections Committee: one member to represent the College of Education and one member at large. The member at large will automatically be Chair of the Committee during the second year. Two names have already been submitted.

Nominations were taken from the floor at this time.

7. **Promotion and Tenure** (Jane Decker) - The Committee is considering 7 applications for tenure, 8 applications for promotion to Associate Professor, and 7 applications for promotion to Full Professor. The Committee will make its report to the Academic Vice-President on January 22.

8. **Rules and Appeals** (Darwin Coy) - The Rules and Appeals Committee met on Dec. 14 to set the agenda for this meeting. It will meet again on Jan. 18 to set the agenda for the Feb. 1 meeting. Please present all items for inclusion by Jan. 18.

V. **Address by President Herbert**

(Summarized)

The first comments I will make are on the Vice-Presidential Searches.

I am happy to announce the appointment of Dr. Roland Buck, Vice Chancellor for Student Affairs at North Carolina A&T as the new Vice-President of Student Affairs.

After extensive reviewing of the names of the finalists in the Search for Vice-President of Academic Affairs, I have asked that the search be extended.

The Vice-President for Academic Affairs should not only have strong credentials but be a good match for the University and its administration. I want someone who can work in a climate of decentralization and dissolution of decision-making to the units. The Academic Vice-President should have a very strong grasp of the budget and financial management. This officer should be someone whose style fits the University and who can present the University to the broader community, and who is a good match for the President and the President's administrative philosophy. At this stage in the University's development, it is important to have someone who will work out well; it would be desirable not to have to face another transitional period for this position for five or six years at the least.
The position will be readvertised in the Chronicle of Higher Education for three more issues. The requirement for three years of experience as a Dean has been reformulated to allow other means of approach to the position. I have discussed my requirements for the position more extensively with members of the Search Committee. I am taking an active role in identifying potential candidates and urge you to do likewise.

Some members of the Committee have already made other commitments of their time for the spring term and have indicated that they will not be able to continue to serve on the Committee. Frank McLaughlin has said he has long-deferred commitments and that, although he can continue on the Committee, he cannot serve as chair. Betty Flinchum has agreed to be the new chair. It is important that the chair be a senior faculty member with a sense of the history of the institution and experience of the University during periods of administrative transition.

The second matter about which I will speak is that of freshmen applications. We want to attract the best students from the Jacksonville area to this campus. I have been going around to high schools in the area. As of noon last Friday the mean SAT of the entering freshman class is 11.01 and the grade point average 3.39. We are actively seeking National merit scholars from this area and have put together a full financial package for those beginning to attend the University next fall.

The third topic of my talk is the budget shortfall. During the last quarter the State asked for return money from its agencies. Initially UNF was asked to return $768,000. The efforts of Betty Castor in investigating and asking for the application of unused lottery funds to educational institutions have forestalled massive cuts for those institutions. Instead, the Chancellor has issued a set of directives asking educational institutions to act in the spirit of the general budgetary situation.

To implement these directives the University is asking that travel requests be turned in on time and that they include extra paragraphs of justification. The Vice-Presidents have been asked to sign off on travel requests and to report to me every week on out-of-state travel. The University was also asked in the directives to be sparing in filling vacant positions: filling only one cut of every two was suggested. This would be too great a hardship given the low staffing at the University; however, vacant positions can only be filled on the approval of the Vice-President after consultation with the President. The budget officers have been asked to be sparing in expenditure of OPE and expense funds.

My last topic is the upcoming Legislative Session. We have identified four items for our priority list: salary increases for faculty and staff, maintaining base funds for operations, enrollment growth, and the teaching gym and full funding of Peco funds. Other items will be added. The question of opting for enhancement funds for undergraduate education or for enrollment growth was just presented to me by the Chancellor. We chose enrollment growth, as enhancement funds tend to go to one or two
of the biggest universities in the system.

Question: Are the four finalists for the Vice-President for Academic Affairs still in the running?

Answer: All applicants have been informed of the extension and told to write if they wish their names withdrawn. All but one of the four finalists would still be considered.

VI. Special Committee Reports

1. Search Committee for the Vice-President of Academic Affairs (Frank McLaughlin) - The position is being readvertised in the Chronicle of higher education, Jan. 24-Feb. 7, and the search is being extended through Feb. 12.

Three people from the Committee have indicated that due to prior commitments, they cannot continue to serve. An election will be held by the Nominations and Elections Committee at the next meeting to elect new members from the College of Education, the College of Arts and Sciences, and the College of Business Administration.

2. Graduate Council (Ed Healy) - The Graduate Council has not met since the last meeting of the Association; it will meet during the next month.

3. Legislative Liaison (Tom Healy) - The Legislature is beginning to be very careful about asking for reports about how the money it has allotted has been spent, and wants specific data about the use of such things as grant money. There is an mood of gloom and doom in Tallahassee. The rumor is that a three per cent increase for state employees is in the Governor's budget for the coming year. Peco funding looks o.k. now but may run into trouble next year. The Legislature is looking at an increased tax on public utilities to help the budget situation. There are enrollment growth demands throughout the University System. The Legislation will meet again in the first week of February and March. Bills are being filed right now. We will inform you of bills involving University interests; please tell us about bills in which you are concerned.

4. Outstanding Teacher Awards (Mary Borg) - The awards are being granted in a different way this year. There is a two-tiered system. Undergraduate Teaching Awards will be made at the College level: 8 from Arts and Sciences, 4 from Business, 4 from Education, 1 from Computer Science, and 1 from Health. These grants will be made by Committees elected by each College. The College Committees should be elected by Feb. 1; any member of the College is eligible for membership.

All nominations for Undergraduate Awards should be sent to me by Feb. 16. From the winners of the Undergraduate Awards, the College Committees will select and forward to the University Selections Committee nominations for the three Outstanding

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Teacher Awards.

The College Committees should have made their decisions and forwarded their names by March 23. The University Selection Committee will complete its decisions by April 9.

5. Professional Development Funds (Ken Martin) - I would like to introduce Howard Altman, Professor of Modern Language and Linguistics at Louisville, who has served as Executive Director of the Kentucky Consortium for Faculty Development. He will be presenting two seminars. Today he will speak at 1:30 on faculty stress and burn-out, and at 3:30 on the evaluation of teaching. Tomorrow at 1:30 he will speak on faculty merit pay and other awards and at 3:30 on faculty development issues for the 1990's. Refreshments will be served each day between the talks. Tapes of the talks will be available for those who cannot attend.

The deadline for proposals for the competitive aspects of the faculty development funds is Jan. 22. The Faculty Development Committee will be meeting during that week and the first round of awards will be granted by the 29th.

All the computer courses received enough responses to be offered. A schedule will be out in a week or two. The classes will be given before June 30.

The last component of the faculty development funds will be a research stipend program during the summer semester. Each Dean is being given $5,000 to allocate for research, for a total of $25,000. This brings the total of funds for faculty development during this year, including TSI funds, to $135,000.

The summer budget and the teaching positions available for the summer term will be announced a week from Friday.

Question (Steve Shapiro) - The research allotments are being made equally among the colleges?

Answer (Martin) - Yes.

VI. Question and Answer Period

Question: Why were the semesters shortened by a week this year, and is this to be permanent?

Ed Healy: I will see if I can find the answer.

Question: What is the status of the revised smoking regulations?

Answer (President Herbert): I have received the recommendations of the Committee and have forwarded some matters to the Chancellor to resolve legal issues. I am waiting for a reply. The Committee will have one more meeting and a general idea about the policy should be available in two to three weeks. As of this January, tobacco products are no longer being sold on campus. It is my feeling that this new policy should be
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implemented over a time period with adequate support services for those who might feel adversely affected: FCCJ is somewhat of a model in this.

VII. Adjournment

There was no Legislative Calendar. The meeting was adjourned at 1:00 p.m.