Minutes of Faculty Association Meetings
1994-1995

September 1994  February 1995
October 1994   March 1995
November 1994  April 1995
December 1994  May 1995
January 1995   June 1995
FACULTY ASSOCIATION MEETING
MINUTES
SEPTEMBER 6, 1994

I. Call to Order

Faculty Association President Charles Winton called the meeting to order at 12:15 p.m. He proceeded with the installation of the new officers of the Association, including the passing of the gavel and presenting a "charge" for incoming President Judy Solano. President Winton also presented "charges" to incoming Vice President Diane Kazlauskas and incoming Secretary C. Nick Wilson.

President Judy Solano, in her first act as President of the Faculty Association presented a gavel to immediate Past President Charles Winton, and plaques to outgoing Vice President Cathy Cohen and outgoing Secretary Diane Kazlauskas. She also thanked each of the outgoing officers for a job well done, expressing the gratitude of the entire faculty for them being officers of the Association.

President Solano then indicated that she was pleased on her election to the position of President of the Association, and looked forward to working for the faculty in the upcoming two years as she serves as President. She indicated that the term will only be successful with the assistance of the faculty, and she looked forward to that assistance over the two years. She indicated that Dr. Alan Ling wants the involvement of the faculty, and that the faculty is being looked to for that involvement more than ever. The focus of her administration will be to reengage the faculty into university governance by: (1) requesting faculty to attend their respective Departmental meetings; (2) encouraging faculty to attend their College meetings, and; (3) for faculty to be involved in the Faculty Association. She hoped that not only attendance would be desired, but that faculty would want to be informed of UNF activities, be informed on the issues facing the faculty and university-wide areas of concern, participate in dialogue with others, and vote on the issues at hand. She reminded the Association that we are the only State University System university where all the faculty vote on the issues.

II. Approval of minutes.

The minutes of the July 7, 1994, meeting were approved.

III. Announcements

Judy Solano indicated to the Association that the Secretary of the Association would read the announcements. These announcements should be presented to the Secretary in writing prior to the meeting.

Secretary Nick Wilson made the following announcements:

1. Wednesday, September 14, 1994, begins the Annual Faculty/Staff Fund Drive. The goal this year is $80,000. Last year the Fund Drive realized $75,000 on a goal of $70,000. There are three reasons for the faculty to contribute: (1) when university officials ask the alumni and community for support, potential contributors are impressed that faculty and
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FACULTY ASSOCIATION MEETING
MINUTES
February 2, 1995

I. Call to Order

The meeting was called to order by President Judy Solano at 12:15 p.m. She asked for, and received, a moment of silence for a missing student, James Coon. She then introduced the new Athletic Director, Dr. Richard Gropper, who was welcomed to UNF by the faculty. He expressed his desire to work with the faculty to insure the academic integrity of the athletic programs at UNF. President Solano then thanked Diane Kazauskas for chairing the January 12, 1995, meeting of the Faculty Association.

II. Approval of Minutes

The minutes of the January 12, 1995, meeting were approved as distributed.

III. Announcements

Nick Wilson announced that any faculty members interested in playing in the faculty/student basketball game on Saturday at 2:30 p.m. should contact Paul Mason of Economics ext. 2641 as soon as possible.

Nick Wilson announced that the Florida Blue Grass Boys are to perform at the Boathouse February 2, 1995, free of charge. All are invited.

Nick Wilson announced that the UNF Electrical Engineering program will be hosting on Saturday, February 18, 1995, the Test for Engineering Aptitude, Mathematics, and Science for eighteen (18) N.E. Florida high school teams. An open house and tours of UNF engineering facilities will be part of the program. If any faculty and/or program wish to display and/or demonstrate some science-oriented projects to help recruit these bright students, please contact Dr. Giuma at ext. 2970.

Judy Solano announced that all of the Homecoming 1995 events are free to faculty and staff. All are invited to attend.

Lynda Lewis announced that the plus/minus grading system would be active in December, 1995.

Lynda Lewis announced that the University Calendar that was sent to the Board of Regents has been approved, with only the Summer 1996 schedule to be modified. We will end our 1996 summer courses August 1, with Fall term 1996 classes to begin August 28.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall

Met in January. Will meet on February 28 in Building 10 Conference Room. They have no agenda items. The committee is evaluating the APC forms.

Academic Standards Committee - Pali Sen

Met in January. Will meet on February 15, 11 a.m. in the Library Conference Room. They have one agenda item. They are evaluating the Dean's List procedures.
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FACULTY ASSOCIATION MEETING
MINUTES
October 6, 1994

I. Call to Order

The meeting was called to order at 12:20 P.M.

II. Approval of Minutes

The minutes of the September 6, 1994 meeting were approved, with a change, as distributed. The change was in Section V. Special Reports - Safety Council, whereas, the committee is looking for volunteers to assist in a campus emergency with the evacuation chairs that are located near the elevators.

III. Secretary Nick Wilson made the following announcements:

1. Convocation will be held at 10:00 a.m. on October 28, 1994, in the Andrew Robinson Theater. Dr. Roy Lassiter will be designated Vice President Emeritus at Convocation and a luncheon will be held in the Talon Room after the Ceremony. Further information will be in the mail next week.

2. Catch the magic of UNF basketball. Season tickets are available now by calling the athletic department at 646-2833. There is a special bonus for any person purchasing a season ticket prior to October 1, as they will receive a free admission to watch the Orlando Magic scrimmage to be held at UNF on October 11, 1994. Faculty and staff are invited to join in the "Magic of Midnight Madness" on October 15. For more information call Bruce Silva in the Music Department at extension 2960 or Coach Zvosec at extension 2494.

3. Jim Crooke announced that there is one more week for the faculty and staff to participate in the Annual Faculty/Staff Fund Drive. All were encouraged to participate.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall

Will meet next Thursday at 12:15 p.m. in the Administration/Finance Conference Room. The Committee wants to change the procedure for the submission of the APC Forms, by requesting that one set of the forms be logged in at Records and Registration.

Academic Standards Committee - Paul Sen

The committee has no report. They will meet next Thursday at 9:30 a.m.

Academic Support Services Committee - Joe Perry

Met on September 15. Will meet next week. Joe Perry was elected as Chair. Textbook ordering problems are being addressed; please send problems in this area to Joe Perry.
FACULTY ASSOCIATION MEETING
MINUTES
March 2, 1995

I. Call to Order

The meeting was called to order at 12:15 p.m. President Solano began the meeting with a rendition of "Traditions" from Fiddler on the Roof. She then spoke of a number of insinuations and charges that have evolved against the academic community, including the attack on tenure, the use of adjuncts, annual teaching evaluations, and other SUS agenda items that are moving to control the faculty work environment. She spoke of the values we must articulate to others, including the administration and legislature to insure the sanctity of academia and its purposes. A copy of her remarks is attached.

II. Approval of Minutes

The minutes of the February 2, 1995 meeting were approved as distributed, with a change to the Safety Committee section to indicate that three members of the Safety Council will be faculty, with one serving as Chair and another as Vice-Chair.

III. Announcements

Guest Mr. Hugh Jones of Baptist Health Systems Foundation announced that Caring Award nominations were being sought from the faculty for students who are deserving of this award. Also, there now has been established a Caring Fellowship from the Caring Institute in Washington, D.C. for a student.

Vice President Bob Fagin announced that the Emergency Management Committee had responded to the February 17 power outage. Repairs are being made campus-wide. This exercise was a good way for us to plan for future emergency situations, as it showed how well we can respond to such emergencies.

Nick Wilson announced the response to the question raised at the most recent Faculty Association meeting concerning the appointment of President Adam Herbert to the Board of Directors of SafeCard. A copy of that response is attached.

Nick Wilson announced the response to an anonymous question from last month's faculty Association meeting that was addressed to Tom Mongar of the UFF. A copy of that response is attached.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall

Will meet on Tuesday, March 21, 12 p.m.-1 p.m. in the College of Business Conference Room. They have 3 agenda items.

Academic Standards Committee - Pali Sen

Will meet on March 16, from 11 a.m. -12 p.m. in the Library Conference Room. The agenda items will include the UNF Appeals Process, and Pass/Fail Grades.
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FACULTY ASSOCIATION MEETING
MINUTES
November 3, 1994

I. Call to Order
The meeting was called to order at 1:20 P.M.

II. Approval of Minutes
The minutes of the October 6, 1994 meeting were approved as distributed.

III. Secretary Nick Wilson made the following announcements:
Due to the departure of Duncan McBride from the Office of Planning, Evaluation and Budget, and programming modifications required to report Salary Compression/Inversion and 1992/93 Retro Promotion Adjustments, Alan Johns, Chief Fiscal Officer for Academic Affairs regrets that the Appendix G - Salary Increase Notification has not been provided on schedule. Alan Johns has submitted a Request for Support via Computing Services to provide the Appendix G and anticipates publication of the report early next week.

Please note that on pages 29-32 of your packet there is a discussion of some of the considerations associated with changing to an academic calendar that would be similar to the one employed at FSU. In the interest of providing all of the faculty an opportunity to express their opinion on this subject and in the interest of getting a response prior to our December meeting, the faculty should have all received a pumpkin orange ballot. Please return these ballots to Judy Solano by November 10. If the faculty should support the proposed change, it will be submitted to the Executive Staff for their approval and then to the BOG. Lynda Lewis and her staff are available to answer questions in the Question/Answer period.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall
Meeting on October 7 and 14. Will meet twice in November. They have one agenda item.

Academic Standards Committee - Pali Sen
Meeting on October 11 and 18, to discuss the enrollment policy and other items. Will meet on November 8 at 9:30 a.m. in the library conference room. They have 3 agenda items.

Academic Support Services Committee - Joe Perry
The Committee continues to discuss the textbook ordering procedures. The Committee requests the faculty to send details of problems in this area to Joe Perry for action.

Budget and Legislative Information Committee - Vicki Stanton
A sub-committee of Academic Standards Committee and this committee will be formed to examine the use and function of adjunct faculty on the UNF campus, including the pay of, use of, courses taught, etc. Representatives from each college are requested to obtain good input from around the campus. The committee met with the Janet Smith (PEB) and will meet with the Provost.

Faculty Affairs Committee - Steve Shapiro
Meeting on this coming Tuesday at 12:00 P.M. Being discussed is the faculty evaluation process. They have two agenda items.

Nominations and Elections Committee - V. Ramamurthi
They have two elections to take place in December; one for the Nominations and Elections Committee, and another for the Strategic Planning Committee. President Solano indicated that the continuation of the Strategic Planning Committee formed when Ken Martin was Vice President would be discussed at the next meeting of Rules & Appeals. Therefore, elections for positions on the Strategic Planning Committee might not be necessary.

Promotion and Tenure Committee - Jay Coleman
Meeting on October 13, and expected to meet in early January.

Rules and Appeals Committee - Diane Kazlauskas
No report. However, President Solano discussed the necessity to have quorums at meetings of the standing committees. Please notify the chair of your respective committee if the you cannot routinely attend the meetings. Possible replacement may be considered to ensure that a quorum is in attendance for large committee meetings.

V. Special Committee Reports

Graduate Council - Charles Galloway
No report.

Safety Advisory Council - Judy Solano
The Committee will meet on Monday November 14 to discuss the by-laws of the Council. Please notify Chris Racche, Joe Butler, or Cherrill Meaton for issues related to safety on the UNF campus.
FACULTY ASSOCIATION MEETING
MINUTES
April 6, 1995

I. Call to Order
The meeting was called to order at 12:15 P.M. by President Judy Solano. She asked for and received a moment of silence in the memory and honor of Dr. Grann Lloyd.

II. Approval of Minutes
The minutes of the March 2, 1995 meeting were approved as distributed.

III. Announcements
Alan Ling announced that Lynda Lewis will have a title change to Assistant Provost because of her additional duties and responsibilities.

Fran D'Avanzo-Schrader announced that the matriculation calendar would be published soon, including looking at a 5/5/10 calendar for the summer. She also announced that there were several considerations underway for the advanced tuition program.

Judy Solano announced that Frank McLaughlin was recovering from his most recent surgery.

Judy Solano also announced Joy Stover had tendered her retirement from the UNF community. As a valued member of the UNF community, an excellent managing secretary to the Association, Joy was presented a plaque for her exemplary service to all of us.

Nick Wilson announced that faculty with immediate family graduating this term are eligible for up to four (4) special guest tickets, depending on availability. If interested, you must see Sue Downs in the President's Office, as soon as possible. Sue indicates that there will be a big demand for these tickets, so do not wait to contact her.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall
Will meet on April 25 from 12 p.m.-1 p.m. in the College of Business Conference Room. They have two agenda items.

Academic Standards Committee - Pali San
Met on March 16. Will meet on April 30. She requested that the faculty hand in the pass/fail survey that was attached to the April packet.

Academic Support Services Committee - Joe Perry
No report.

Budget and Legislative Information Committee - Vicki Stanton
Meeting regularly on the questions on the use of adjunct faculty. They have one agenda item.
FACULTY ASSOCIATION MEETING
MINUTES

December 1, 1994

I. Call to Order
The meeting was called to order at 12:15 P.M.

II. Approval of Minutes
The minutes of the November 3, 1994 meeting were approved as distributed.

III. Announcements
Judy Solano announced that the agenda items for November on the Status List have all been approved.

Nick Wilson announced that the library has added two new subscriptions to the CD-ROMS on the library network --- (1) EconLit, and (2) MLA-Modern Language Association's International Bibliography of Books and Articles.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall
Met once this past month. They have three agenda items.

Academic Standards Committee - Paul Sen
Met on November 8. They have one agenda item.

Academic Support Services Committee - Joe Perry
No report.

Budget and Legislative Information Committee - Judy Solano for Vicki Stanton
Met in November with Provost Alan Ling. Will meet in January. Have joined with the Academic Standards Committee to form a subcommittee to discuss the use of adjuncts on campus. All five of the Colleges will be represented on this subcommittee.

Faculty Affairs Committee - Steve Shapiro
Will meet on this coming Tuesday. The Committee is still discussing the issue concerning faculty evaluations.

Nominations and Elections Committee - V. "Ram" Ramamurthi
Included in the packet under an informational item was a slate for the new Nominations and Elections Committee. Nominations were asked for from the floor. Hearing none, it was moved to accept the slate as proposed. Seconded. Motion passed.

Promotion and Tenure Committee - Ellie Scheirer
Will begin on or after December 15 to evaluate the faculty member dossiers for tenure and/or promotion. Will begin meeting in January to discuss the dossiers and formulate recommendations.

Rules and Appeals Committee - Diane Kazlauskas
Met on November 17 to set the agenda for today's meeting. They will meet again on December 15.

V. Special Committee Reports

Graduate Council - Alan Ling
No report.

Safety Advisory Council - Chris Rasche
Met on November 14. Will meet on December 12. The Committee passed a Campus Security Notification Protocol for Incidents of Sexual Assault, to be forwarded for the President's signature. In addition to the blue emergency call boxes, there are now four 'Safe Ride' telephones available for those who want the use of security/safe ride after dark. Code Blue boxes are being installed around the campus in strategic locations. The Committee is also considering a new fire alarm system to include a voice alarm/communications-inter-com system.

Technology Planning Committee - Bill Caldwell
Will meet on this coming Monday. The Committee is drafting its report and recommendations.

VI. Special Reports

Legislative Liaison Report - Tom Healy
No report

United Faculty of Florida - Tom Mongar
The supplement to the 1994-1995 UFF Contract is available. The supplement includes the grounds for grievances on salary and the TIP.
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FACULTY ASSOCIATION MEETING
MINUTES
May 4, 1995

I. Call to Order
The meeting was called to order at 12:15 p.m. by President Judy Solano.

II. Approval of Minutes
The minutes of the April 6, 1995 meeting were approved as distributed.

III. Announcements
Judy Solano announced that Pat Nelson had accepted the position of Managing Secretary of the Faculty Association. The faculty welcomed her.

Judy Solano announced that Phi Kappa Phi had selected Andrew Farkas to represent UNF in Phi Kappa Phi’s National Scholar Award competition. She presented Andrew a certificate in recognition of his selection by the UNF Chapter.

Alan Ling announced that the reviews of the Chairs is in the respective Dean’s offices. The Dean’s annual reviews are in the Provost’s office. In the future, the Deans’ will be on a four-year commitment. As a result, the only Dean to be reviewed this year will be the Dean of the College of Health.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall
Will meet on next week. They have no agenda items.

Academic Standards Committee - Pali Sen
Met on April 18. They have two agenda items.

Academic Support Services Committee - Joe Perry
No report

Budget and Legislative Information Committee - Vicki Stanton
They have one agenda item.

Faculty Affairs Committee - Steve Shapiro
Will meet on May 9. They have one agenda item.

Nominations and Elections Committee - Barbara Tuck
They have two agenda items.

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FACULTY ASSOCIATION MEETING MINUTES
January 12, 1995

I. Call to Order

The meeting was called to order at 12:15 P.M. by Vice President Diane Kazlauskas. Alan Ling was then called upon, who introduced Robert Pagan, the new Vice President of Administration and Finance.

II. Approval of Minutes

The minutes of the December 1, 1994 meeting were approved as distributed.

III. Announcements

Nick Wilson announced that the Library's Medline database contains citations from Index Medicus, Index to Dental Literature, and International Nursing Index.

Nick Wilson announced that the library reference department is offering an opportunity for faculty to become aware of major changes that have taken place in the Thomas G. Carpenter Library. Changes include: Gopher service; Internet access/surfing; Office access to LUIS and new databases; Automated course reserves; Library LAW (LIRN), and; Library Education. Please make an appointment to attend an informative session on any of the following dates at 12:00 P.M. each day: Monday, January 23; Tuesday, January 24, and; Wednesday, January 25.

Ed Johnson announced that Homecoming would be held on February 3 and 4. While many activities have been planned by the University and the respective Colleges, there will be a University-wide free picnic on February 4. Also, for faculty and staff, there will be free tickets to the basketball game the evening of February 4. All are welcome and encouraged to attend the festivities.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall

No report. Will meet Tuesday at 10:00 A.M.

Academic Standards Committee - Pali Sen

No report. Will meet on Thursday, January 19 in the Library Conference Room.

Academic Support Services Committee - Joe Perry

Will meet on January 24 at 12:00 P.M. The textbook ordering problems need to be directed to this Committee this month for the Committee to resolve these issues.

Budget and Legislative Information Committee - Vicki Stanton

No report. Will meet during the next two weeks.

Faculty Affairs Committee - Steve Shapiro

The Campus Climate questionnaire has been mailed. Please complete it. The Teaching Evaluation policy has been revised. The committee will hold two
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FACULTY ASSOCIATION MEETING
MINUTES

June 1, 1995

I. Call to order

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

II. Approval of Minutes

The minutes of the May 4, 1995 meeting were approved as distributed.

III. Announcements

Judy Solano announced that a memorial service for slain UNF sophomore James Lee Coon, Jr. will be Friday, June 2, at 7 p.m. in the UNF Arena. A Celebration of the Life of James Lee Coon, Jr. will honor the young UNF sophomore, who was reported missing in January and whose body was recently found.

At the March 2 meeting, we passed item FA95-04, APC number 94-319. A clerical error was found. It was reported that the item should have included the information that PE 4004 is to be substituted for HSC 4014.

The distribution of the Faculty Association minutes included a request to update the distribution list for copies needed in the respective departments. Please respond to this request.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall. Will meet in June. They have eight agenda items.

Academic Standards Committee - Pali Sen. No report. Will not meet again this summer.

Academic Support Services Committee - Joe Perry. No report.

Budget and Legislative Information Committee - Vicki Stanton. The list of recommendations on the use of adjuncts has been returned by the Vice President for Academic Affairs to the committee for further review.

Faculty Affairs Committee - Hark Camp. Will meet on June 6. They have two agenda items.

Nominations and Elections Committee - Simin Vaghefi. No report. Fall elections will be made for the General Education Committee.

Promotion and Tenure Committee - Jay Coleman. No report.

Rules and Appeals Committee - Diane Kazlauskas. Net on May 18 to set the agenda for today's meeting. They will meet again on June 22.

V. Special Committee Reports

Graduate Council - Alan Ling. No report.

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staff are so committed as to contribute $75,000 of their hard-earned salaries; (2) while the university is state assisted, not state supported, the UNF programs are enhanced by our and other contributions to the UNF Foundation; and (3) UNF is a community of faculty, staff and students. The contributions assist the UNF community function better, as our contribution says that we care about these areas of the university’s life. Please give by payroll deduction, credit card or lump sum; as little as $1, or more. Our goal is to increase the 30 per cent rate of participation across the board.

2. Anyone wishing two tickets to the Saturday football game is to contact Joy Stover after the meeting.

3. The Office of Academic Affairs inadvertently sent the old sabbatical application form. The new one will come out next week.

4. The dedication of the Bob Loftin plaque at the entrance to the Nature Trails is tentatively set for Thursday, October 6, 10:45 a.m. just before the Faculty Association meeting, at the new pavilion by the Nature Trails.

5. Andrew Farkas indicated that the library budget for books and periodicals has been greatly increased for this fiscal year. Please submit faculty requests to the library.

6. Dr. Alan L.ing indicated that, while budget work continues, $100,000 more was being dedicated to faculty salary adjustments, and additional funds were being devoted to the A & P personnel.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Scagall for Darwin Croy.
No report. Next meeting 12:30 on September 8 in the Administrative Services Conference Room.

Academic Standards Committee - Ellen Klein.
No report. Next meeting to select a chair.

Academic Support Services Committee - Dennis Gay.
No report. Next meeting 12:15 September 8 in the Library Conference Room to select officers.

Budget and Legislative Information Committee - Gary Fine.
No report.

Faculty Affairs Committee - Steve Shapiro.
The committee will meet on September 13 at 12:15 in the Library Conference Room. The committee has three agenda items.

Nominations and Elections Committee - Venkatraya Ramamurthi.
Nominations for the Academic Calendar Committee are forthcoming. President Jody Solano indicated that the complete list of faculty and their respective committees would be forthcoming in the next month to all faculty. Those new members would receive an official letter of confirmation and congratulations on their appointment.
Promotion and Tenure Committee - Venkatraya Ramanurthi.
No report.

Rules and Appeals Committee - Diane Kaziaiaskas.
The committee has one agenda item. President Solano indicated that the Faculty Association would use this committee to set the agenda items and act as an executive steering committee for the Association.

V. Special Reports

Legislative Liaison - Tom Healy.
No report.

United Faculty of Florida - Tom Mongar.
No report.

Graduate Council - Alan Ling.
No report.

Safety Council - Chris Rascio.
The campus-wide Safety Council reports directly to the President of the University of North Florida. It has three faculty members. The committee responds to concerns of safety on the campus, including preventive areas of safety for all. As an example, the committee is looking for volunteers to man the elevators in the times of an emergency. Committee will meet September 19 in the President’s Conference Room.

VI. Question Period

Richard Crosby responded to a previous question on handicap parking spaces. When construction eliminates a handicap parking space, another slot(s) are opened up as close as can be located to the eliminated slot.

Bruce Gutkecht of the College of Education and Human Services inquired about the updated television equipment for the television. Jack Funkhouser of Instructional Communications replied that the 25” televisions, the VHS machines, and their hangers for the classrooms have been ordered. The brackets are to be installed; once this is accomplished the televisions will be operational.

David Courtwright of History, Philosophy and Religion asked President Adam Herbert if the grading system approved by the faculty was operational. Alan Ling will respond at the next meeting.

Jim Crooks of History, Philosophy and Religion asked that we look into the purchasing practices of Barnes and Noble book services. Dennis Gay of Natural Sciences indicated that he would ask the Academic Support Service Committee to investigate the complaint into the services provided by Barnes and Noble.

Joan Bray of Natural Science inquired as to the necessity of all the equipment in this room. Richard Crosby will respond at the next meeting.
Faculty Association

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VII. Legislative Calendar

Item #1 - FA94-21. Teaching Evaluation. Submitted by the Faculty Affairs Committee.

Steve Shapiro indicated that several "friendly amendments" were accepted by the committee: split #5 and create a new #6 and renumber 6-9; new #5 - This courses aroused my curiosity about the subject matter; new #6 - This course challenged me intellectually; renumber old 6,7,8,9 to become 7,8,9,10, and; new #11 - The syllabus served as a helpful guide for the course.

It was moved to amend the item by removing the form on page #7 and replace it with an empirically based document. Amendment seconded. Amendment passed.

After much discussion, it was moved and seconded to send this item back to committee for review. Motion passed.

Item #2 - FA94-22. Promotion and Tenure Guidelines. Submitted by the Faculty Affairs Committee.

After some discussion, it was moved and seconded to defer the item to the next meeting. Motion passed.

VIII. Adjournment

The meeting was adjourned at 1:20 p.m.

[Signature]
C. Nick Wilson, Secretary
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Academic Support Services Committee - Joe Perry
They are working on the book order/receiving problems, as gathered from input from the faculty.

Budget and Legislative Information Committee - Cheryl Frohlich
No report

Faculty Affairs Committee - Steve Shapero
Met in January. Will meet on Tuesday at 12:15 p.m. in the Library Conference Room. They have two agenda items.

Nominations and Elections Committee - Simin Vaghefi
No report

Promotion and Tenure Committee - Jay Coleman
Met in January. With the review process completed and recommendations decided upon, there will now be a meeting with Charles Galloway. Letters will be mailed to the candidates under review.

Rules and Appeals Committee - Diane Kazlauskas
Met on January 16 to set the agenda for today's meeting. They will meet again on February 19 in the College of Health at 12:15 p.m.

V. Special Committee Reports
Graduate Council - Alan Ling
The Graduate Council is meeting to organize a University-wide graduate faculty meeting.

Safety Advisory Council - Chris Rasche
Met on January 23. Will meet on February 20 at 3 p.m. in the President's Conference Room. The Council has passed its new by-laws; they have been sent to the President for approval. Faculty will be represented on the Council, including one of the three members automatically being the President.

VI. Special Reports
Legislative Liaison Report - Tom Healy
Tom Healy informed the faculty that the Florida State Legislature was looking to each state agency to plan on a 25% cut in funding from last year. This would mean cuts in faculty and staff. We can expect some funding cut this year, with $7.9 million, or 17.48% of UNF's budget, a possibility under the proposed cuts. The Governor's budget includes a 3% salary increase, along with enrollment growth. There may be $3 million available within the SUS for the TIP Awards. The House/Senate budget negotiations will begin in February and end in May.

United Faculty of Florida - Tom Mongar
There will be arbitration on grievances related to the Summer 1994 schedule. The UFF just won an arbitration hearing, which will result in the Chapter being able to file class action grievances. One
potential class action may be the age discrimination salary differences. All department s are required
to have their criteria for merit raises, including involvement from their respective faculties. All merit
raises must be distributed by the department’s policy agreement. UFF is looking into charges that
there was discriminatory salary distribution.

VII.  Question and Answer Period

1. Satya Pachori of Language and Literature asked Tom Mongar what the rational salary plan was at
UNF?

Tom Mongar replied that he would reply to Satya Pachori.

2. Minor Chamblin asked Provost Alan Ling about who makes the priority assignments for staffing the
extra class sections with adjuncts over full-time faculty? What is the process for selection of the
adjuncts? What are the implications of the above decisions on the quality of teaching at UNF?

Alan Ling replied that the respective Deans were involved in the decision and based the decision on
the needs of the respective programs. Specific leaves within the departments cause some additional
need for adjunct instructors. When adjuncts are used, the quality of teaching is tough to analyze. In
the future, because of fewer funds, it will be hard to replace full-time faculty with full-time faculty;
therefore, more adjuncts may have to be used in the teaching process.

3. Marsha Finkel-Batadi of Mathematics and Statistics asked computing services what happened to the
Summer 1994 SIRSQL results? When can we expect them?

Lance Taylor will reply in writing.

4. Jim Crooks asked Vice President Bob Fagin if we can look into the possibility of replacing the
electronic sign at the entrance to UNF?

Vice President Bob Fagin will reply in writing.

5. Marsha Finkel-Batadi asks Vice President Bob Fagin about surveying the UNF population to
determine the need for handicapped parking and checking to see that the amount of handicapped
parking we have is adequate?

Vice President Bob Fagin will reply in writing.


Joe Perry replied that the Academic Support Services Committee is looking into problems faculty are
having with the bookstore.

7. Judy Solano indicated that the Faculty Association and UFF will respond to the question on page 12
of the February 2, 1995 meeting packet.

8. Judy Solano asked Provost Ling what right do administrators have to (1) direct faculty to not ask
questions about curriculum development in their discipline; (2) prohibit or limit faculty participation in
curriculum development, and (3) delegate responsibility for curriculum development to non-teaching
staff?

Alan Ling replied none, none, and none, for the above three questions.
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9. Judy Solano asked Mary Borg about the outside employment of President Herbert. Many of the faculty are having outside employment (forms) rejected. It has come to the our attention, from the Jacksonville Business Journal, that President Herbert is to receive $50,000 a year to sit on the Safecard Board of Directors, including $1500 per meeting that he attends, up to a maximum of $15,000 per year. Does this action required an outside employment form? If so, who is responsible for reviewing and approving it?

Mary Borg will respond in writing.

VIII. Legislative Calendar

Item #1 - FA - #01: Submitted by the Academic Standards Committee. Motion, second and a brief discussion. Motion passed.

Item #2 - FA - #95-02: Submitted by the Faculty Affairs Committee. Motion, second and motion to postpone this item until the next meeting. Motion to postpone passed.

Item #3 - FA-95-03: Submitted by the Faculty Affairs Committee. Motion, second and motion to postpone this item until the next meeting. Motion to postpone passed.

IX. Adjournment

The meeting was adjourned at 1:40 p.m.

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C. Nick Wilson, Ph.D., FACHE, Secretary
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Budget and Legislative Information Committee - Vicki Stanton, Vice Chair.
The Committee will be meeting with Alan Ling on the upcoming budget for UNF.

Faculty Affairs Committee - Steve Shapiro
The Committee will meet on Tuesday in the Library Conference Room at 12:15. They have two agenda items that have carried over from the last meeting.

Nominations and Elections Committee - V. Ramamurthi
No report.

Promotion and Tenure Committee - Jay Coleman
No report.

Rules and Appeals Committee - Diane Kaslaukas
Met on September 22, 1994, to set the agenda for today’s meeting. They will meet again on October 20, 1994.

V. Special Committee Reports
Graduate Council - Alan Ling
No report.

Safety Advisory Council - Chris Rasche
Met on September 19. Will meet on October 17 at 3:00 p.m. in the President’s Conference Room. The Committee has identified several traffic problems on the campus, including the parking garage. New stop signs have been installed. Also, informational brochures for disabled persons are being developed.

Technology Planning Committee - Andrew Farkas
Will meet on October 17. The Committee discussed changes in the focus of the Committee. The Committee is to develop a strategic plan to support projects proposed by the UNF community. Therefore, the Committee wants the UNF community to describe what is needed in the near future, setting priorities for technological advances for the UNF campus. Subcommittees are to discuss the importance of the technological future of UNF. Input is desired and welcomed in developing this strategic plan for technological growth at UNF.

VI. Special Reports
Legislative Liaison Report - Tom Healy
The ten State Universities will meet next week to set priorities for State university System expenditures, including faculty salaries. He spoke on the tag fee problems affecting the UNF budget, possibly in 1995-1996, when refunds are made to the public.
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United Faculty of Florida - Tom Mongar
No report.

VII. Question and Answer Period

1. Steve Shapiro asked about the use of the evacuation plan during the cancelling of classes during the big rain storm last week. Tom Healy replied that the Sheriff’s Department had notified UNF to move people off the campus during daylight hours. He spoke of using the campus-wide alarm system to notify the campus of evacuation.

2. Pali Sen asked about the need of people to get back to the campus. Tom Healy responded that the new entrance to UNF will alleviate this problem.

3. Jim Crooks asked about the cost of and distribution of the recent ad for UNF in News Week, and Time magazines.

University Relations will be asked to reply.

4. Marsha Finkel-Babadi asked why the parking garage must be closed all day when the Orlando Magic will be playing the game that evening. What will happen to the parking funds collected for the game? Everett Malcom replied that the garage will be closed to facilitate parking for those coming on and getting off the UNF campus. Because of limited parking space on the campus at any one time, it was decided to reserve the spaces in the garage to minimize traffic congestion. We need to shut down the garage to ensure parking spots remain open. All fees to park will go to the parking fund of UNF.

5. Judy Solano read a statement and question to University Relations about the December 1992 UNF Faculty Association question that was raised about the graphic’s standard that stipulates that if you are having business cards made, you cannot use two-color, unless you are the President or one of his designees. Curtis Bullock responded in 1992 that the McCrory administration had made that decision because of cost issues; however, he conceded that cost was no longer an issue and he recommended that the policy be changed. When might we expect University Relations to complete it’s review of the two-color business cards policy and make its recommendations?

University Relations will be asked to reply.

6. Judy Solano read a question addressed to Lynda Lewis about the need to have a special committee on the academic calendar. Why cannot we have the same calendar as Florida State University?

Lynda Lewis will be asked to respond.

VIII. Legislative Calendar

Item #1 - FA94-22 Submitted by the Faculty Affairs Committee

This item was divided and considered in two parts. (1) It was moved and seconded to include the section "...emphasis shall be placed on faculty accomplishments since joining the University of North Florida or since the last UNF tenure/promotion decision." After discussion, the motion was defeated. (2) It was moved and seconded
to make the changes that would provide for the inclusion of a College Promotion and Tenure Committee. After much discussion, the motion was defeated.

Item #2 - FA94-23: Submitted by the Faculty Affairs Committee

It was moved and seconded to adopt the proposal on Noise Emitting Electronic Devices: Policy Statement. After discussion, the motion was defeated.

Item #3 - FA94-25: Submitted by the Academic Programs Committee

It was moved and seconded to adopt the College of Business Administration degree program change as submitted. Motion passed.

Item #4 - FA94-26: Submitted by the Academic Programs Committee

It was moved and seconded to adopt the College of Education and Human Services degree program change as submitted. Motion passed.

Item #5 - FA94-27: Submitted by the Academic Program Committee

It was moved to accept the Department of Sociology and Criminal Justice changes in existing courses, proposals for new courses, and degree program changes as submitted. It was moved and seconded to amend by removing item #94-191. Motion passed. Also, approved an amendment to remove comments that suggested that certain courses would satisfy Gordon Rule requirements or General Educational requirements. With the amendments, the motion passed.

Item #6 - FA94-28: Submitted by the Academic Program Committee

It was moved to accept the Department of Naval Science proposal as submitted. After much discussion, the meeting was adjourned before any definitive action was taken by the Association.

IX. Adjournment

The meeting was adjourned at 1:30 p.m.

C. Nick Wilson, Ph.D., FACHE
Academic Support Services Committee - Joe Perry

Joe Perry thanked the UNF community for reporting to the committee on the problems associated with the book store ordering/receiving process. These problems have been forwarded to the Barnes Noble Bookstore for a response.

Budget and Legislative Information Committee - Vicki Stanton

The committee will be discussing fee waivers and the allocation of funds the Provost hopes to make available for faculty salary adjustments. The committee has formed a sub-committee to examine the use and function of adjunct faculty at UNF.

Faculty Affairs Committee - Steve Shapiro

Will meet twice in the next month. They have 2 agenda items. The committee has formed an Ethics sub-committee that will meet twice in the next month. The Committee is preparing a statement, in support of the tenure process, to be used by Charles Galloway in his response to the BOR on tenure at UNF. Also to be discussed will be the teaching evaluation proposal.

Nominations and Elections Committee - Simin Vaghefi

The committee received additional nominations for Faculty Association Committees for 1995. The election will be held immediately following the April 1995 Faculty Association meeting.

Promotion and Tenure Committee - Jay Coleman

Jay Coleman presented the status of those faculty being considered for promotion and tenure. A copy of his report is attached.

Rules and Appeals Committee - Diane Kazlauskas

Met on February 18, to set the agenda for today's meeting. They will meet again on March 23, at noon in the Library Conference Room.

V. Special Committee Reports

Graduate Council - Charles Galloway

The Graduate Council has called a University-wide meeting for March 16.

Safety Advisory Council - Chris Rasche

Met on February 20. Will meet again on March 20, in the President's Conference Room. The Safety Committee has discussed the power outage, which activated the Emergency Crisis Management Team. The Committee continues discussion on handicapped parking. Also, the parking garage traffic issues were discussed. Construction of the new police station at the main entrance will begin in the next couple of months. This may hinder traffic flow on the campus for a short while.

VI. Special Reports

Legislative Liaison Report - Tom Healy

There needs to be more education of the legislature on the needs of university-level educational institutions. Faculty and higher education in general are being "broad brushed" by the legislature's
effort to cut funds. The Governor has an approximate 2.95 percent increase in spending for higher education. Because of this conflict, there will have to be a "meeting of the minds" between the Governor and the legislature.

**United Faculty of Florida - Tom Mongar**

Tom Mongar reported on the rational salary policy status. A conference call was made with the universities' vice presidents that demonstrates some movement on the discussions.

**VII. Question and Answer Period**

1. Steve Shapiro asked Bob Fagin who was allowed to park in front of the arena in the newly yellow marked curbs?

   Bob Fagin will reply in writing.

2. Chris Rasche asked Bob Fagin to look at the clocks throughout the UNF campus to get them all on the same time.

   Bob Fagin will reply in writing.

3. Tom Mongar asked Earle Traynam if it was true that the chair of the Department of Management, Marketing and Logistics wrote a memorandum to Dr. Bruce Kavan in July 1994, in which he pledged support for tenure, several months before he saw Kavan's dossier and the recommendation of the department P & T Committee? If this happened, does it not taint the decision to tenure Kavan? I have additional questions about Kavan, but I will defer them until I receive a response to this question.

   Earle Traynam will reply in writing.

4. Tom Mongar asked Earle Traynam if it was true that two years ago, a senior member of the Accounting and Finance faculty "subcontracted" his teaching duties in two summer courses to a female instructor in his department, paid her 12.5 percent of her salary rather than 12.5 percent of his, and pocketed the difference between his salary and her's? If this happened, was it legal? If legal, was it ethical? If it was unethical, why was he awarded substantial discretionary increases in each of the following two years?

   Earle Traynam will reply in writing.

5. Dale Clifford if the faculty was aware of the new sexual harassment policy? Can we all have the opportunity to read and review this policy?

   Judy Solano replied that she will let Carson Cook know that the faculty have not received adequate notice of the plans to conduct an open hearing on a proposed new sexual harassment policy.

6. Jeffrey Michelman asked Bob Fagin when the new road to the UNF campus will open?

   Bob Fagin replied that discussions with the city of Jacksonville were proceeding well. The road can be expected to open on or about November 1995.

7. Judy Solano addressed to following question to Alan Ling. In a recent meeting, you stated that you believed that adjunct faculty at UNF deliver the same quality of instruction as regular,
terminally-qualified faculty. Perhaps, then, the level of competence of adjunct faculty qualifies them to serve as administrator. What steps, if any, have been taken by the administration to replace existing high-cost administrators with more cost-efficient, equally-capable adjunct administrators?

Alan Ling will reply in writing.

8. Judy Solano asked Alan Ling about the use of adjunct faculty. In the last Faculty Association meeting, Minor Chamblin expressed his concern over the extensive use of adjuncts in his department (in the fifty percent range). He asked Dr. Ling about whether the central administration was concerned about maintaining the quality of our offerings. In his response, Dr. Ling disagreed with the premise that adjuncts are of generally lower quality than our tenure-track professors. This “equality” position stands in stark contrast to the stance taken by some of UNF’s department chairs who have been assigning ten and twelve hour schedules to tenure-track staff. The stated justification for this is that these chairs want to get Ph.D. coverage across the entire day. In light of this inconsistency, will Dr. Ling either: (a) admit that our tenure track professors are regarded as generally superior to our non-tenure track colleagues, and the issue of the quality of our offerings does need to be attended to, or (b) issue a memo to all department chairs instructing them to abide by the eight hour scheduling provision of our union contract, because he judges the part-time faculty to be of comparable quality?

Alan Ling will reply in writing.

10. Alan Ling was asked about the 1993-1994 Annual Campus climate Questionnaire. Has he read and interpreted these results?

Alan Ling replied that we have a long way to go before we have a community we can be proud of. We all are working on this problem

11. Marsha Finkel-Babadi asked Lance Taylor if the results of the Summer 1994 SIRS will ever be received by the faculty?

Lance Taylor will reply in writing.

VIII. Legislative Calendar

Item #1 - FA95-02: Submitted by the Faculty Affairs Committee. Was withdrawn from the agenda by the Faculty Affairs Committee.

Item #2 - FA95-03: Submitted by the Faculty Affairs Committee. Moved and seconded. A friendly amendment was accepted to drop the last two sentences of the document. Motion passed.

Item #3 - FA95-04: Submitted by the Academic Program Committee. Moved and seconded. Motion passed.

Item #4 - FA95-05: Submitted by the Academic Program Committee. Moved and seconded. A friendly amendment was accepted to eliminate the wording “and Women’s Studies minor programs” from #94-300. Motion passed.

Item #5 - FA95-06: Submitted by the Academic Program Committee. Moved and seconded. Motion passed.

IX. Adjournment

The meeting was adjourned at 1:45 p.m. March 2, 1995

C. Nick Wilson, Ph.D., FACHE, Secretary

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I. Call to Order
The meeting was called to order at 1:20 P.M.

II. Approval of Minutes
The minutes of the October 6, 1994 meeting were approved as distributed.

III. Secretary Nick Wilson made the following announcements:
Due to the departure of Duncan McBride from the Office of Planning, Evaluation and Budget, and programming modifications required to report Salary Compression/Inversion and 1992/93 Retro Promotion Adjustments, Alan Johns, Chief Fiscal Officer for Academic Affairs regrets that the Appendix G - Salary Increase Notification has not been provided on schedule. Alan Johns has submitted a Request for Support via Computing Services to provide the Appendix G and anticipates publication of the report early next week.

Please note that on pages 23-32 of your packet there is a discussion of some of the considerations associated with changing to an academic calendar that would be similar to the one employed at FTU. In the interest of providing all of the faculty an opportunity to express their opinion on this subject and in the interest of getting a response prior to our December meeting, the faculty should have all received a pumpkin orange ballot. Please return these ballots to Judy Solano by November 10. If the faculty should support the proposed change, it will be submitted to the Executive Staff for their approval and then to the BOG. Lynda Lewis and her staff are available to answer questions in the Question/Answer period.

IV. Standing Committee Reports

Academic Programs Committee - Jeff Steagall
Met on October 7 and 14. Will meet twice in November. They have one agenda item.

Academic Standards Committee - Pal Sen
Met on October 11 and 18, to discuss the enrollment policy and other items. Will meet on November 8 at 9:30 a.m. in the library conference room. They have 3 agenda items.

Academic Support Services Committee - Joe Perry
The Committee continues to discuss the textbook ordering procedures. The Committee requests the faculty to send details of problems in this area to Joe Perry for action.

Budget and Legislative Information Committee - Vicki Stanton
A sub-committee of Academic Standards Committee and this committee will be formed to examine the use and function of adjunct faculty on the UNF campus, including the pay of, use of, courses taught, etc. Representatives from each College are requested to obtain good input from around the campus. The Committee met with the Janet Smith (PUE) and will meet with the Provost.

Faculty Affairs Committee - Steve Shapiro
Will meet on this coming Tuesday at 12:00 P.M. Being discussed is the faculty evaluation process. They have two agenda items.

Nominations and Elections Committee - V. Ramamurthi
They have two elections to take place in December, one for the Nominations and Elections Committee, and another for the Strategic Planning Committee. President Solano indicated that the continuation of the Strategic Planning Committee formed when Ken Martin was Vice President would be discussed at the next meeting of Rules & Appeals. Therefore, elections for positions on the Strategic Planning Committee might not be necessary.

Promotion and Tenure Committee - Jay Coleman
Met on October 13, and expected to meet in early January.

Rules and Appeals Committee - Diane Kazlauskas
No report. However, President Solano discussed the necessity to have quorums at meetings of the standing committees. Please notify the chair of your respective committee if the you cannot routinely attend the meetings. Possible replacement may be considered to ensure that a quorum is in attendance for the committee meetings.

V. Special Committee Reports

Graduate Council - Charles Galloway
No report.

Safety Advisory Council - Judy Solano
The Committee will meet on Monday November 14 to discuss the by-laws of the Council. Please notify Chris Raschke, Joe Butler, or Cherrill Heaton for issues related to safety on the UNF campus.
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Faculty Affairs Committee - Chris Rasche

They have two agenda items.

Nominations and Elections Committee - Simin Vaghefi

An election ballot was handed out to the faculty.

Promotion and Tenure Committee - Judy Solano

The report that is attached to these minutes was read by Judy Solano.

Rules and Appeals Committee - Diane Kazlauskas

Met on March 3 to set the agenda for today's meeting. They will meet again on April 20 in the Library Conference Room.

V. Special Committee Reports

Graduate Council - Alan Ling

No report.

Safety Advisory Council - Chris Rasche

Met on March 20. The committee continues the discussion on improving handicapped parking. More spaces are to be added over the next few months. There was discussion about the construction on campus that may disrupt campus activities, including losing space in parking lot #3, and the new police station building near the entrance of the campus.

VI. Special Reports

Legislative Liaison Report - Tom Healy

This report is attached to these minutes.

United Faculty of Florida - Tom Mongar

A contract proposal is forthcoming, as it has been presented to the Senate. Charles Galloway was praised for his major input in getting compromises before the parties so as to save the contract negotiations.

VII. Question and Answer Period

James Crooks asked the Elections Committee if all positions were included in the election packet. This will be looked into by the Committee.

VIII. Legislative Calendar

Item #1 - FA95-07: Submitted by the Academic Programs Committee. This item passed.

Item #2 - FA95-08: Submitted by the Academic Programs Committee. This item passed.
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Item #3 - FA95-09: Submitted by the Budget and Legislative Committee. After much discussion, it was moved to amend the item such that it expresses support for and a commitment to membership in the Tuition Exchange, Inc. program, provided that the Faculty Affairs Committee develops a policy on how participants will be selected for the program. This policy shall be submitted to the Association for its approval. The amendment passed. The item passed as amended.

Item #4 - FA95-10: Submitted by the Faculty Affairs Committee. This item passed.

Item #5 - FA95-11: Submitted by the Faculty Association President. This item passed.

IX. Adjournment

The meeting was adjourned at 1:15 P.M.

C. Nick Wilson, Ph.D., FACHE April 8, 1995
VII. Question and Answer Period

1. Al Sanders asked the College of Health: Why was it not the Division of Curriculum Instruction requested to offer another section of the two (2) courses listed in the College of Health Spring course schedule (Clinical Kinesiology, and Introduction to Athletic Training)? These courses are similar to two (2) courses in the Division of Curriculum and Instruction entitled Care and Promotion of Sports Injuries, and Kinesiology. Also, if the course content of the present courses in the Division of Curriculum and Instruction did not fulfill all of the health needs, can the College of Health give the Division of Curriculum and Instruction an opportunity to modify the course content of these courses for the College of Health course needs?

The question will be forwarded to the College of Health for a reply.

2. Ellie Scheier asked President Adam Herbert what his response was to the petition in opposition to the Miss UNF Contest.

The question will be forwarded to President Herbert for a reply.

VIII. Legislative Calendar

Item #1 - FA94-35: Submitted by the Academic Programs Committee.

It was moved and seconded to approve the program course changes and additions as submitted by the College of Business. Motion passed.

Item #2 - FA94-36: Submitted by the Academic Programs Committee.

It was moved and seconded to approve the program course changes and additions as submitted by the College of Education and Human Services. Motion passed.

Item #3 - FA94-37: Submitted by the Academic Programs Committee.

It was moved and seconded to approve the program course changes and additions as submitted by the College of Arts and Sciences, with the exceptions of M4-239 ARH changed to ART and "admission to Art History major" changed to "admission to ART 2220," and M4-243 to delete "or MEC 3602." Motion passed.

Item #4 - FA94-38: Submitted by the Academic Standards Committee.

It was moved and seconded to adopt the revision of the current grade audit procedure. After discussion on the use of the SCANTRON and the elimination of "grade audits," the motion failed.

Item #5 - FA94-39: Submitted by the Faculty Affairs Committee.

It was moved and seconded to adopt a Code of Faculty Ethics and Professional Conduct. The Committee agreed to accept as a friendly amendment a change in wording from "it is unethical to ..." to "the ethical faculty member will refrain from ..." After much discussion on the document, it was moved and seconded to amend the document to delete the statement in parentheses on lines 49-50 regarding the exemption of prior relationships. Amendment passed. Further discussion on the main motion was followed by a motion to send the document back to the Faculty Affairs Committee with the stipulation that open hearings be held to provide opportunity for more discussion on the entire document and that the final document be returned to the Faculty Association prior to the end of the Spring 1995 semester for consideration by the faculty. The motion to return the document to the Committee was seconded and it passed.

IX. Adjournment

The meeting was adjourned at 1:30 P.M.

C. Nick Wilson, Ph.D., FACHE December 1, 1994
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Promotion and Tenure Committee - Jay Coleman

No report

Rules and Appeals Committee - Diane Kazlauskas

Met on April 20 to set the agenda for today's meeting. They will meet again on May 18.

V. Special Committee Reports

Graduate Council - Alan Ling

No report

Safety Advisory Council - Chris Rasche

Met on April 17. Will not meet during the summer semester months. The Committee reviewed the report on the power outage and the response made by the Crisis Management Team. There was a recommendation to develop an Events Coordinator as a result of the report. The Committee also discussed the development of the Safety Brochure.

Technology Planning Committee - Andrew Farkas

Will meet later this month. It was announced that the UNF Technology Committee has finished its work. As a result of its efforts, an action committee has been organized for UNF. $153,000 is being spent to wire the UNF campus for networked computing services.

VI. Special Reports

Legislative Liaison Report - Alan Ling

At this time the legislature is focusing on prison funding. The Senate has passed a bill on exempting public records from the law; therefore, the faculty members' personnel files may be open for public review.

United Faculty of Florida - Tom Mongar

The UFF contract was approved at UNF by a 75-1 vote.

VII. Question and Answer Period

1. Judy Solano asked if the use of Social Security numbers in mailings to faculty can be eliminated. Alan Ling replied that this would not happen again.

2. Dale Clifford asked Tom Mongar about the faculty personnel files being opened. Tom Mongar replied that State employee files are already open to the public; now, it appears, faculty personnel files will be open to the public, as well.

VIII. Legislative Calendar

Item #1 - FA95-12: Submitted by the Academic Standards Committee. Pass/Fail Grading Policy.

After much discussion, it was moved and seconded to amend the item by deleting Independent Study credit hours from those eligible for pass/fail grades. Amendment defeated. Mere discussion followed, including an amendment that was made and seconded to have departments develop and
publish policies for the application of pass/fail grades to courses. The Amendment passed. The item then passed with the amendment.

**Item #2 - FA95-13:** Submitted by the Academic Standards Committee. The University Appeals Committee.

Item was moved and second. Item passed.

**Item #3 - FA95-14:** Submitted by the Budget and Legislative Committee. Recommendations for Use of Adjuncts at UNF.

Discussion on the recommendations on the use of adjuncts ensued, especially on the requirement that adjuncts not exceed fifteen percent of the total course selections offered by a department per year, and the use of "recommend" vs. "require" throughout the document. It was moved, and seconded to amend the item to replace all words "require" in #1-6 with "recommend", except the second "require" in #2. Motion passed. After discussion, it was moved and seconded to accept the recommendation on the use of adjuncts, as amended. Motion passed.

**Item #4 - FA95-15:** Submitted by the Faculty Affairs Committee. Faculty Code of Ethics.

This item was withdrawn.

**Item #5 - FA95-16:** Submitted by the Faculty Association President. 1995-96 Faculty Association Budget.

Motion made and seconded to accept the item. Motion passed.

IX. Adjournment

The meeting was adjourned at 1:15 p.m.

C. Nick Wilson, Ph.D., FACHE  May 4, 1995
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open meetings on this subject. A sub-committee is meeting on the Code of Faculty Ethics and Professional Conduct.

Nominations and Elections Committee - Simin Yaghefi

No report.

Promotion and Tenure Committee - Jay Coleman

The Promotion and Tenure Committee is reviewing the dossiers of 8 faculty members for tenure, 10 for Associate Professor, and 6 for full Professor. Will meet this week to deliberate the tenure and promotion packages.

Rules and Appeals Committee - Diane Kazlauskas

Met in December to set the agenda for today’s meeting. They will meet again on January 19, 1995.

V. Special Committee Reports

Graduate Council - Alan Ling

No report.

Safety Advisory Council - Chris Rasche

Met on December 12, 1994. Will meet on January 23 in the President’s Conference Room. The Committee reports several changes in the safety on the campus; (1) speed bumps and stop signs have been installed in the parking garage; (2) the first Adapt Training classes have been held. This is to learn how to assist disabled/handicapped individuals down the stairs and from other areas; (3) traffic problems in the garage are being examined by the Committee.

Technology Planning Committee - Andrew Parkas

The report from the Committee was submitted on December 15 to the Provost. There will be a future meeting to review the document, after which the final report will be available to the faculty. We can expect this document to be available this semester.

VI. Special Reports

Legislative Liaison Report - Diane Kazlauskas

Diane Kazlauskas read the report as submitted by Tom Healy. This report is attached.

United Faculty of Florida - Tom Mongar

Tom Mongar reiterated the poor financial condition in the State of Florida. There is a rumored 3 per cent increase in salaries for this year. There may be little or no dollars for the Teaching Incentive Program awards this year. The rational salary policy does not have much support at the SUS level. The proposed five-year terminal appointment proposal is forthcoming, with the UFF to speak against this policy. In the future, Step One grievances will be supported at the local level. However, with Step Two grievances, UFF members will be represented at no cost to the grievant. For non-UFF members, a $250 Participation Fee will be imposed, along with a $250 Arbitration Fee, if needed.
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A Special Report from the Provost - Alan Ling

Alan Ling presented several documents for the faculty's review (these reports are attached): (1) the UNF 1994/95 Resource Allocation Analysis; (2) the Enrollment Related Revenue Shortfall Trends (FY 1992-94) Report; (3) the Progress Towards Meeting Annual Enrollment Goals; (4) the 1994-95 E & G Financial Position as of January 5, 1995, and; (5) the 1993-94 E & G Carry Forward Funds.

Alan Ling also reported that $60,000 will be allocated for faculty development funds, $25,000 will be allocated for small grants to support scholarly activities and research projects for the faculty, and $35,000 will be distributed to the respective Deans of the Colleges and the Library for distribution to the faculty for registration fees, research support, etc.

Also, funds from the reserve account in the amount of $30,000-$35,000 will go to the Colleges who have exceeded enrollment targets.

The budgeting process has evolved so that the 1995-96 budget will be decentralized for the Vice Presidents.

Because of the 500 student FTE increase, we hope that the SUS will fund UNF as last year.

Alan Ling also spoke on the space allocation and its related issues. There are several problems concerning the available space on the UNF campus, which include: (1) relocation of departments as the moves to new areas accomplished during any remodeling or construction of new facilities; and (2) there is not enough funding for all of the space/moves. The space allocations are open for discussion from the faculty.

Alan Ling then presented overhead slides picturing the various moves, alterations, and changes that various units/departments would make over the next several years.

VII. Question and Answer Period

1. Steve Shapiro asked Alan Ling why faculty development funds were to be distributed to those Colleges who had met their enrollment targets? Alan Ling responded by saying that this distribution decision was certainly controversial; however, this was a method of rewarding those Colleges who had accomplished their goals.

2. A question was asked of Alan Ling on how the enrollment targets were established? Alan Ling responded by saying that these targets were developed by Lynda Lewis' Enrollment Services in communication with each of the Deans in their respective Colleges. The purpose of these communications is to determine the courses and sections that will be presented in the next semester. Therefore, it is a joint conference of these groups that is held to determine the number of students that a respective College will enroll and remain enrolled at UNF.

3. Alan Ling was asked about the short-fall of funding and the incidental expenses. Alan Ling responded that the SUS gave UNF only so much funding for incidental expenses last year based on the number of in-state and out-of-state students. If UNF has enough student FTB's, UNF should not have to pay any of the funding back to the SUS.

4. Louise Freshman Brown asked Alan Ling why the Gallery personnel were not notified about the planned move of the Gallery? Alan Ling responded that he hoped to communicate with the faculty about all of the moves, and that this plan was open for discussion before any final decision was made on the moves.

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5. Satya Pachori asked why was the Admissions Office not responsible for meeting the enrollment targets, as the faculty was not totally responsible for this action? Alan Ling responded by saying that faculty were not going to be required to travel for recruiting purposes.

VIII. Legislative Calendar

No items were presented.

IX. Adjournment

The meeting was adjourned at 1:40 P.M.

C. Nick Wilson, Ph.D., FACHE January 12, 1995
Safety Advisory Council - Chris Rasche. The Council met on May 15 for the last time this academic year. They will resume meeting in the Fall.

VI. Special Reports

Legislative Liaison Report - Tom Healy

The Governor has not as yet received the budget bill from the legislature. From the date of receipt he will have 14 days to sign it, let it become law without his signature, or veto it. He has made some overtures about vetoing it. We will keep the faculty informed. We have not yet received the breakdown by university of the budget as passed by the legislature. When all of this gets resolved, a final report will be prepared for the Faculty Association.

The State University System budget increased $93 million or 5.89%. There was $35.4 million allocated for enrollment growth of which UNF's share should be around 400 FTE. Raises averaging 3% will be distributed on 1/1/96. Faculty raises will be given out according to the Union negotiated agreement with 1 1/2% going to inversion and compression and 1 1/2% for discretion. A&P will be 3% discretionary and USPS will be 3% across the board, or $700 which ever is greater. Health insurance and other benefits will remain the same with no increase in cost to the employee. If the Governor vetoes the bill the process will start over.

United Faculty of Florida - Tom Mongar

The TIP Awards will be continued this year. The Provost's office hopes to add $100,000 to funds available for salary adjustments. The Union contract has explicit language regarding salary adjustments. The Union continues to promote the adoption of the rational salary structure. The BOR has come out in favor of the tenure process.

VII. Question Period

Judy Solano asked Dr. Ling about the Dean's evaluations. Your policy announcement during the last Faculty Association meeting, Deans' evaluations are to be conducted every fourth year rather than every year. Would you care to share your rationale for abandoning the age-old faculty privilege on this campus to annually evaluate their administrators, except the President? In the name of decentralization, should the Deans do the same in evaluating the chairs of their respective departments (and chairs of their faculty)?

VIII. Legislative Calendar

Item #1 - FA95-17: Submitted by the Academic Programs Committee. College of Education and Human Services curriculum changes.

The item was moved and seconded. Item passed.

Item #2 - FA95-18: Submitted by the Academic Programs Committee. College of Computing Sciences and Engineering curriculum changes.

The item was moved and seconded. Item passed.

Item #3 - FA95-19: Submitted by the Academic Programs Committee. College of Business Administration curriculum changes.

The item was moved and seconded. Item passed.

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Item #4 - FA95-20 (Plus Item #5 - FA95-21): Submitted by the Academic Programs Committee. College of Health curriculum changes.

After much discussion, the motion was made to amend the motion by including Item FA95-21 with this Item. Amendment was seconded and passed. A friendly amendment was accepted that changed every reference to a "Minor in . . ." to "Major in Health Science with a minor in . . ." for Health Science students." APC number 95-457 was deleted as it was a duplicate of 95-458. Item passed as amended.

Item #6 - FA95-22: Submitted by the Academic Programs Committee. College of Health curriculum changes.

A friendly amendment was accepted that changed every reference to a "Minor in . . ." to "Major in Health Science with a minor in . . ." for Health Science students." APC number 95-511 was withdrawn. Item passed as amended.

Item #7 - FA95-23: Submitted by the Academic Programs Committee. College of Arts and Sciences curriculum changes.

The item was moved and seconded. After discussion, it was moved to amend the motion by withdrawing 95-428, and to strike the last line of the 95-539. Amendment seconded and passed. Item passed as amended.

Item #8 - FA95-24: Submitted by the Academic Programs Committee. Statement on course duplication.

The item was moved and seconded. Item passed.

Item #9 - FA95-25: Submitted by the Faculty Affairs Committee. Faculty code of ethics.

The item was moved and seconded. Item passed.

Item #10 - FA95-26: Submitted by the Faculty Affairs Committee. Change to Promotion and Tenure Committee structure.

This is a first reading of a proposal to amend the Faculty Association By-Laws. This item will be on the July agenda, to be voted on.

IX. Adjournment

The meeting was adjourned at 1:15 p.m.

C. Nick Wilson, Ph.D., FACHE, June 1, 1995
Secretary