# Minutes of Faculty Association Meetings
## 1996-1997

<table>
<thead>
<tr>
<th>September 1996</th>
<th>February 1997</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1996</td>
<td>March 1997</td>
</tr>
<tr>
<td>November 1996</td>
<td>April 1997</td>
</tr>
<tr>
<td>December 4, 1996</td>
<td>May 1997 (Amended)</td>
</tr>
<tr>
<td>December 5, 1996</td>
<td>May 1997</td>
</tr>
<tr>
<td>January 1997</td>
<td>June 1997</td>
</tr>
</tbody>
</table>

Copyright © 2001 University of North Florida. All Rights Reserved.
Questions, Comments, Suggestions
Modified: June 12, 2003
FACULTY ASSOCIATION MEETING MINUTES

September 5, 1996

I. Call to Order

The meeting was called to order by President Judy Solano at 12:15 p.m. Judy Solano thanked the Faculty Association officers who have served with her during her term as President, Vice-President Diane Kazlauskas and Secretary Nick Wilson, and presented them with certificates of appreciation. She also thanked the members of the Faculty Association for providing her the opportunity to serve as President and for their support during her two terms as President. She asked that their support be transferred to incoming President Chris Rasche and the other new officers. Noting that the last two years have been more difficult than some due to the number of changes that have occurred in a short time, she recommended holding on to history as a keel to keep the organization steady during turbulent times. She presented Chris Rasche with a plaque listing the previous Presidents of the Faculty Association with room for the inclusion of future Presidents.

Judy Solano then formally introduced the Faculty Association officers for 1996-1998: Chris Rasche, College of Arts and Sciences, President; Ellie Scheier, College of Education and Human Services, Vice-President; and Susan Wallace, College of Computing Sciences and Engineering, Secretary. Judy Solano turned the gavel over to the new President, Chris Rasche. Chris Rasche presented a plaque of appreciation to Judy Solano for her work as President and noted that a large part of that work takes place behind the scenes. As outgoing President, Judy Solano will serve as parliamentarian.

II. Approval of Minutes

The minutes of the July 11, 1996 meeting were approved as distributed.

III. Announcements

Secretary Susan Wallace announced that Academic Affairs is investigating the possibility of having some form of faculty dining area on campus. Anyone wishing to serve on a planning committee, or with ideas about such a dining area, should contact Bill Wilson in Academic Affairs.

Buzz Thunen announced the formation of an ad hoc faculty committee to discuss the issues relating to distance learning. Any faculty member interested in this committee is invited to a meeting on Tuesday, September 10 in the Library Conference Room at 12:15.

Cherril Heaton announced that the Florida Bluegrass Boys will be performing in concert on Wednesday, September 18 in the Boathouse from 6:00 p.m. to 9:00 p.m.

Marnie Jones announced the availability of $4000 semester scholarships for UNF students to live and work in Washington, D. C. Ten students representing every college are currently participating in this program. For the spring term three to five internships are available. Faculty are encouraged to direct interested students to the Honors Program office.
FACULTY ASSOCIATION MEETING
MINUTES
(as corrected)
February 6, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the January, 1997 meeting were approved as distributed.

III. Announcements

President Chris Rasche made the following announcements:

Betty Furdell is the new chair of the Nominations and Elections Committee. The committee is now seeking nominations for committee positions which begin next fall. The e-mail address for Betty obtained from the UNF phone directory and published in the announcement on the back of the February packet cover is wrong. Her correct e-mail address is efurde@unf.edu (in:efurde@unf.edu for GroupWise users). Nominations for 1997-98 Faculty Association Committees may be sent to Betty or to Chris (rasche on pine or GroupWise).

The Faculty Lounge window spontaneously shattered last week (while no one was in the room) and is now covered with plywood. When the remodeling begins, the building will be checked for structural stress or other problems that might have caused the breakage.

The PEP committee has completed its deliberations. Chris received the report and some concerns from the committee expressed with respect to this type of award. The information will be included in the March packet. The recommendations have been sent to the Provost and the President who are reviewing the results. The deadline was not met but it seemed more important to do a considerate and fair job of appraisal than to hurry to meet a deadline. Final results may be known as early as next week.

A sub-committee of the Faculty Affairs committee has been formed to look at long range planning issues for faculty auxiliary space (faculty dining, faculty development, faculty computer center, etc.). Nancy Levine, a member of the Faculty Affairs Committee, is the chair. Others who expressed interest in the past have been asked to join. Additional members are being sought, particularly junior faculty members who will still be here at the end of this 5 to 10 year process and who are interested in the planning for possible faculty space. Chris will send a notice to all faculty but, in the meantime, those who are interested in being on the committee can let her know. The committee will convene soon.

The UNF 25th Anniversary video will be shown immediately after the meeting for those who did not have a chance to see it at the 25th Anniversary Gala. It is about 10 minutes long.

A motion to extend the announcement period was made, seconded, and passed.

Marnie Jones, Honors Program Director, announced that a representative from the Washington Center will be on campus Thursday, February 20 from 12:15 p.m. to 1:30 p.m. Through the Florida Legislature and the Washington Center, $4000 scholarships are available to send UNF students to Washington, D.C. for a semester to work in an area related to the student’s major. Eleven UNF students have received these scholarships and have had wonderful experiences. Faculty who have bright and talented students to whom this would be of interest should send the students to Marnie (x2649).
I. Call to Order

The meeting was called to order by President Chris Rasche at 12:18 p.m.

II. Approval of Minutes

The minutes of the September 4, 1996 meeting were approved as distributed.

III. Announcements

Secretary Susan Wallace announced that if any faculty member would like to announce upcoming events or any current or future projects that the Spinnaker will gladly accept such announcements. Faculty opinion columns will also be accepted. Submissions should be marked with the sender’s name, title, phone number, department, and category for which the item is intended. Shorter items are preferred; longer items may have to be edited. The Spinnaker reserves the right not to print any submitted article, and all submissions are subject to editorial review.

Chris Rasche announced that the PEP and TIP proposals were accepted by University President Adam Herbert with some necessary editorial changes which had been approved by the Faculty Association Executive Board. She noted that a former TIP recipient must serve as a faculty non-voting member of the TIP selection committee and asked interested former recipients to volunteer.

Chris Rasche announced the formation of two Special Committees which, under the Association By-Laws, have a life of at most six months. They will be comprised of at least one representative from each college. Immediate Past President Judy Solano will convene a Faculty Development Committee. Those who have expressed interest in Faculty Development in the past are being solicited to serve. Since funds may be available for a Faculty Development Center, this committee is asked to make its first report by the December Faculty Association meeting. Vice-President Ellie Schieren will convene a Distance Learning Committee. Buzz Thunen announced the intended formation of this committee at the September Faculty Association meeting. The reporting date for this committee will be March, 1997. Anyone interested in either of these committees was asked to contact Ellie Schieren or Judy Solano directly.

Chris Rasche also asked for three faculty volunteers to serve a one year appointment on a new Student Retention Committee being formed by The Office of Student Affairs.

Chris Rasche noted that during its meeting last week on the UNF campus, the BOR passed a policy on post tenure review. The review process will begin next year and the first round is to be completed by 2000. Although details of the review process are not worked out, it will include peer review. She suggested that those faculty who, like herself, have been tenured for a while may want to consider getting dossiers in order.

Chris Rasche announced that the Fall Convocation is scheduled for Friday, October 25 at 9:30 a.m. The purpose of the Fall Convocation is to honor faculty, including the 1995-96 Distinguished Professor and Outstanding Teachers. She encouraged all faculty to attend.

Vice President Pierre Allaire referred to a handout being distributed which provides an overview of festivities planned for UNF’s 25th Anniversary Celebration. He will bring a more detailed calendar to the November meeting. He asked everyone to mark their calendars for the kickoff event on Saturday, January 25, 1997.

Richard Bizot announced two events sponsored by the Irish Studies Program. On Thursday, November 7, Irish Poet Richard Murphy will read from his works and on Thursday, October 17 UNF poets Mary Baron and Bill Slaughter, along with poet Sharon Weightman, will conduct a symposium on Murphy’s work.
FACULTY ASSOCIATION
Minutes of Meeting
March 6, 1997
Archive
FACULTY ASSOCIATION MEETING
MINUTES
March 6, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the February, 1997 meeting were approved as amended.

III. Announcements

Secretary Susan Wallace made the following announcements:

The Library will be distributing a library user survey in the next issue of Books & Bytes which will be mailed out next week. Please take time to complete the survey and return by March 28.

The annual evaluation of the Provost required by the UNF Constitution has been extended to include evaluation of Deans and Chairs. The Faculty Affairs Committee has provided its comments and suggestions regarding the survey instrument and the process for soliciting responses. Surveys will be distributed shortly after Spring break with a ten day response period. Survey responses will be anonymous with the Inspector General responsible for compiling them.

President Chris Rasche made the following announcements:

The P&T process has met with a few delays but is now back on track and proceeding.

Faculty who do not wish to keep their UNF 25th Anniversary pins are asked to send them to the Faculty Association Office 11/3327 or to Chris Rasche 11/2207 to be used as replacements for ones that are lost as replacements will not otherwise be available.

Contributions are still being accepted for the Don Bently health fund which was set up to help defray the cost of medical expenses. Peggy Holley, Natural Sciences Secretary, 646-2778, will pick up donations or they can be dropped off at the Natural Sciences office.

Kathleen Cohen announced that, as part of the UNF 25th Anniversary celebration, the Library is planning a display of faculty publications from April through December, 1997. If the library does not have a copy of a book you have published from 1993 to present, please send a copy to Geraldine Collins in the Library so that it may be included in the display.

Hank Camp announced that 13 students out of 15 have been recruited for the AmeriCorps team. Students interested in the program should pick up an application very soon from the Sociology Office or the College of Education.

Richard Crosby announced that a Parking Committee has been formed and the membership approved by the President. The first meeting will be held the week after Spring break. Bob Fagin would like to make a presentation at the April meeting regarding the possibility of the Corps of Engineers locating somewhere in the northeast part of the campus.

IV. Standing Committee Reports

Academic Programs Committee - Donna Mohr for Cheryl Frohlich

The committee met on February 11, 1997. There are two legislative items on today’s calendar. The next committee meeting is Tuesday, March 18 at 3:30 p.m. in 42/3156.

- 1 -
FACULTY ASSOCIATION
Minutes of Meeting
November 7, 1996
Archive
FACULTY ASSOCIATION MEETING
MINUTES
November 7, 1996

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:15 p.m.

II. Approval of Minutes

The minutes of the October, 1996 meeting were approved as distributed.

III. Announcements

Chris Rasche made the following announcements:

Susan Wallace is out of town. Diane Kazlauskas is taking notes for the minutes.

PEP applications are due in the Faculty Association Office, room 11/1327, by 5:00 p.m. on Friday, November 8.

Any faculty member who has a family member graduating in December can get tickets for the VIP seating section from Sue Downs in the President’s office.

The Volunteer Center is seeking groups or individuals to adopt a family from HRS for the holidays (Thanksgiving dinner and Christmas gifts). Interested persons can contact UNF Student Volunteer Center Director, Dallia Clark, at x2755.

No one has yet expressed an interest in serving on a committee to consider the feasibility of a faculty dining room. If no one is interested, the idea will be dropped. Anyone who is interested can contact Bill Wilson at x2700.

Irish Poet Richard Murphy will read tonight in 42/1020. However, please note the room change which occurred since all the publicity went out.

A copy of the address given by Distinguished Professor Dan Shafer at the Fall Convocation will be included in the December packet. A number of people have asked for Shafer’s address to be published.

Two information items were noted: (1) Committee members are being sought for eight SACs accreditation self-study committees. Volunteers may respond to Janet Smith in the Office of Academic Affairs. (2) Final copies of the PEP and TIP proposals are included in this month’s packet because of some additional minor changes.

The UNF 25th Anniversary Celebration Committee is seeking to form a speakers’ bureau of 25 faculty members who are dynamic speakers and knowledgeable in their field and who are willing to prepare a short introductory presentation for lay audiences. The list would be circulated to civic groups and organizations and publicized by the Office of Institutional Advancement. Academic Affairs will finance a poster depicting the faculty and their presentations. Nominations are solicited from individuals, chairs, and colleagues. A committee of 3 or 4 faculty will screen the nominations and select the 25 speakers.
FACULTY ASSOCIATION
Minutes of Meeting
April 3, 1997
Archive
FACULTY ASSOCIATION MEETING
MINUTES
April 3, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the March, 1997 meeting were approved as distributed.

III. Announcements

President Chris Rasche made the following announcements:

Everyone should have received three evaluation sheets and scantrons. The three digit identification code for the person being evaluated should go in the top three spaces of the 10 spaces available for the code on the scantron sheet.

A new Faculty Affairs subcommittee, the Evaluation Processes and Procedures Committee, has been formed to look at all the current campus evaluative procedures, e.g. P&T, TIP, PEP, etc. The various procedures require somewhat different information and different formats but have significant overlap. They have become increasingly time-consuming. The committee will work to unify and streamline the procedures. Anyone interested in joining the committee may make their wishes known to Chris Rasche.

The committee will meet for the first time next week and will continue to meet during the summer.

A report from the Faculty Affairs Committee on classroom behavior is on page 11 of the current packet. The report contains some recommendations which could become action items if members of the Association so wish.

A list of the recipients of the 1996-97 UNF Professional Excellence Program Awards is on page 27 of the packet. The recipients received a round of applause.

One page vitae of the Distinguished Professor candidates are at the end of the packet. Voting for the Distinguished Professor takes place today and tomorrow.

Brad Mankin announced that he and Kate Ray are heading the campus effort for United Way. He introduced James Richardson, the United Way Campaign Divisional Manager for Northeast Florida. The campaign runs from April 14 through April 28 with a UNF goal of $27,500. Donors will be entered in a drawing for prizes. The grand prize is a free USAir ticket. Information and pledge cards will be distributed soon. Questions may be directed to Brad Mankin or Kate Ray.

Sarah Phillips distributed a second copy of the library survey. Returns from the original distribution have been small and she urged everyone who had not yet done so to fill out and return the survey form.

IV. Standing Committee Reports

Academic Programs Committee - Joe Perry for Cheryl Froehlich

The committee met on March 18, 1997. There are four legislative items on today’s agenda. The next committee meeting is Tuesday, April 8 at 3:30 p.m. in 42/3136.

Academic Standards Committee - Shira Schwan-Baird for Jim Alderman

The committee has one item on today’s agenda. A tentative meeting is scheduled for April 17 at noon in the faculty lounge.
FACULTY ASSOCIATION
Minutes of Meeting
December 4, 1996
Archive
FACULTY ASSOCIATION MEETING
MINUTES
(as corrected)

December 4, 1996

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the November, 1996 meeting were approved as distributed.

III. Announcements

Dan Shafer’s Fall Convocation address did not get included in this month’s packet as promised but will be in the January packet.

The TIP committee missed the December 2 deadline for announcing results. There were so many applicants that the committee’s work was not finished in time. The committee expects to finish its work today and send letters to the TIP recipients on Friday.

The PEP committee meets for the first time this afternoon. More applications were received than anticipated (35 out of a pool of 40). It is difficult to find suitable meeting times for all the committee members so they may not be finished by the January 13 deadline, but the committee should do its work well and not hasten deliberations due to arbitrary deadlines.

Over 25 nominations have been received for the 25th Anniversary speaker’s bureau. Provost David Kilne will chair the selection committee. Applications and nominations will be received until December 13.

During the Spring term, Faculty Association will meet in Mathews 1304, the auditorium next door to our current meeting room.

Book orders are behind schedule and book buy back has started. If orders are not in, the bookstore does not know which used books to buy back. Also late orders mean more shipping costs which are passed on in higher prices. Faculty whose book orders are not in yet are encouraged to get them in as soon as possible.

Pierre Allaire presented an overview of plans for the UNF 25th Anniversary celebration. A special Anniversary insert included in the next issue of the alumni magazine will be available for those who want to distribute it.

Hank Kamp announced for Cheryl Fountain that UNF is the recipient of an American Corp. grant that will allow 15 students to work in inter-city schools and on community issues. Students will be recruited in early January.

Andrew Farkas announced that water will be unavailable in the Library building for the rest of the day. He also reminded faculty that food and drink are not allowed in the Library. Faculty have ignored this prohibition on occasion.
FACULTY ASSOCIATION MEETING
MINUTES

December 5, 1996

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the November, 1996 meeting were approved as distributed.

III. Announcements

President Chris Rasche made the following announcements:

Dan Shafer’s Fall Convocation address did not get included in this month’s packet as promised but will be in the January packet.

The TIP committee missed the December 2 deadline for announcing results. There were so many applicants that the committee’s work was not finished in time. President Chris Rasche indicated that she had concurred with a time extension for the committee in order to ensure that the decisions are made with due consideration and fairness. The committee expects to finish its work today and send letters to the TIP recipients on Friday.

The PEP committee meets for the first time this afternoon. More applications were received than anticipated (35 out of a pool of 40). It is difficult to find suitable meeting times for all the committee members so they may not be finished by the January 13 deadline, but the committee should do its work well and not hasten deliberations due to arbitrary deadlines.

Over 25 nominations have been received for the 25th Anniversary speaker’s bureau. Provost David Kline will chair the selection committee. Applications and nominations will be received until December 13.

During the Spring term, Faculty Association will meet in Mathews 1304, the auditorium next door to our current meeting room.

Secretary Susan Wallace announced for Bill Wilson that book orders are behind schedule and book buy back has started. If orders are not in, the bookstore does not know which used books to buy back. Also late orders mean more shipping costs which are passed on in higher prices. Faculty whose book orders are not in yet are encouraged to get them in as soon as possible.

Pierre Alaïre presented an overview of plans for the UNF 25th Anniversary celebration. A special Anniversary insert included in the next issue of the alumni magazine will be available for those who want to distribute it.

Hank Camp announced for Cheryl Fountain that UNF is the recipient of an AmeriCorps grant that will allow 15 students to work in inter-city schools and on community issues. Students will be recruited in early January.

Andrew Parkas announced that water will be unavailable in the Library building for the rest of the day. He also reminded faculty that food and drink are not allowed in the Library. Faculty have ignored this prohibition on occasion.
FACULTY ASSOCIATION MEETING
MINUTES (Amended)
May 1, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:20 p.m. A quorum was not present but the Faculty Association Bylaws permit business to be conducted during the summer months without a quorum.

II. Approval of Minutes

The minutes of the April, 1997 meeting were approved as distributed.

III. Announcements

Barbara Tuck called members' attention to a handout on the Library Materials Budget. Since 3/4 of respondents to the recent Library survey requested that the Library subscribe to more periodicals, the Library staff felt an explanation of current periodical spending was in order.

Johnny Randall announced that copies of a letter the Department of Natural Sciences sent to Bob Fagin concerning the proposed three-hole golf course were available at the back of the meeting room.

Mary Borg announced that the first "export" student under the tuition exchange program will be selected during 1997-98 for the 1998-99 academic year. Anyone interested in the program should contact Mary Borg. Some graduate programs are available through the exchange.

Chris Rasche called attention to three information items in the May packet: the 1997-98 academic calendar on page 29; a copy of the 25th Anniversary Faculty Forum poster on page 30; and announcement of the 1997 Distinguished Professor Award winner, the UNF 1997 Carnegie Foundation Professors of the Year Award nominee, and the Outstanding Undergraduate Teaching Award winners on the packet back. Chris noted that the Faculty Forum poster also appeared in the Times Union this week and is generating a number of responses.

IV. Standing Committee Reports

Academic Programs Committee - Joe Perry for Cheryl Frohlich
The committee met on April 8, 1997. There are two legislative items on today’s agenda. The date of the May committee meeting has not yet been set.

Academic Standards Committee - Barbara Tuck for Jim Alderman
No report. The committee will meet over the summer on an as needed basis.

Academic Support Services Committee - Barbara Tuck for Geraldine Collins
No report.

Budget and Legislative Information Committee - Paul Mason
No report beyond the information item on pages 22 and 23 in the May packet.

Faculty Affairs Committee - Kathy Cohen
The committee will meet next on May 6 at 12:15 p.m. in the Library Conference Room to continue work on drafting Sustained Performance Evaluation guidelines. Three subcommittees are currently active: one, formed
FACULTY ASSOCIATION MEETING
MINUTES
May 1, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:20 p.m. A quorum was not present but the Faculty Association Bylaws permit business to be conducted during the summer months without a quorum.

II. Approval of Minutes

The minutes of the April, 1997 meeting were approved as distributed.

III. Announcements

Barbara Tuck called members' attention to a handout on the Library Materials Budget. Since 3/4 of respondents to the recent Library survey requested that the Library subscribe to more periodicals, the Library staff felt an explanation of current periodical spending was in order.

Johnny Randall announced that copies of a letter the Department of Natural Sciences sent to Bob Fagin concerning the proposed three-hole golf course were available at the back of the meeting room.

Mary Borg announced that the first "export" student under the tuition exchange program will be selected during 1997-98 for the 1998-99 academic year. Anyone interested in the program should contact Mary Borg. Some graduate programs are available through the exchange.

Chris Rasche called attention to three information items in the May packet: the 1997-98 academic calendar on page 29; a copy of the 25th Anniversary Faculty Forum poster on page 30; and announcement of the 1997 Distinguished Professor Award winner, the UNF 1997 Carnegie Foundation Professors of the Year Award nominee, and the Outstanding Undergraduate Teaching Award winners on the packet back. Chris noted that the Faculty Forum poster also appeared in the Times Union this week and is generating a number of responses.

IV. Standing Committee Reports

Academic Programs Committee - Joe Perry for Cheryl Frohlich
The committee met on April 8, 1997. There are two legislative items on today's agenda. The date of the May committee meeting has not yet been set.

Academic Standards Committee - Barbara Tuck for Jim Alderman
No report. The committee will meet over the summer on an as needed basis.

Academic Support Services Committee - Barbara Tuck for Geraldine Collins
No report.

Budget and Legislative Information Committee - Paul Mason
No report beyond the information item on pages 22 and 23 in the May packet.

Faculty Affairs Committee - Kathy Cohen
The committee will meet next on May 6 at 12:15 p.m. in the Library Conference Room to continue work on drafting Sustained Performance Evaluation guidelines. Three subcommittees are currently active: one, formed
I. Call to Order

The meeting was called to order by President Chris Rasche at 12:16 p.m.

II. Approval of Minutes

The minutes of the December, 1996 meeting were approved as amended.

III. Announcements

President Chris Rasche made the following announcements:

Invitations have been mailed to the faculty for the UNF 25th Anniversary Gala. A number of tables have already been reserved so faculty who want to attend should get their reply cards in promptly. Faculty/staff can purchase two tickets at the special faculty/staff price of $50 each.

Thanks to all who agreed to be nominated for the 25th Anniversary speaker’s bureau. Vice-President David Kline and his selection committee worked during the semester break to select the 25 speakers from the approximately 50 nominees. The selection committee was comprised of faculty members who were not on the nomination list, were available between semesters, and were familiar with UNF faculty.

It is time for nominations for outstanding teachers and distinguished professor. Each faculty has received information about the nomination process. Guidelines call for simple one sentence statements of nomination. Nominees will be asked to submit additional information to complete the nomination process.

Jeanne Middleton, Alumni Services, invited faculty participation in the 1997 Homecoming program. Information and reservation forms will be distributed soon. Homecoming activities begin on Monday, February 24 and continue through an alumni reception on Friday, February 28 and a faculty/staff picnic on Saturday, March 1.

IV. Standing Committee Reports

Academic Programs Committee - Donna Mohr reporting for Cheryl Frobleich

There are several legislative items. The next committee meeting is Tuesday, January 14 at 2:00 p.m. in the 3rd floor conference room of the new business building.

Academic Standards Committee - Betty Meers reporting for Jim Alderman

There is one legislative item.

Academic Support Services Committee - Buzz Thune reporting for Geraldine Collins

The next committee meeting will be in February.

Budget and Legislative Information Committee - Judy Solano reporting for Diana Adeo/Paul Mason

The committee will meet on Thursday, January 23; time and place to be announced.

Faculty Affairs Committee - Kathy Cohen

The committee has an information item regarding its recommendation to President Herbert that an Honorary Doctorate be awarded to Karl Haas. The next committee meeting will be Tuesday, January 14 at 12:15 in the Library Conference Room.

PAGE 01, 02, 03, 04
Faculty Association

Minutes of Meeting
June 5, 1997
Archive
FACULTY ASSOCIATION MEETING
MINUTES
June 5, 1997

I. Call to Order

The meeting was called to order by President Chris Rasche at 12:45 p.m. A quorum was not present but the Faculty Association Bylaws permit business to be conducted during the summer months without a quorum.

II. Approval of Minutes

Ted Summ noted that the May Safety Council report should state that anyone interested in serving on the Safety Council could contact him or Chris Rasche. The minutes of the May, 1997 meeting were approved as amended.

III. Announcements

Judy Solano announced that she and Paul Mason are serving on the Parking Committee which has been meeting weekly this summer and is currently in a fact finding stage. An open meeting has been tentatively scheduled for Wednesday, June 18 from noon until 2:00 p.m. in one of the theater lecture halls. The open meeting will provide an opportunity for the public to share concerns relative to parking.

Judy Solano also noted that President Herbert is heading the New Century Commission on Education for Duval County. The purpose of the Commission is to provide direction for the Duval County School System for the foreseeable future. He has tapped some UNF members to help with the process. Judy is on one of the teams gathering information from community members including what they feel is wrong with the public schools, suggestions for improvements, and new ideas and approaches. Anyone with comments for the Curriculum Commission may pass them to Judy by e-mail, telephone, etc. The Commission will report its recommendations in the fall and solicit feedback from the community on those recommendations.

Chris Rasche attempted to clear up what seems to be a persistent rumor on campus that someone withdrew from a second attempt to gain tenure and will be allowed to go up for tenure for a third time. To the best of her knowledge, this rumor is not true. A person who withdrew from the tenure process this year had gone up for promotion only last year. This year was the person’s first application for tenure and so that person is entitled to a second attempt at tenure.

IV. Standing Committee Reports

Academic Programs Committee - Donna Mohr for Cheryl Frohlich
The committee met in May. There is one agenda item on today’s agenda. The June 10 meeting has been canceled due to lack of business which makes the committee indecently happy.

Academic Standards Committee - Chris Rasche for Jim Alderman
No report.

Academic Support Services Committee - Geraldine Collins
No report.

Budget and Legislative Information Committee - Judy Solano for Paul Mason
No committee report. Judy reported that Paul is sitting on the Parking Committee and watching every penny.

PAGE 01, 02, 03, 04
Bob Fagin announced that Alumni Drive has been open for two-way traffic since August 27. The city has been asked to construct right turn lanes from Kernan onto Beach and from Kernan onto Alumni Drive. In early October the St. Johns' entrance will be worked on, necessitating everyone use the Kernan Drive entrance during the construction. Also, the JEA conversion from the old system to the new will be accomplished during the Thanksgiving and semester breaks. And the Courtyard work will be finished by September 20.

Lynda Lewis announced that there are over 11,000 students on campus this semester.

Pierre Allaire introduced newly hired Brad Mankin, Director of Corporate/Foundation Relations. He will be working with faculty to help them on their research projects and can be contacted at x2510.

Chris Rasche called attention to some of the important information items included in this month's packet.

IV. Standing Committee Reports

Academic Programs Committee - Cheryl Frohlich

The APC has 4 items on today's agenda. The next committee meeting is Tuesday, September 10 at noon in the Faculty Lounge.

Academic Standards Committee - Pali Sen

James Alderman is the new committee chair. The committee will meet next on Thursday, October 10 at 2:00 p.m. in the Library Conference Room.

Academic Support Services Committee - Joe Perry/Buzz Thunen

The committee did not meet during the summer. A new chair will be elected at the next meeting on Tuesday, September 17 at 12:15 in the Faculty Lounge. Joe Perry yielded the floor to Lance Taylor who spoke about the migration from Office Vision on the IBM mainframe to GroupWise on the network. His remarks will be included as an information item in the next Faculty Association packet.

Budget and Legislative Information Committee - Diane Adcox

The committee will meet on Tuesday, September 17 at 12:10 in the Library Conference Room.

Faculty Affairs Committee - Kathy Cohen

Judy Solano reported that Kathy Cohen has been re-elected chair of the Faculty Affairs Committee. The committee has two action items. Substantive changes were required in the items as published earlier due to BOR. Substitute proposals were handed out at the door.

Nominations and Elections Committee - Barbara Tuck

No report.
Promotion and Tenure Committee - Reza Vaghefi

The committee will meet on Friday, September 13 at noon in the President's Conference Room.

Executive Committee - Ellie Scheier

The committee met on August 22 to set the agenda for today's meeting. It will meet next on Thursday, September 19 at 12:15 in the Faculty Lounge for a luncheon meeting that includes both incoming and outgoing committee chairs.

V. Special Committee Reports

Graduate Council - Bill Wilson

No report.

Safety Advisory Council - Ted Stumm

The council will meet on Monday, September 16 at 3:00 p.m. in the President's Conference Room. The committee addresses a broad range of campus-wide topics from women's issues to environmental concerns. There is a vacancy for a faculty representative. Any faculty interested in being on the Council should contact Ted Stumm at x2977 or via GroupWise e-mail at lstumm.

VI. Special Reports

Legislative Liaison Report - Tom Healy

The legislator's are home running for re-election. It appears that the Republicans will continue to control the Senate with Democrats controlling the House. All state budgets have been cut 6.2% ($1.4 million for UNF) in preparation for a possible state call back although there are currently no rumors of potential shortfalls.

United Faculty of Florida - Gary Harmon

After informal meetings between UFF President Brian Nelson, Chief Negotiator Tom Mongar and SUS Chancellor Charles Reed, the union has withdrawn its complaint regarding salary issues. A new bargaining process is being worked out which will not be so adversarial. This year's salary increases will begin on time. Locally, during the last four months seven possible grievances have been solved prior to becoming formalized. Details will be found in the next UFF newsletter. On Friday, September 13 at 12:15 p.m. in the Faculty Lounge, UFF will sponsor a P&T dossier preparation session. Both Academic Vice-President David Kline and P&T Chair Reza Vaghefi will speak about the expected contents of the dossier. All faculty are invited to lunch with state and local UFF officials on Thursday, September 26.

VII. Question and Answer Period

1. Steve Shapiro asked about enforcement of the golf cart policy stating that there are still too many carts in the campus interior and that their speed is often too great.

   Richard Crosby replied that enforcement letters have recently been sent to groups

   - 3 -
Faculty Association

Minutes of Meeting
September 5, 1996
Archive
using carts. Each organization is being asked to sign off on the policies and campus maps. Richard Crosby's office will continue to work with the Safety Council on this issue.

2. Mary Borg asked about replacing the white boards in the Mathews Building noting that they are so smeary as to be unusable by evening. 
   Bob Fagin asked the assembly if replacement is the best solution and the faculty voiced strong agreement. He said he would work on this.

3. Scott Hochwald asked about the Physical Facilities policy on chalk. Chalk is often missing from the classroom. Is chalk supplied to department offices on request? 
   Richard Crosby replied that chalk is to be left in classrooms with chalk boards. Departments that request chalk can get it. Anyone without chalk can send a note to Richard Crosby and more will be sent to the department. 
   Bill Caldwell added that wet erasers are also a problem. Chalk erasers do not need to be washed with water.

4. Satya Pachori asked what happened to the position announcement for the new Assistant Vice-President of Academic Affairs position.
   David Kline replied that Kathy Cohen was chair of the search committee and would have been responsible for announcements. Connie Corker said that notice of the position was not sent to each faculty member. The position was advertised through SUS and Human Resources. It is an A&P and not a faculty position.

5. Pali Sen asked what could be done to correct overheating in Building 3 classrooms. Other faculty members reported heat problems in Buildings 11 and 2.
   Chris Rasche suggested using the new classroom problem report form for reporting temperature problems in classrooms. Richard Crosby said they were working on all reported complaints.

6. Jerzy Karylowski noted that the campus bookstore requires a picture ID to use a credit card. He asked if other Barnes & Noble stores and bookstores on other campuses require this? If not, does UNF have a high crime rate?
   Bob Fagin will reply in writing.

7. Three questions submitted to Chris Rasche regarding bookstore practices and a recent search in the College of Business will be forwarded to appropriate persons for answers.

VIII. Legislative Calendar

Item #1 - FA95-32: Submitted by the Academic Programs Committee. Program changes, course changes, and new courses in the College of Arts and Sciences.
   Moved and seconded. Bill Caldwell noted that STA 2014 also needed a catalog description rewording to correspond with the new title. Motion passed.

Item #2 - FA95-33: Submitted by the Academic Programs Committee. Course terminations, new courses, and program changes in the College of Education and Human Services.
   Moved and seconded. Motion passed.

- 4 -
IV. Standing Committee Reports

**Academic Programs Committee** - Jim Perry for Cheryl Frohlich
The committee met on January 14, 1997. There are three legislative items on today’s calendar. The next committee meeting is Tuesday, February 11 at 2:00 p.m. in 42/3138.

**Academic Standards Committee** - Betty Meers for Jim Alderman
Since Jim Alderman has a class that conflicts with Faculty Association meetings, Shira Schwamb-Baird has agreed to co-chair the committee and report to Faculty Association. Today’s committee meeting has been re-scheduled for Thursday, February 20 at 2:00 p.m. in the Faculty Lounge.

**Academic Support Services Committee** - Geraldine Collins
The next committee meeting is March 3 at noon in the Faculty Lounge.

**Budget and Legislative Information Committee** - Diane Atwood/Paul Mason
Paul noted the committee has an information item in today’s packet and a resolution (which is the same resolution passed last year). The committee’s meeting with David Kline has been rescheduled (due to his illness) for February 11 at 12:15 p.m. in 42/3138. He will bring his response to a committee proposal relating to adjunct usage both during the year and during the summer. Meetings are scheduled with Tom Healy on Friday, February 14 at 9:00 a.m. in 42/3138 to discuss legislative activities and with Roland Buck on March 25 at 12:15 p.m. in 42/3138 to discuss student services.

**Faculty Affairs Committee** - Kathy Cohen
The next committee meeting is Tuesday, February 11 at 12:15 p.m. in the Library Conference Room. Faculty will soon be receiving the annual campus climate questionnaire. Please answer the seven questions and return to Kathy by Friday, February 14, 1997.

**Nominations and Elections Committee** - Betty Furdell
Nominations are being solicited for 48 vacancies for 1997-98 Faculty Association Committees. The correct e-mail address (pine) is efurde@unf.edu. GroupWise users would use in:efurde@unf.edu.

**Promotion and Tenure Committee** - Reza Vaghefi
The committee has completed its review of 13 promotion and 5 tenure dossiers. Ten candidates have been recommended for promotion and four for tenure. The committee’s report has been forwarded to the Provost.

**Executive Committee** - Ellie Scheirer
The committee met on January 23 to set the agenda for today’s meeting. The committee will meet next on Thursday, February 20 at 12:15 p.m. in the Faculty Lounge. Agenda items for the February Association meeting need to be received by that date.

V. Special Committee Reports

**Graduate Council** - Bill Wilson
The graduate faculty met on Thursday, January 28 and elected Sam Kimball as at-large representative to the Graduate Council. Nancy Levine and Reza Vaghefi have been elected to represent the College of Arts & Sciences and the College of Business, respectively. The minutes of the meeting and of the last Graduate Council meeting are accessible from the UNF homepage on the web.
Safety Advisory Council - Ted Stumm
The Council met on Monday, January 27 and finalized a revised service cart policy. A student request for expanded skateboard areas was denied. The next meeting is on Monday, February 17 at 1:30 p.m. in the President’s Conference Room.

Distance Learning Special Committee - Buzz Thunen
The committee met yesterday to develop a questionnaire to elicit the chief concerns of the faculty with regards to distance learning and its implementation. The next committee meeting is on Wednesday, February 19 at noon in 112201.

Faculty Development Special Committee - Bruce Gutfnecht
The committee has distributed a faculty development survey which should be returned to Pat Nelson, Faculty Association Office, by Friday, February 14. Over 50 surveys have been returned so far. The committee met Tuesday, February 4. There is no connection (beyond the coincidence of timing of distribution) between the Faculty Development survey and the announcement of summer stipends and travel support for developing and learning about technology in the classroom. If you are interested in faculty development dollars being committed to areas other than technology, indicate that on the survey. The next meeting is Tuesday, February 18 at 3:45 p.m. in the Faculty Lounge.

VI. Special Reports

Legislative Liaison Report - Tom Healy
No report.

United Faculty of Florida - Gary Harmon
Three times as many voters than necessary participated in the historic ratification of 2 contracts. The approval rate was 98% both locally and statewide. The legislature is still pursuing performance based budgeting. UFF will work to obviate the negative effects such budgeting might have. Distance learning is still a hot agenda item along with ‘university flexibility’ which includes higher tuition, differential technology fees, and purchasing authority for the presidents. Tenure is still under attack. Part of the agreement between the BOR and UFF on post tenure review reached by the negotiating team reads: "The Union gained an understanding that post tenure review will be negotiated step by step with the Union and that it will emphasize faculty development and positive incentive.” Gary introduced Joann Campbell who was one of the BOR negotiators and who is now in Academic Affairs at UNF. The Union is pleased Joann is here as she shares UFF’s belief that the best approach to the relationship between the BOR and UFF is negotiation. The next big project is to form a statewide coalition for a petition drive called “reclaiming education’s share.” In 1986 (the last year before the Florida lottery), slightly over 40% of the state’s budget was allocated to education. That has now declined to below 34%. This represents a $13 billion less to education over that ten year period. The Legislature will be petitioned to put a resolution on the ballot to restore education’s share of the state budget to the 1986 level. UFF hopes to obtain over one half million signatures of registered voters. Locally, UFF representatives are talking with Joann Campbell and David Kline on a number of issues. One single sore spot with respect to the ongoing grievance is still being discussed with the hope that reason will prevail.

VII. Question and Answer Period

1. Steve Shapiro is pleased to see faculty development funds available again but asked why, when faculty development is part of the charge of the Faculty Affairs Committee, this committee was not consulted with respect to the distribution of these funds.
   The question will be forwarded to David Kline.
2. Steve Shapiro asked from what pot of money a colleague’s resignation bonus in the neighborhood of $20,000 was drawn.
   The question will be forwarded to David Kline.

3. Scott Hochwald asked Bob Fagin a follow-up question concerning cafeteria tables. The response in this month’s packet (p. 16) doesn’t totally answer his question since the area for large groups is often closed. Could the pertinent sections of the fire code be posted in a reasonable location in the cafeteria?
   Fagin - yes

4. Judy Solano asked Bob Fagin if the Parking Committee had been reconvened to consider reserved faculty/staff parking and restricting students with resident stickers to parking in resident lots.
   Bob Fagin replied that the committee will be getting together in the next week or so and that resident parking is on the agenda.

5. Nick Wilson asked if various questionnaires could be circulated electronically rather than via paper?
   Chris Rasche replied that electronic means could be used but not required since not all faculty are connected to the network.
   Nick Wilson asked when will they be.
   Chris Rasche replied that some are not connected to the network because they choose not to be.
   When she sent out e-mail to all faculty at least a dozen letters were returned as undeliverable. These responses are being forwarded to Lance Taylor so he can determine what the problems are.
   Richard Crosby replied that about 80 faculty/staff still have computers that do not effectively utilize the available network services. Those computers will be replaced over time. Of those with capable computers, about 98% are on the network. Most people with faster machines are on GroupWise.
   Bruce Gutknecht remarked that some software available to PC users (e.g., A.F.I.R.M.S.) is not available to Mac users which is a factor in making electronic surveys possible.

6. Bruce Gutknecht asked Bob Fagin if construction companies have contractual obligations to return terrain to the way it was prior to construction? Truck traffic is tearing up lawns all over campus.
   Bob Fagin replied that areas disturbed by the JEA work and the renovation of Building 2 are going to be put back in order. Transformers were spotted so their installation would not cause damage.

7. Chris Rasche asked if major trucks are prohibited from driving on the sidewalks, noting that 18 wheelers delivering equipment for the CBS tour on the green drove over the sidewalks and cracked them.
   Bob Fagin replied that is not supposed to happen. Trucks should be on sidewalks only if it is necessary to get them to the particular spot where they need to deliver something.

8. Pali San asked why the electricity failed on a bright, calm day and how departments can be informed of probable outage durations.
   Bob Fagin replied that there have been five power outages in last two months. Two were caused by birds who are no longer with us. Two were related to old technology fuses which are being replaced.
   Yesterday’s outage was caused by a car running into pole on St. John’s Bluff Rd. UNF is asking JEA for more leverage and attention as a major customer. JEA has promised four hour repair service on such occurrences and was able to restore power within one hour yesterday. A message appears on the dispatcher’s screen when UNF power is down. A repair truck was here within 15 minutes yesterday. A lightning strike hit an electric tower ten days ago but, with our new power system, did not effect power on campus. It did, however, effect telecommunications equipment and the blue-light phones’ ability to relay their locations.
9. Chris Rasche received the following questions:
   a) Kudos to Building Maintenance for completing the replacement of white boards with chalk boards in Building 15.
   b) Could all portable classrooms be equipped with clocks and could some arrangements be made for drinking fountains which are easily accessible to users of the portable classrooms during evening classes? The Boathouse closes at 7:00.
      The question will be forwarded to Bob Fagin
   c) Why should student clubs be asked to pay taxes and royalty fees for using the UNF name on t-shirts and other items used for fund raising?
      The question will be forwarded to Bob Fagin
   d) Is it true that the PEP committee was not given any specific criteria or guidelines to use in its deliberations at its initial meeting when it received its charge from the Provost? If so, why, especially since nine of the 11 committee members are not full professors themselves?
      The question will be forwarded to David Kline.

President Rasche clarified her policy on anonymously submitted questions. Such questions become hers and she reserves the right to ask them as submitted, edit them, or not ask them at all. Sometimes she chooses not to ask the question at all if she does not know the author and if it is not a question she is comfortable asking or it does not serve the interest of the body politic. If anyone is concerned about forwarded questions that have not been asked he or she may ask the question him- or herself or discuss it with Chris.

VIII. Legislative Calendar

   Item #1 - FA97-03: Submitted by the Academic Programs Committee. Program changes in the College of Education & Human Services.
      Moved by committee. The changes meet the state guidelines. Motion passed.
   
   Item #2 - FA97-04: Submitted by the Academic Programs Committee. Program changes and new courses in the College of Health.
      Moved by committee. Motion passed.
   
   Item #3 - FA97-05: Submitted by the Academic Programs Committee. Program change in the College of Computing Sciences & Engineering.
      Moved by committee. Motion passed.
   
   Item #4 - FA97-06: Submitted by the Budget & Legislative Information Committee. Resolution regarding faculty representation on the Executive Committee (which acts as the Budget Committee).
      Moved by committee. Since technically the Budget Committee no longer exists (the Executive Committee acts as the Budget Committee), Paul Mason was asked if he wanted the wording of the resolution changed to reflect this. He replied that such semantics were not important. The resolution was left as submitted. Motion passed.

IX. Adjournment

   The meeting was adjourned at 1:05 p.m. The 25th Anniversary video was shown immediately thereafter.

Susan R. Wallace, Secretary  February 10, 1997
Joe Butler announced a beach cleanup of the north end of Big Talbot Island scheduled for Sunday, October 13 from 8:00 a.m. until 1:00 p.m. This area is an important sea turtle habitat. Handouts with directions were supplied.

IV. Standing Committee Reports

**Academic Programs Committee** - Cheryl Frohlich

The APC has 3 items on today’s agenda. The next committee meeting is Tuesday, October 15 at noon in the Faculty Lounge.

**Academic Standards Committee** - Jim Alderman

The ASC has 1 item on today’s agenda. The committee will meet next on Thursday, October 10 at 2:00 p.m. in the Library Conference Room.

**Academic Support Services Committee** - Geraldine Collins

Geraldine Collins was elected chair at the meeting on Tuesday, September 17. The next committee meeting is Monday, October 14 in the Faculty Lounge.

**Budget and Legislative Information Committee** - Diane Adcox

The committee will meet next on Tuesday, October 22 at 12:15 in the Library Conference Room.

**Faculty Affairs Committee** - Kathy Cohen

Kathy Cohen reported that the Faculty Handbook is currently under revision. Faculty are asked to send any suggestions regarding the handbook to Kathy Cohen. Additional TSI funds became available and the Faculty Affairs Committee recommended that they be dispersed according to the previous policy for TSI monies. A subcommittee has been formed to explore faculty rights in maintaining proper classroom behavior. Carson Cook will attend the next committee meeting to discuss questions concerning UNF’s sexual harassment policy. The committee will begin to consider the post tenure review process. The next committee meeting is Tuesday, October 8 at 12:15 in the Library Conference Room.

**Nominations and Elections Committee** - Barbara Tuck

No report.

**Promotion and Tenure Committee** - Reza Vaghefi

No report

**Executive Committee** - Ellie Scheirer

Susan Wallace reported for Ellie Scheirer that the committee met on September 19 to set the agenda for today’s meeting. There were also two actions taken. The committee accepted minor wording changes necessary to bring the UNF TIP proposal into conformity with wording in the enabling legislation. It also approved plans for remodeling the Faculty Lounge that will optimize the usefulness of the space for the greatest number of faculty. Architectural renderings will be included as an information item when they are available. The committee will meet next on Thursday, October 24 at 12:15 in the Faculty Lounge.
V. Special Committee Reports

Graduate Council - Bill Wilson

The Graduate Council met on September 16. Nancy Miller was selected as Council student representative. Five faculty were approved for graduate faculty status. The Council agreed to request colleges to formulate college-wide (rather than program specific) criteria for graduate faculty status. A Policy for Thesis/Dissertation Submission was approved. The Council will meet next on Wednesday, October 30 at 2:00 p.m.

Safety Advisory Council - Ted Stumm

The Council met on Monday, September 16 at 3:00 p.m. in the President's Conference Room. The major topic was golf carts. The golf cart policy will be reviewed and widely disseminated. Anyone observing cart problems should report the date, place, time, and event description to Captain John Anderson or any other member of the Campus Police. The Council will meet next on October 21 at 3:00 p.m. in the President's Conference Room.

VI. Special Reports

Legislative Liaison Report - Tom Healy

No report.

United Faculty of Florida - Gary Harmon

Gary Harmon reported on the success of the dossier workshop and the UFF free lunch. Mediation has been arranged to assist a department with the creation of its by-laws. Several issues have been identified to discuss with the Provost including by-laws, annual reviews, and visiting faculty working conditions, loads, assignments, treatment, etc. The unfair labor practice complaint UFF put before PERC was to be withdrawn after the BOR signed the agreement but UFF is still waiting for the BOR signature. The new BOR chair-elect is in favor of multi-year contracts and post-tenure review.

VII. Question and Answer Period

1. Judy Solano asked when faculty will get copy of the thesis/dissertation policy and when will it take effect?
   Bill Wilson replied that the policy has been distributed to Deans and Directors and will appear in the Faculty Handbook. It takes effect immediately.

2. Judy Solano asked that Bob Fagin reconvene the parking committee to reconsider faculty/staff parking noting that there are a number of special groups with reserved parking so maybe it is time for reserved faculty/staff parking. She also asked the parking committee to consider restricting students with University housing permits to housing parking lots.
   Bob Fagin replied that he was planning to reconvene the parking committee in January to address issues associated with campus growth and development. Judy Solano asked that the question of housing parking be addressed sooner than January and Bob Fagin agreed to do so.

3. Steve Shapiro, noting that faculty contracts require an annual review, asked if any SUS President brought that up to the BOR.
   David Kline responded that several SUS Provosts made that point. The BOR feels the difference is that the annual review is not peer-based and that is what is deemed important. Gary Harmon added that several UFF members noted that there is already plenty of review and that peer review comes in the form of article reviews, etc. Chris Rasche observed from sitting in on the BOR meetings that the BOR believes that if they don't do something, the legislature will. They are trying to head off legislative action on this issue.

4. Scott Hochwald asked about classroom supplies. Are departments required to pay for classroom pencil sharpeners? Green boards are of two distinct qualities, one of which does not erase well. Chalk comes in
two varieties: plain and dust free. The dust free chalk crumbles easily. Can the classrooms be equipped with the better quality green boards and plain chalk? Steve Shapiro noted that some faculty prefer the dust free chalk. Chris Rasche noted that some of these classroom supply concerns could be addressed directly with Richard Crosby or Bob Fagin.

The questions will be forwarded to Richard Crosby.

5. Virginia Duff asked that the University address pending questions about Unisys and how the University can intercede on behalf of UNF community members that are not receiving adequate insurance service.

Bob Fagin will respond in writing.

III. Legislative Calendar

Item #1 - FA96-38: Submitted by the Faculty Affairs Committee. Policy on joint appointment.

Moved by committee. Several concerns were raised. Chris Rasche noted that, when items appear as information items in months preceding their placement on the action agenda, as was the case for this item, substantive concerns can be brought to the sponsoring committee before the item comes to the floor. Moved to send the policy back to committee. Motion passed.

Item #2 - FA96-39: Submitted by the Academic Programs Committee. Program change in the College of Business Administration.

Moved by committee and passed.

Item #3 - FA96-40: Submitted by the Academic Programs Committee. Program change in the College of Computing Sciences and Engineering.

Moved by committee and passed.

Item #4 - FA96-41: Submitted by the Academic Programs Committee. Course changes and program change in the College of Health.

Moved by committee and passed.

Item #5 - FA96-42: Submitted by the Academic Standards Committee. Drop in the number of upper division hours required for a baccalaureate degree from 60 to 48.

Moved by committee and passed.

Item #6 - FA96-43: Submitted by the Faculty Affairs Committee. Recommendation to drop mandatory administration of the SIRs.

Moved by committee. An amendment to end University support for administration of the SIRs is 2001 was made, seconded, and discussed. The amendment failed. The item passed.

Chris Rasche announced one last item not on the agenda. Information from the BOR allows eligibility changes for TIP. This matter was raised at this time because any changes must be handled immediately or, due to impending deadlines, they will be moot. A motion was made to suspend the rules to consider this item. It was seconded and passed. Current TIP policy does not provide for someone who has been on leave or on sabbatical during the previous three years to include time prior to 1993 for TIP eligibility. It was moved to amend the TIP proposal to allow appropriate time modification for anyone on full-time sabbatical or faculty development during some portion of 1993-1996. Motion passed. It was moved and seconded to set the deadlines (for this year only) back two weeks (to October 28 for application and December 2 for announcement of winners). Motion passed.

IX. Adjournment

The meeting was adjourned at 1:32 p.m.

Susan R. Wallace, Secretary

October 4, 1996
Academic Standards Committee - Shira Schwam-Baird
The committee met on Thursday, February 20. The next meeting is scheduled for Thursday, March 20 at 2:00 p.m. in the Faculty Lounge.

Academic Support Services Committee - Geraldine Collins
The committee did not meet last month. The next meeting is April 7 at noon in the Faculty Lounge.

Budget and Legislative Information Committee - Paul Mason
Since last month’s Faculty Association meeting the committee had meetings with David Kline and Tom Healy. The information items in the March packet reflect information gathered at those meetings and from other efforts at data collection. The committee will meet with Pierre Allaire on March 18 at 12:15 p.m. in the Administration and Finance conference room and with Roland Buck on March 27 at 12:15 p.m. in 42/3138. Paul noted the committee has a resolution in today’s packet similar to the resolution passed last month. Chris noted that because of some confusion at the February meeting, the wording of the resolution forwarded to the Provost in February did not reflect the change in wording approved by the sponsor at that meeting.

Faculty Affairs Committee - Kathy Cohen
The committee met on Tuesday, February 11 and finalized the proposal for joint appointments which appears on today’s agenda and on Thursday, February 27 to provide input on the administrator evaluation form. The committee next meets on Tuesday, March 18 at 12:15 p.m. in the Library conference room.

Nominations and Elections Committee - Betty Furdell
The committee met on February 19 to set the ballot for the April elections. The following corrections were announced to the slate of candidates listed in the packet: include Steve Shapiro as an at-large candidate for the Faculty Affairs Committee and remove Dennis Holt as a candidate for the Education and Human Services representative to the Promotion & Tenure Committee.

The following nominations were made from the floor:

Faculty Association Committees
- Academic Programs Committee: Donna Mohr (Arts & Sciences)
- Academic Standards Committee: Len Lipkin (at-large)
- Academic Support Services Committee: Pal Sen (at-large)
- Promotion & Tenure Committee: Ellie Scheirer (Education & Human Services)
- Susana Urbina (at-large)

Other University Committees
- Constitutional Jurisdiction Committee: Ramana Rao (at-large)
- Sabbatical Selection Committee: William Tomaslin (at-large)
- Helene Krouse (Health)
- Clarence Obi (Computing Sciences & Engineering)
- Judy Solano (Computing Sciences & Engineering)
- Student Press Publication Board: Ellen Klein (at-large)
- General Education Council: Andy Buchwalter (Humanities)

It was moved the nominations be closed. Seconded and passed. Chris reminded the Association that ballots would be available at the April meeting. Ballots can be cast then or following the meeting on Thursday afternoon or Friday morning. Absentee ballots will be available the week prior to the April meeting from Betty Furdell.

Promotion and Tenure Committee - Reza Vaghefi
No report.

- 2 -
FACULTY ASSOCIATION
Minutes of Meeting
March 6, 1997
Archive
Executive Committee - Ellie Scheirer
The committee met on February 20 to set the agenda for today’s meeting. The committee will meet next on Thursday, March 20 at 12:15 p.m. in the Faculty Lounge. Agenda items for the April Association meeting need to be received by that date.

V. Special Committee Reports

Graduate Council - Bill Wilson
The Graduate Council met on February 27. The Council is requesting that the Academic Programs Committee request that Graduate Council approval be included on APC forms affecting graduate programs. The next meeting is scheduled for April 15 at noon in the President’s Conference Room.

Safety Advisory Council - Ted Stumm
The Council met on Monday, February 17 and will meet again on March 17 at 1:30 p.m. in the President’s Conference Room. Personal safety issues raised by the planned publication of a student directory will be discussed.

Distance Learning Special Committee - Ellie Scheirer for Buzz Thuren
The committee met on February 19 and is continuing to consider the ramifications of distance learning from a variety of perspectives. The committee will meet again on March 19. Although it will be ready to give its final report at the end of its six month’s existence, it may ask that the life of the committee be extended.

Faculty Development Special Committee - Judy Solano for Bruce Guteknecht
The committee received a good return on its survey and has tabulated and discussed the results. At the last committee meeting Al Tilley reported on the history of faculty development at UNF and presented some new ideas. The next committee meeting is Tuesday, March 18 at 3:45 p.m. in the faculty lounge to begin work on the final committee report.

VI. Special Reports

Legislative Liaison Report - David Kline for Tom Healy
Closure may be near on the equity funding issue that goes back to the 1980’s. UNF may receive $2 million in equity funding. The President has indicated that money will not be used to create new programs but to support and enhance existing ones.

United Faculty of Florida - Gary Harmon
UFF continues to deal with some individual situations. Most are solved before they get into a formal legalistic process. Gary Harmon and Judy Solano have decided to stand for re-election as President and Grievance Officer, respectively.

UFF and David Kline have designed a research forum to be held Thursday, March 20 at noon in the Talon Room. Five faculty will talk about their research, the problems they’ve faced, and how they have managed in spite of the problems. An open discussion will follow.

Tom Monger is running for President of UFF at the state level. Gary urged support of his candidacy. UFF hopes to continue the move toward collegial bargaining so that UFF and the BOR present a united front to the Legislature.

Gary distributed constitutional amendment petition forms for "requirement for adequate public education funding." The petition asks that an amendment be placed on the ballot to restore education's share of the state budget to its pre-lottery levels (40% of the state budget). Signed petitions may be returned to Gary Harmon in Language & Literature or left on the back table after the meeting.

PAGE 01, 02, 03, 04, 05
FACULTY ASSOCIATION
Minutes of Meeting
March 6, 1997
Archive
VII. Question and Answer Period

1. Johnny Randall asked if the faculty will have any input as to the desirability for or the necessity of the proposed golf learning center which would occupy 35 acres in the southeast corner of the campus and have three fairways, two driving ranges, putting greens, etc.

   The question will be forwarded to the President.

2. Jim Crooks mentioned that clocks have disappeared from the portable classrooms. He wondered what has happened.

   Richard Crosby said he will follow up and see that the classroom clocks are restored.

3. Ellie Scheirer followed up with whether a clock could be installed in the Library classroom 4005.

   Richard Crosby said yes; requests for classroom clocks could be directed to himself, Charlie Bear, or Bob Fagin. Bill Caldwell asked if these would be clocks that actually operate and Bill Slaughter asked if the clocks could be removed from the classroom where his classes meet.

4. Bob Siudzinski noted that some nominations for awards were not considered because they were delayed by campus mail and missed the deadlines. He wondered if anything could be done other than submitting the names again next year.

   Chris Rasche replied that the question would be referred to the Executive Committee. She noted, however, that it is probably too late to apply a remedy this year because the Distinguished Professor Committee meets on Friday of this week to make its selection of candidates for ballot which must go in the April Faculty Association packet. A number of nominations were late this year, two evidently got lost in campus mail; one was erroneously forwarded to the US mail. It was a difficult decision, but nominations that were late, regardless of the reason, were not accepted. A conclusion to be drawn is that due to the unreliability of the campus mail, nominations need to be hand delivered and this instruction should be included in the instructions for nominations in the future. Further discussion involved e-mail nominations. Chris said that she accepted e-mail nominations although technically nominations must be signed. Mary Berg suggested that signature requirement be reconsidered. Bill Caldwell suggested that nominees be notified as soon as they are nominated. Chris suggested this was not practical with the current level of administrative support. Since the scope of the original questions regarding nominations was enlarged to include nomination procedures, the question will be forwarded to the Faculty Affairs Committee instead of the Executive Committee.

5. Saya Pacatori asked Provost Kline in light of some negative P&T Committee decisions, if any P&T decisions have been made.

   Judy Solano replied that the P&T Committee will report to the Faculty Association after final decisions have been made. Chris Rasche noted that the P&T Committee report will include information on the number of cases where the Provost's and/or the President's decision differs from the theirs. David Kline replied that President Herbert is currently looking at the P&T recommendations.

6. John Maraldo asked when faculty will receive results of the Fall, 1996 standardized evaluations and if it is possible to speed up the reporting process.

   Bill Wilson replied that the results are going out to departments this week and an effort is being made to speed up the process.

Moved to extend the question and answer period by two minutes. Seconded and passed.
FACULTY ASSOCIATION
Minutes of Meeting
March 6, 1997
Archive
7. Chris Rasche received the following questions:
   a) To the Provost: each semester the quality of a faculty member’s teaching is largely determined by student evaluation forms. To better determine a faculty member’s teaching ability, why not also include the average grade the faculty member gives for each class in order to discourage grade inflation? Is there grade inflation at UNF? Could you study this issue department by department and college by college?

   David Kline replied that he would like to do that study and that the first suggestion is a very intriguing one.

   b) Questions were addressed to the Dean of the College of Business Administration regarding equipment in the new Business Building, the bidding process for that equipment, and a lawsuit that has apparently arisen out of that process.

   The questions will be forwarded to Earle Traynham.

   c) To the Provost: is it fair for some faculty to receive two summer courses while some receive only one?

   David Kline said he will respond in writing.

   d) To the Acting Dean of the College of Computing Sciences and Engineering: is it justifiable for a former department chair who is still on a 12 month contract to teach only one course during the summer and advise approximately 100 students? How many courses have you taught during the last 9 semesters?

   The questions will be forwarded to Charles Winton.

The extended question and answer period ended. Two additional questions received by Chris Rasche will be forwarded to the appropriate recipients, the Provost and the Chair of the P&T Committee.

VIII. Legislative Calendar

   Item #1 - FA96-38: Submitted by the Academic Affairs Committee. Revised Policy on Joint Appointments.

   Moved by committee. Motion passed.

   Item #2 - FA97-07: Submitted by the Academic Programs Committee. Program changes and course changes in the College of Education & Human Services.

   Moved by committee. The effect of 97-001 and 97-002 is to delete the first semester of internship and increase the second semester internship from six to 12 hours. Motion passed.

   Item #3 - FA97-08: Submitted by the Academic Programs Committee. New programs and new courses in the College of Health.

   Moved by committee. Motion passed.

   Item #4 - FA97-09: Submitted by the Budget & Legislative Information Committee. Resolution regarding faculty representation on the Executive Committee (restated from last month to eliminate reference to a Budget Committee).

   Moved by committee. Motion passed.

   Item #5 - FA97-10: Submitted by the Executive Committee. Resolution to support attempt to place on the ballot in a general election a resolution to reclaim education’s share of the state budget.

   Moved by committee. Motion passed.

IX. Adjournment

The meeting was adjourned at 1:11 p.m.

Susan R. Wallace, Secretary

February 10, 1997
IV. Standing Committee Reports

Academic Programs Committee - Cheryl Frohlich
The deadline for catalog copy is January 23. If curriculum changes are to appear in the next catalog, they must be acted upon at the December Faculty Association meeting which means they must be submitted to Pat Nelson in the Faculty Association office by November 15. The APC has two items on today's agenda and one information item. The next committee meeting is Tuesday, November 12 at noon in the Library Conference Room.

Academic Standards Committee - Betty Meers reporting for Jim Alderman
The committee is reviewing three agenda items and will meet on November 14 at 2:00 p.m. in the Library Conference Room.

Academic Support Services Committee - Geraldine Collins
The committee met on November 4 and has an information item describing procedures for submitting action items to the committee. The next committee meeting is December 2 in the Faculty Lounge.

Budget and Legislative Information Committee - Diana Adcox
No report.

Faculty Affairs Committee - Kathy Cohen
Carson Cook and representatives from Student Affairs attended the last committee meeting to discuss questions concerning classroom behavior problems. The committee is working on a classroom conduct policy. The next committee meeting is Tuesday, November 12 at noon in the Library Conference Room.

Nominations and Elections Committee - Barbara Tuck
An election for the PEP Selection Committee is being held today. Nominations were accepted from the floor. Balloting continues through 1:00 p.m. on Friday in the Library 2nd floor entrance area.

Promotion and Tenure Committee - Gene Baker reporting for Reza Vaghefi
The committee meets on November 12 with Vice-President David Kline.

Executive Committee - Ellie Scheirer
The committee met on October 24 to set the agenda for today's meeting. The committee will meet next on Thursday, November 14 at 12:15 in the Faculty Lounge.

V. Special Committee Reports

Graduate Council - Bill Wilson
The Graduate Council met on October 30. The Council discussed fee waivers with Janice Nowak and agreed on a method to inform colleges in a timely fashion concerning fee waiver availability. The Council also finalized the graduate studies section of the Faculty Handbook. The Council will meet next on December 2 at 2:00 in the President's Conference Room.
Safety Advisory Council - Ted Stumm
The Council met on Monday, October 21 at 3:00 p.m. in the President's Conference Room. The Council discussed golf cart problems and problems due to the construction areas on campus. The Personal Safety Subcommittee is looking at disclosure procedures for the student directory because of inquiries from a number of students who want their name listed in the graduation program but do not want to be listed in the directory. The Council will meet next on November 18 at 3:00 p.m. in the President's Conference Room.

Distance Learning Special Committee - Buzz Thunen
Buzz Thunen was elected chair at the October 29 meeting. Anyone interested in distance learning in encouraged to participate. The committee will meet again on November 12 at 12:15 in 14/1606. Members of the committee are listed as part of an information item on page 12.

Faculty Development Special Committee - Bruce Gutknecht
Bruce Gutknecht was elected chair at the October 31 meeting. Bill Wilson will be the committee's contact person in the Provost's office. The committee began to discuss definition and support issues and will consider a past proposal for a Faculty Development Center. The next meeting is on November 21 at 4:15 in the Faculty Lounge.

VI. Special Reports

Legislative Liaison Report - Tom Healy
No report.

United Faculty of Florida - Gary Harmon
Bargaining has begun at the state level and is proceeding along more collegial than adversarial lines. Multi-year contracts will not come up for at least another year. Post-tenure review is being reviewed to ensure that it does not violate the letter or spirit of the contract. UFF representatives Gary Harmon and Judy Solaro met with Vice-President David Kline (with Chris Rasche as observer) to discuss several items including annual review and evaluations, the tenure/promotion process, etc. One grievance has been settled in Step I and a second grievance appears to be on the way to settlement.

VII. Question and Answer Period

1. Pali Sen asked how post-tenure review differs from annual review and who will do it.
   Gary Harmon replied that discussions are still on-going with the BOR and details are being worked out. UFF is working to ensure that academic freedom is not impinged upon and that the review process includes input from sources other than administrators. Hank Camp commented on the amount of time now required to prepare promotion and tenure dossiers and suggested any post-tenure review form be simple, straight-forward, and concise.

2. Dan Shaffer asked if input to the faculty development committee should be routed through the college representatives.
   Bruce Gutknecht replied that the meetings are open and all are welcome or suggestions and concerns can be submitted to the college representatives.
3. There being no other questions from the floor, Chris Rasche noted that additional questions submitted anonymously to be asked by the Faculty Association President become subject to paraphrasing and editing to reduce redundancy; in effect, such questions become the Faculty Association President's questions. They may be summarized briefly during the meeting but they will all be forwarded to the appropriate recipient. Several questions were submitted this month dealing with evaluation of administrators, the interim Dean and Associate Dean in COGSE, and faculty governance in COGSE. These questions will be forwarded to the appropriate persons.

VIII. Legislative Calendar

Item #1 - FA96-44: Submitted by the Faculty Programs Committee. Program change and new courses in the College of Arts & Sciences.
   Moved by committee. Motion passed.

Item #2 - FA96-45: Submitted by the Academic Programs Committee. New courses in the College of Computing Sciences and Engineering.
   Moved by committee. Motion passed.

Item #3 - FA96-46: Submitted by Cherril Heaton. Resolution to leave Faculty Lounge alone except for any needed repairs.
   Moved and seconded. Discussion followed. The modifications proposed for the Lounge appear as an information item. An amendment was suggested to level the area but eliminate the proposed storage area. Chris Rasche commented that the architect has refused to consider leveling the floor to the existing west wall because the ceiling is not high enough along that wall to accommodate the raised floor. Extensive discussion followed about the inadequacy of the existing space and the possibility of seeking a true faculty lounge. A motion to refer the resolution and all subsequent suggestions to a committee appointed by the chair to consider the larger issue of faculty space was made and seconded. After additional discussion, the motion carried.

IX. Adjournment

The meeting was adjourned at 1:19 p.m.

Susan R. Wallace  

Susan R. Wallace, Secretary  
November 14, 1996
FACULTY ASSOCIATION
Minutes of Meeting
April 3, 1997
Archive
Academic Support Services Committee - Geraldine Collins
   No report. The April 7 meeting has been canceled for lack of pending issues.

Budget and Legislative Information Committee - Judy Solano for Paul Mason
   The committee met on March 27 with Roland Buck and is scheduled to meet with Bob Fagia on Tuesday,
   April 8 at 12:15 p.m. in 42/313B. The committee plans an information item for the May packet with budget
   information from Student Affairs and Administration & Finance.

Faculty Affairs Committee - Andrew Farkas for Kathy Cohen
   The committee has two information items in the April packet and will meet next on April 8 at 12:15 p.m. in
   the Library conference room to discuss the sustained performance evaluation process (formerly known as post-
   tenure review).

Nominations and Elections Committee - Betty Furdell
   Today is election day. The purple ballots are for everyone. The pink ballots (for Sabbatical Selection
   Committee) are for tenured faculty only. Ballots can be deposited in the boxes at the back of the meeting room
   after the meeting. Voting will continue in the second floor entry way to the Library until 4:30 p.m. Thursday
   and from 10:00 a.m. until 3:30 p.m. on Friday.

Promotion and Tenure Committee - Reza Vaghefi
   The promotion letters from the President to the candidates and the recommendations by the President to the
   BOR that have been completed so far are consistent with the recommendations of the P&T Committee to the
   Provost, with the exception of one promotion decision. A few cases are still pending. The committee will
   make a complete report to the Association when all the President’s decisions have been received.

Executive Committee - Judy Solano for Ellie Scheier
   The committee met on March 20 to set the agenda for today’s meeting. The committee will meet next on
   Thursday, April 17 at 12:15 p.m. in the Faculty Lounge. Agenda items for the May Association meeting need
   to be received by that date.

V. Special Committee Reports

Graduate Council - Bill Wilson
   No report.

Safety Advisory Council - Ted Stumm
   The Council met on March 17 and will meet again on Monday, April 21 at 1:30 p.m. in the President’s
   Conference Room. Agenda items for the committee can be sent to Ted Stumm.

Distance Learning Special Committee - Buzz Thunen
   The committee met on April 2 and is working on its report for the Faculty Association May meeting. No
   future meetings are currently planned since the committee’s six month term of existence is over. Chris Rasche
   clarified that, according to the by-laws, all special committees of the Faculty Association are created for a six
   month term.

Faculty Development Special Committee - Judy Solano for Bruce Gutknecht
   The committee has also completed its work. The committee, with representation from each of the colleges,
   the library, and Academic Affairs, was charged with finding the best ways to facilitate faculty development at
   UNF, which included evaluating a previously approved faculty development center proposal, and determining
   the need for a director of faculty development. The committee gathered information from a variety of sources
VI. Special Reports

Legislative Liaison Report - Tom Healy
No report.

United Faculty of Florida - Gary Harmon
Tom Mongar was elected UFF president at the state level. A series of UFF legislative update reports is forthcoming. Locally, more than 50 members voted in the local elections. The incumbent officers were re-elected. Three problems are being worked on at UNF. Bill Caldwell has been named to a two-year term as the Executive Director of the Electrical Engineering Department. Most departments have copies of their by-laws on file with a few departments still working on theirs. There are some concerns about the current P&T process.

Construction Projects and Web Committee - Bob Fagin
Bob Fagin gave an informational presentation on a number of scheduled and proposed campus projects. A Construction Projects' Schedule and campus map were distributed. Existing buildings undergoing renovations may experience some disruption during time frames shown on the chart. Construction will begin on 459 new housing units in April for occupancy in fall, 1998. The parking committee, which is meeting next week, will consider the impact on campus parking by the new residents. Drawings of the University Center, to be built near Kernan Road and Alumni Way, and the 10,000 seat soccer stadium, to be built north of the tennis courts, were displayed. The stadium will also be available for track and field, community access, and outdoor graduations.

UNF was approached two years ago by the Army Corps of Engineers to discuss locating a new building on campus because of the potential connections with engineering and other academic disciplines. Once the Corps receives approval of the site, UNF would take the request to the BOR. The building would be in the northeast corner of the campus close to the proposed science and engineering building and with an access road from Eastpark. Traffic to the new building will not impact internal UNF traffic. The UNF industrial park was not deemed a suitable location because the Corps needs free land and for UNF to give away land in the park would not maximize the use of that land. In response to questions about wetland preservation, Bob Fagin stated that no habitats or wetlands would be destroyed. University growth requires building on upland areas which will be done in a sensitive way. In response to questions about the Corps library, Bob Fagin replied that the Corps has extensive holdings in certain areas. While their library would not be affiliated with ours, there would be mutual access.

A golf learning center has been proposed to be built with private funds on the southeast corner of the campus. It would include a driving range and three holes (par 3, 4, and 5). State matching funds would be used to help operate the center which would be available to students, faculty, and staff. COBA would provide courses in golf management. The project is at least one year off because it is not on the PECO list this year.

A web page committee has been formed to consider how we want to present ourselves on the web. The goal of the committee is to set presentation formats, not to monitor content.

Questions about any of these projects may be directed to Bob Fagin.
VII. Question and Answer Period

1. Tayeb Giuna asked David Kline and Gary Harmon why a colleague with positive tenure recommendations was asked to withdraw at the last minute. Is this common at UNF and what are the applicable rules? David Kline said he will respond in writing.

2. Pail Sen asked Bob Fagin why the second floor door of Building 10 has been closed for several months when no construction is going on and repairs to the connecting walkway have been finished. Bob Fagin said he will find out and respond.

3. Pail Sen asked Bob Fagin why an information booth is necessary on the second floor of Building 2. Bob Fagin replied that the information booth was not part of Administration and Finance. The question will be forwarded to Roland Buck.

4. Chris Rasche received the following questions:
   a) For Bob Fagin: Is it true that the UNF telephone exchange will change this summer? If so, when will the university be notified?
      Bob Fagin replied that UNF will be getting a dedicated exchange this summer. The first announcement was sent out last fall and another will be sent out soon. No stationery orders will be approved until the new exchange is known and a final decision has been made about Jacksonville’s area code.
   b) For the Police Department through Bob Fagin: Are traffic statistics available for the campus entrance at St. John’s Bluff Road including the number of fatalities? It appears that the intersection is becoming increasingly dangerous.
      Bob Fagin replied that about 15 accidents have occurred in the past year with one fatality and three serious injuries. UNF has been in contact with the city several times about University concerns regarding this intersection and has asked for the city standards regarding t-intersections. The exact statistics are available and will be provided in writing.
   c) For the Provost: Do you consider it a plus or a minus for a faculty member to be a UFF member when it comes to awarding raises based upon the service component of the evaluation?
      David Kline will respond in writing.
   d) For the President: Is it true that the College of Computing Sciences and Engineering is moving ahead with additional engineering program plans even though the department is in "receivership" and the acting chairperson has no credentials in engineering?
      David Kline replied that the department is not in receivership. Yes, there are discussions about adding civil and mechanical engineering. These programs are on the five year plan.

The question and answer period ended. Additional questions received by Chris Rasche will be forwarded to Charles Winton and Bob Fagin.

VIII. Legislative Calendar

Item #1 - FA97-11: Submitted by the Academic Programs Committee. Program change and new courses in the College of Arts & Sciences.
   Moved by committee. Motion passed.

Item #2 - FA97-12: Submitted by the Academic Programs Committee. Program change in the College of Education & Human Services.
   Moved by committee. Motion passed.
Item #3 - FA97-13: Submitted by the Academic Programs Committee. New programs in the College of Business Administration.
   Moved by committee. Motion passed.

Item #4 - FA97-14: Submitted by the Academic Programs Committee. Course change and program change in the College of Computing Sciences & Engineering.
   Moved by committee. Chris Rasche announced that the Association had lost its quorum. The Association can continue to take action. However, if any action passed without a quorum being present is questioned by a member of the community who was not present, the action will be brought to Faculty Association again. Motion passed.

Item #5 - FA97-15: Submitted by the Academic Standards Committee. Resolution to support maintenance of academic standards and to ask for a study of grading patterns over time at UNF.
   Moved by committee. The committee first intended the resolution to support faculty. The request for the study was added later. The committee would entertain a suggestion to separate the issues. The following points were made during discussion: student evaluations have always been a part of faculty evaluations and any effect such evaluations have on grades would be constant. A time consuming study is not necessary as no objective evidence has been presented that faculty feel pressured to give higher grades so that their evaluations will be higher. An extensive literature review shows no evidence of a correlation between evaluations and grades across faculty members. Motion failed.

IX. Adjournment

The meeting was adjourned at 1:19 p.m.

Susan R. Wallace, Secretary

April 4, 1997
UNIVERSITY OF NORTH FLORIDA

Faculty Association

FACULTY ASSOCIATION
Minutes of Meeting
December 4, 1996
Archive
Charlie Bear called attention to the flyer detailing scheduled power outages. Since there were not enough flyers for all, he asked recipients to share with neighbors. He offered to stay after the meeting to answer any questions concerning the outages. He also announced that the contractor has agreed to keep construction noise in Building 2 down during finals week and that white boards in Building 15 will be replaced by early January.

IV. Standing Committee Reports

Academic Programs Committee - Cheryl Frohlich
There are several legislative items.

Academic Standards Committee - Betty Meers reporting for Jim Alderman
The committee will meet today at 2:00 p.m. in the Faculty Lounge.

Academic Support Services Committee - Geraldine Collins
Quick Copy’s move to the Arena is permanent. A pickup/delivery spot has been established in Building 2. Exams will have to be taken to the arena. Problems with individual jobs should be reported in the comment area on forms provided for that purpose. She also noted that the bookstore will no longer include the copyright information form in each packet of copied material but will keep a single copy on file. The wording of the statement cannot be changed without approval from Barnes&Noble’s headquarters. The 250 user campus network license will be updated to a 500 user license during the semester break. The committee will meet again on January 13.

Budget and Legislative Information Committee - Diana Adox
No report.

Faculty Affairs Committee - Kathy Cohen
The committee will meet on December 10 in the Library conference room. There is one agenda item in today’s packet.

Nominations and Elections Committee - Barbara Tuck
There are two information items in today’s packet. Nominations will be accepted from the floor in January for the Nominations and Elections Committee.

Promotion and Tenure Committee - Reza Vaghef
The committee met on November 12 with Vice-President David Kline. It was agreed that promotion and tenure decisions will be based on the identification of UNF as a teaching university. It was agreed that the promotion and tenure committee will not judge UNF candidates by the standards of the big ten universities.

Executive Committee - Ellie Scheirer
The committee met on November 14 to set the agenda for today’s meeting. The committee will meet next on Thursday, December 12 at 12:15 in the Faculty Lounge.

V. Special Committee Reports

Graduate Council - Bill Wilson
The Graduate Council met on December 2 to set the agenda for the annual graduate faculty meeting which will be January 28 at 12:15 in the Faculty Lounge Mathews 304. The Council needs to elect one at-large representative, one representative from the College of Business Administration, and one
representative from the College of Arts & Sciences. College representatives are to be elected by the college graduate faculty.

Safety Advisory Council - Ted Stumm
The Council met on Monday, November 18 to discuss a number of personal safety and traffic issues. The next meeting is on Monday, December 9 at 3:00 p.m. in the President's Conference Room.

Distance Learning Special Committee - Buzz Thunen
The committee met on November 26 with representatives from Continuing Education to discuss two grants. The next committee meeting is Tuesday, December 10 at 12:15 in 11/2201. Anyone interested in distance learning is encouraged to attend the committee meetings.

Faculty Development Special Committee - Bruce Gutknecht
The committee met on November 21 to outline and assign tasks. These include securing information from other universities, tracking the history of faculty development at UNF, and considering the proposal for a faculty development center which was discussed and approved in the early 1990's. Bruce reminded the Association that this committee is not a funds allocation committee. The next committee meeting is on Thursday, December 12 at 4:00 p.m. in the Faculty Lounge.

VI. Special Reports

Legislative Liaison Report - Tom Healy
It is possible that the Speaker of the House and the President of the Senate may both be from Jacksonville. The legislative budget request from the BOR asks for a 16% budget increase. It is not likely this amount will be approved but this year promises to be a relatively good one financially. The governor's budget will be out in January and a comparative report will be made at that time.

United Faculty of Florida - Gary Harmon
The unfair labor practice complaint has been withdrawn and contract ratification will occur the second week of January. UFF feels the contract is the best one that can be negotiated. Raisers should be effective late January or early February retroactive to January 1. Both UFF and the BOR remain committed to the collective bargaining process and agreed to present a united front when seeking funding from the legislature. Multi-year contracts will not be a subject for the 1997-98 discussions. Locally, one grievance remains active over a threat of dismissal. UFF continues advocacy on that person's behalf.

VII. Question and Answer Period

1. Cheryl Heaton asked who is on the Faculty Lounge Committee and how far along it is in its work.
   Chris Rasche replied that the committee has not met yet due to the need for groundwork to determine, in consultation with the President and the Provost, the parameters for what the committee might be able to consider. The groundwork is now complete and the committee will meet in early January. Anyone interested in long range planning for faculty oriented services is invited to nominate him/herself for this committee.

2. Mack Corrigan asked about the results of the technology in the classroom survey and how funds will be allocated as a result of that survey.
   Buzz Thunen responded that the reason for the questionnaire was to find out what technology the faculty is currently using in the classroom and what they would like to have.
available for use in the smaller classrooms. The question will also be forwarded to Richard Crosby.

3. Reza Vaghefi asked who is responsible for maintenance of the fitness center. The men’s locker room has no locks, the showers have no water pressure, and there is an unpleasant odor. Judy Solano added that there are maintenance problems at the Aquatics Center as well. Chris Rasche said a question submitted to her also refers to campus-wide maintenance and housekeeping problems.

   Charlie Bear responded that an outside firm is under contract for janitorial services in three buildings. Staffing levels have been adversely affected by budget cuts. He was not aware of some of the specific problems mentioned. He asked that he be notified via e-mail or telephone of specific problems when they arise.

4. Andy Buchwalter asked about an apparent conflict in the final exam schedule.

   Lynda Lewis agreed to talk to Andy about the specific item immediately after the meeting.

5. Cheryl Heaton asked the Provost about summer funding. Have projections for summer funding been made and will all faculty who wish to do so be able to teach at least one course?

   David Kline replied that projections have been made but that the final figure is still being negotiated. There will be at least as much money available as last year which should ensure one course for all interested faculty.

6. Ellie Scheirer asked a follow-up to the maintenance/housekeeping question. What plans are in place to improve the situation? Reasons for the current situation don’t answer this question.

   The question will be forwarded to Bob Fagin.

7. Pall Sen asked why classes this semester end on Thursday and not on Friday.

   Lynda Lewis replied that the current schedule is the result of fulfilling a request to adjust the UNF schedule so that the fall semester begins later in August and ends earlier in December.

8. Chris Rasche asked if the President will leave the University to take over the school district and if the President consulted with the Provost concerning the potential appointment of Dr. Zenke to the FIE. And, if so, did the Provost consult with the Deans and the Faculty President regarding this possible appointment.

   David Kline responded that Adam Herbert has communicated that he has no intention of leaving UNF for a position with the Duval County School District. The President did consult with the Provost and the Provost did consult with Deans regarding the potential appointment of Dr. Zenke. Dr. Zenke will not be hired by UNF. FIE is a grant supported program. If Dr. Zenke is appointed to FIE, he would bring his salary with him from the school board or generate his own funding through grant activity.

9. Chris Rasche asked if outsiders have been hired to help a small department with meetings? If so, are funds available to assist other small departments in a similar fashion?

   David Kline replied that, since the Department of Electrical Engineering has not been working well as a group for a number of years, two campus leaders were asked to facilitate department activities and have been doing so over a four month period. One person was assigned the task and received no additional money. The second was a faculty person who offered to do it for free. However, the Provost wanted to show his thankfulness by providing additional pay equal to an adjunct’s wages for one course. The two people have been working with the department over a four-month period. Unfortunately, this approach does not appear to be working and
something else needs to be one. The Provost believes he has a sense of what that is and he hopes
the faculty will support it.

The extended question and answer period being exhausted, additional anonymous questions
concerning campus e-mail, computer security, and Sponsored Research will be forwarded to the
proper respondents and will appear in next month’s packet.

VIII. Legislative Calendar

Cherril Heaton moved that Item #2 be moved to #1. Seconded and passed.
Judy Solano moved that Item #3 be moved to #2. Seconded and passed.

Item #1 - FA96-48: Submitted by the Academic Programs Committee. New programs, program changes,
new courses, and course changes in the College of Arts & Sciences.
Moved by committee. The title of the course in 96-180, SPW 4XXX, should be Early Latin
American Genres. The prefix of an elective in 96-196 should be changed from HSA 6505 to HSC 6505.
Motion passed.

Item #2 - FA96-49: Submitted by the Academic Programs Committee. New courses in the College of
Health.
Moved by committee. Motion passed.

Item #3 - FA96-47: Submitted by Executive Committee. Resolution to go forward with proposed Faculty
Lounge renovations.
Moved by committee. Motion passed.

Item #4 - FA96-50: Submitted by Faculty Affairs Committee. Procedures for administering the SUSSAI.
Moved by committee. Discussion followed. A friendly amendment called for the printed name as
well as the initials of the students delivering and receiving the SUSSAI packets. Fall term was struck from
the first sentence. Motion passed.

IX. Adjournment

The meeting was adjourned at 1:24 p.m.

Susan R. Wallace, Secretary

December 11, 1996
Charlie Bear called attention to the flyer detailing scheduled power outages. Since there were not enough flyers for all, he asked recipients to share with neighbors. He offered to stay after the meeting to answer any questions concerning the outages. He also announced that the contractor has agreed to keep construction noise in Building 2 down during finals week and that white boards in Building 15 will be replaced by early January.

IV. Standing Committee Reports

**Academic Programs Committee** - Cheryl Frolich
There are several legislative items.

**Academic Standards Committee** - Betty Meers reporting for Jim Alderman
The committee will meet today at 2:00 p.m. in the Faculty Lounge.

**Academic Support Services Committee** - Geraldine Collins
Quick Copy’s move to the Arena is permanent. A pickup/delivery spot has been established in Building 2. Exams will have to be taken to the arena. Problems with individual jobs should be reported in the comment area on forms provided for that purpose. She also noted that the bookstore will no longer include the copyright information form in each packet of copied material but will keep a single copy on file. The wording of the statement cannot be changed without approval from Barnes&Noble’s headquarters. The 250 user campus network license will be updated to a 500 user license during the semester break. The committee will meet again on January 13.

**Budget and Legislative Information Committee** - Diana Adcox
No report.

**Faculty Affairs Committee** - Kathy Colen
The committee will meet on December 10 in the Library conference room. There is one agenda item in today’s packet.

**Nominations and Elections Committee** - Barbara Tuck
There are two information items in today’s packet. Nominations will be accepted from the floor in January for the Nominations and Elections Committee.

**Promotion and Tenure Committee** - Reza Vaghefi
The committee met on November 12 with Vice-President David Kline. It was agreed that promotion and tenure decisions will be based on the identification of UNF as a teaching university.

**Executive Committee** - Ellie Scheirer
The committee met on November 14 to set the agenda for today’s meeting. The committee will meet next on Thursday, December 12 at 12:15 in the Faculty Lounge.

V. Special Committee Reports

**Graduate Council** - Bill Wilson
The Graduate Council met on December 2 to set the agenda for the annual graduate faculty meeting which will be January 28 at 12:15 in the Faculty Lounge. The Council needs to elect one at-large representative, one representative from the College of Business Administration, and one representative from the College of Arts & Sciences. College representatives are to be elected by the college graduate faculty.
Safety Advisory Council - Ted Stumm
The Council met on Monday, November 18 to discuss a number of personal safety and traffic
issues. The next meeting is on Monday, December 9 at 3:00 p.m. in the President’s Conference Room.

Distance Learning Special Committee - Buzz Thunen
The committee met on November 26 with representatives from Continuing Education to discuss
two grants. The next committee meeting is Tuesday, December 10 at 12:15 in 11/2201. Anyone interested
in distance learning is encouraged to attend the committee meetings.

Faculty Development Special Committee - Bruce Guthecht
The committee met on November 21 to outline and assign tasks. These include securing
information from other universities, tracking the history of faculty development at UNF, and considering
the proposal for a faculty development center which was discussed and approved in the early 1990’s.
Bruce reminded the Association that this committee is not a funds allocation committee. The next
committee meeting is on Thursday, December 12 at 4:00 p.m. in the Faculty Lounge.

VI. Special Reports

Legislative Liaison Report - Tom Healy
It is possible that the Speaker of the House and the President of the Senate may both be from
Jacksonville. The legislative budget request from the BOR asks for a 16% budget increase. It is not likely
this amount will be approved but this year promises to be a relatively good one financially. The
governor’s budget will be out in January and a comparative report will be made at that time.

United Faculty of Florida - Gary Harmon
The unfair labor practice complaint has been withdrawn and contract ratification will occur the
second week of January. UFF feels the contract is the best one that can be negotiated. Raises should be
effective late January or early February retroactive to January 1. Both UFF and the BOR remain
committed to the collective bargaining process and agreed to present a united front when seeking funding
from the legislature. Multi-year contracts will not be a subject for the 1997-98 discussions. Locally, one
grievance remains active over a threat of dismissal. UFF continues advocacy on that person’s behalf.

VII. Question and Answer Period

1. Cheryl Heaton asked who is on the Faculty Lounge Committee and how far along it is in its work.
   Chris Rasche replied that the committee has not met yet due to the need for groundwork to
determine, in consultation with the President and the Provost, the parameters for what the
committee might be able to consider. The groundwork is now complete and the committee will
meet in early January. Anyone interested in long range planning for faculty oriented services is
invited to nominate him/herself for this committee.

2. Matt Corrigan asked about the results of the technology in the classroom survey and how funds
   will be allocated as a result of that survey.
   Buzz Thunen responded that the reason for the questionnaire was to find out what
technology the faculty is currently using in the classroom and what they would like to have
available for use in the smaller classrooms. The question will also be forwarded to Richard
Crosby.
3. Reza Vaghefi asked who is responsible for maintenance of the fitness center. The men’s locker room has no locks, the showers have no water pressure, and there is an unpleasant odor. Judy Solano added that there are maintenance problems at the Aquatics Center as well. Chris Rasche said a question submitted to her also refers to campus-wide maintenance and housekeeping problems.

   Charlie Bear responded that an outside firm is under contract for janitorial services in three buildings. Staffing levels have been adversely affected by budget cuts. He was not aware of some of the specific problems mentioned. He asked that he be notified via e-mail or telephone of specific problems when they arise.

4. Andy Bachwalter asked about an apparent conflict in the final exam schedule.

   Lynda Lewis agreed to talk to Andy about the specific item immediately after the meeting.

5. Cherrell Heaton asked the Provost about summer funding. Have projections for summer funding been made and will all faculty who wish to do so be able to teach at least one course?

   David Kline replied that projections have been made but that the final figure is still being negotiated. There will be at least as much money available as last year which should ensure one course for all interested faculty.

6. Ellie Scheirer asked a follow-up to the maintenance/housekeeping question. What plans are in place to improve the situation? Reasons for the current situation don’t answer this question.

   The question will be forwarded to Bob Fagin.

7. Paul Sen asked why classes this semester end on Thursday and not on Friday.

   Lynda Lewis replied that the current schedule is the result of fulfilling a request to adjust the UNF schedule so that the fall semester begins later in August and ends earlier in December.

8. Chris Rasche received the following questions:

   a) Will the President leave the University to take over the school district and if the President consulted with the Provost concerning the potential appointment of Dr. Zenke to the FIE? And, if so, did the Provost consult with the Deans and the Faculty President regarding this possible appointment?

   David Kline responded that Adam Herbert has communicated that he has no intention of leaving UNF for a position with the Duval County School District. The President did consult with the Provost and the Provost did consult with Deans regarding the potential appointment of Dr. Zenke. Dr. Zenke will not be hired by UNF. FIE is a grant supported program. If Dr. Zenke is appointed to FIE, he would bring his salary with him from the school board or generate his own funding through grant activity.

   b) Have outsiders have been hired to help a small department with meetings? If so, are funds available to assist other small departments in a similar fashion?

   David Kline replied that the Department of Electrical Engineering has not been working well as a group for many years through several department chairs, deans, and vice-presidents. When he arrived on campus he asked for some time to look at the department to see what ought to be done. Many things have been tried without success. One recent effort involved asking two campus leaders to facilitate department activities. One person was assigned the task and received no additional money. The second was a faculty person who offered to do it for free. However, the Provost wanted to show his thankfulness for this faculty member doing a difficult and thankless job by providing additional pay equal to an adjunct’s wages for one course. The two people have been working with the department over a four-month period. Unfortunately, this approach does
not appear to be working. Something needs to be done now. The Provost believes he has a sense of what that is and he hopes the faculty will support it.

The extended question and answer period being exhausted, additional anonymous questions concerning campus e-mail, computer security, and Sponsored Research will be forwarded to the proper respondents and will appear in next month’s packet.

VIII. Legislative Calendar

Cherril Heaton moved that Item #2 be moved to #1. Seconded and passed.
Judy Solano moved that Item #3 be moved to #2. Seconded and passed.

Item #1 - FA96-48: Submitted by the Academic Programs Committee. New programs, program changes, new courses, and course changes in the College of Arts & Sciences.
Moved by committee. The title of the course in 96-180, SPW 4XXX, should be Early Latin American Genres. The prefix of an elective in 96-196 should be changed from HSA 6505 to HSC 6505. Motion passed.

Item #2 - FA96-49: Submitted by the Academic Programs Committee. New courses in the College of Health.
Moved by committee. Motion passed.

Item #3 - FA96-47: Submitted by Executive Committee. Resolution to go forward with proposed Faculty Lounge renovations.
Moved by committee. Motion passed.

Item #4 - FA96-50: Submitted by Faculty Affairs Committee. Procedures for administering the SUSSAI.
Moved by committee. Discussion followed. A friendly amendment called for the printed name as well as the initials of the students delivering and receiving the SUSSAI packets. Fall term was struck from the first sentence. Motion passed.

IX. Adjournment

The meeting was adjourned at 1:24 p.m.

Susan R. Wallace, Secretary
December 11, 1996
on the recommendation of the Special Committee on Faculty Development, is continuing to investigate the establishment of a Faculty Development Center; a second subcommittee on auxiliary faculty space is working on the redesign of the faculty space in Building 11; the third is working to standardize the various campus award procedures.

Nominations and Elections Committee - Betty Furdell
The results of last month’s elections are in the packet. About 1/4 (92) of those eligible voted in the election. Counting ballots by hand is becoming overly burdensome and the committee recommends future ballots be machine readable. Betty thanked the committee members and Mary Davis for keeping the polls open and counting the ballots.

Promotion and Tenure Committee - Reza Vaghefi
No report.

Executive Committee - Ellie Scheirer
The committee met on April 17 to set the agenda for today’s meeting. The committee will meet next on Thursday, May 22 at 12:15 p.m. in the Faculty Lounge. Agenda items for the June Association meeting need to be received by that date.

V. Special Committee Reports

Graduate Council - Bill Wilson
The Graduate Council met on April 15 and has a resolution on today’s agenda. Next year the Council plans to work on clarifying the relationship between the Graduate Council and the Faculty Association.

Safety Advisory Council - Ted Stumm
The Council is in recess until the third Monday of August. The Council is looking for a tenured or tenure-track faculty member to serve as vice-chair next year and chair the year after that. Anyone interested should contact Ted or Chris Rasche who will forward names to the President who appoints the Council members.

Distance Learning Special Committee - Buzz Thunen
A committee report is in draft form and is expected to be completed in time to present to the Executive Committee on May 22.

Faculty Development Special Committee - Bruce Gutknecht
The committee’s work is finished. Its final report was delivered orally at the April meeting and is included in the May packet. The committee would like to clear up any lingering misunderstanding as to its charge (included in the final report) which did not include allocation of any faculty development funds.

VI. Special Reports

Legislative Liaison Report - Tom Healy
No report.

United Faculty of Florida - Gary Harmon
Tom Mongar was inaugurated as UFF president at the UFF Senate meeting this month. He will assume office in August. At that meeting, UNF received good ratings on administrative/faculty relations. UFF has fended off attempts by some campuses to lower summer salaries for faculty. On the local scene, over 30 grievable issues were resolved this year via communication and patience. Two formal grievances were
FACULTY ASSOCIATION
Minutes of Meeting
May 1, 1997
Amended
Archive
resolved: one was settled to the satisfaction of the faculty member; the other resulted in a terminal contract. Gary expressed hope that the cooperative climate created this year will continue throughout the next.

VII. Question and Answer Period

1. Johnny Randall, referring to the question about faculty input concerning the proposed golf course raised at the March 6 meeting, asked if the faculty could expect timely responses to questions.
   Chris Rasche replied that questions are occasionally delayed in the forwarding process or are not initially forwarded to the most appropriate person. In addition, the turn around time from one meeting until the next month’s packet is put together is just a couple of weeks or less which does not allow much time for a question asked at one month’s meeting to be answered in the next month’s packet.
   Bob Fagin responded with surprise that the golf course question had not been answered. He said the question had been received in a timely fashion and he would check on the response. He also noted that plans for the golf center have not progressed beyond the initial proposal.

4. Chris Rasche received the following questions:
   a) For the Provost. Was a person applying for tenure a second time allowed to withdraw?
   David Kline replied no one applying for tenure for a second time was allowed to withdraw.

VIII. Legislative Calendar (Note: A quorum was not present. Upon request, these items may be re-addressed in the Fall.)

Item #1 - FA97-16: Submitted by the Academic Programs Committee. Program changes, course changes, and new courses in the College of Arts & Sciences.
   Moved by committee. Motion passed.

Item #2 - FA97-17: Submitted by the Academic Programs Committee. New courses and new track in the College of Education & Human Services.
   Moved by committee. The heading of 97-035 should read “New Track” instead of “New Program.” In line 2 of 97-035, EDF 2085 should read EDG 2701 and in line 5, EDG 3990 should read EDG 3151. Motion passed.

Item #3 - FA97-18: Submitted by the Faculty Association President. 1997-98 Faculty Association Budget
   Moved by Chris Rasche. Chris noted that passing the budget does not assure funding. The budget will go to the Vice-President’s office as a request. The salary line has been changed to show a higher rate of pay for fewer weeks. A special allocation has been added for expenses associated with the Faculty Forum project. The OCO line is for remodeling the Faculty Lounge which is on the schedule for this summer. Motion passed.

Item #4 - FA97-19: Submitted by the Graduate Council. Resolution concerning non-graduate faculty teaching graduate courses.
   Moved by Bill Wilson. After discussion about the rationale and the meaning of the resolution, Darwin Coy moved that the item be returned to committee for revision. The motion was seconded and passed.

IX. Adjournment

The meeting was adjourned at 1:00 p.m.

Susan R. Wallace, Secretary

May 5, 1997

PAGE 01, 02, 03
Nominations and Elections Committee - Barbara Tuck
The committee presented a slate of nominees for the Nominations and Elections Committee which, unlike other Faculty Association standing committees, serves on a calendar year schedule. There were no additional nominations from the floor. It was moved that the slate be accepted by acclamation. The motion was seconded and passed.

Promotion and Tenure Committee - Reza Vaghefi
The committee has received 17 dossiers and will begin deliberations on Friday, January 10 in the President’s conference room.

Executive Committee - Ellie Scheirer
The committee met on December 12 to set the agenda for today’s meeting. The committee will meet next on Thursday, January 23 at 12:15 in the Faculty Lounge. Agenda items for the February Association meeting need to be received by that date.

V. Special Committee Reports

Graduate Council - Bill Wilson
The next meeting of the graduate faculty is Thursday, January 28 at 12:15 in Mathews/1304. The agenda will be on the web by the end of the day. Written notices will be distributed to all graduate faculty.

Safety Advisory Council - Ted Stumm
The Council met on Monday, December 9 and discussed the increase in skateboarding under the covered walkways. The next meeting is on Monday, January 27 at 1:30 p.m. in the President’s Conference Room.

Distance Learning Special Committee - Buzz Thunen
The committee is developing a questionnaire for the faculty. Interested faculty can send or e-mail questions to Buzz Thunen before the next committee meeting which is on Wednesday, January 15 at noon in 11/2201. FSU and the British Open University (one of the largest providers of distance learning) have signed an agreement to provide courses. The first course to be offered in Florida is Shakespeare.

Faculty Development Special Committee - Bruce Gutknecht
The committee met on December 12 and January 7 and is progressing toward a survey for the faculty concerning faculty development and a delivery mechanism for it. The next committee meeting is on Tuesday, January 21 at 3:45 in the Faculty Lounge.

VI. Special Reports

Legislative Liaison Report - Tom Healy
The legislature is in full swing. The governor’s budget is due at the end of the month. The house and senate budget proposals are expected mid term. Jim Horne (from northeast Florida) is chair of the Ways & Means committee. Legislative leaders and the Commissioner of Education have agreed to seek a number of K-12 reforms, including the abolishment of tenure, which may mean a large portion of the education budget will be going into K-12.
United Faculty of Florida - Judy Solano reporting for Gary Hamon

Gary Hamon has sent two sheets to everyone regarding the two contracts (1996-97 and 1997-98) coming up for ratification. Ratification ballots will be distributed soon. All unit members (not just Union members) are eligible to vote and are encouraged to return the ballots by Tuesday, January 14 to Gary Hamon, Language & Literature, or to a Union representative in the Library on Tuesday, January 14 between 10:00 a.m. and 4:00 p.m. More detailed information concerning the contracts is available from the Library reference desk or the Language & Literature office. By the end of the month, chairs should be in a position to announce 1996-97 raises.

**Campus Projects - Bob Fagin**

Network difficulties experienced recently should be fixed. Please notify Kathy Hughes or Lance Taylor in Computing Services if problems persist. The project to replace all the connections between JEA and campus is now 95% complete which will reduce the chance of electrical outages. [For the record, upon utterance of the word "outage" all power was lost and remained off for the duration of the meeting. Bob Fagin received a round of applause from the assembly and then continued his report in the dark.] The last piece of the project is to connect UNF to a new substation. The work on the intersection near the St. John's Bluff Road entrance information booth is near completion. Cars exiting the loop road going towards St. John's Bluff Road will no longer have a perpetual green arrow. The intersection will be a regular four-way intersection. On the other side of campus, a stop light will be installed at the intersection of Alumni Drive and the Loop Road.

**VII. Question and Answer Period**

1. Scott Hochwald asked about table re-arrangement in the cafeteria. He has been told that the fire marshall does not allow two tables to be pushed together to accommodate larger groups. He would like to know if this is true.
   
   Bob Fagin will check on this and reply.

2. Satya Pachori asked the Provost: what are Academic Affairs' resolutions for the new year?
   
   David Kline replied: more of the good things and less of the bad things.

3. Cherrill Heaton asked David Kline if more of the good things include increased summer funding
   
   David Kline replied that the Deans have re-adopted the policies used last summer to manage summer school with respect to class size, etc. Summer needs at least as much funding as last year, hopefully more, but the summer budget is not final yet. Money needs to be requested from reserves. It is expected that most faculty in most units (with perhaps one or two exceptions) will be able to teach one course. On June 1, Academic Affairs will have an opportunity to make an argument for an annual budget so the five deans can have more budget flexibility.

4. Chris Rasche received the following questions addressed to David Kline:
   
   a) Can you share with the faculty the extent of the publications and grants secured by our deans over the last three years?
   
   b) Can you share with the faculty the amount of teaching that each dean has done over the last three years?

   David Kline will respond in writing.

   Some follow-up questions to answers in this month's packet will be forwarded to the appropriate respondents.
VIII. Legislative Calendar

Item #1 - FA97-01: Submitted by the Academic Programs Committee. New programs, program changes, and new courses in the College of Arts & Sciences.
   Moved by committee. Discussion of the 150 hour BA/MPA program followed. This program is designed to encourage enrollment in both degree programs. It permits a student who qualifies to follow a 120 hour BA degree with a 30 hour MA degree (as opposed to the regular 39 hour MA degree). Students would not start graduate work before completion of the BA. The word “ion” in the second line of the program description should be “in”. Motion passed.

Item #2 - FA96-49: Submitted by the Academic Programs Committee. Program changes in the College of Business Administration.
   Moved by committee. TAX 3003 in 96-234 and 96-235 should be TAX 3001. Motion passed.

Item #3 - FA96-47: Submitted by the Academic Standards Committee. Addition to catalog copy to clarify University’s policy on degree requirements.
   Moved by committee. Motion passed.

IX. Adjournment

The meeting was adjourned at 12:40 p.m.

Susan R. Wallace, Secretary

January 13, 1996
Faculty Affairs Committee - Kathy Cohen

The committee will meet Tuesday, June 10 at 12:30 p.m. in the Library Conference Room. The committee has finished the first draft of the Sustained Performance Evaluation guidelines and will send it to the Evaluative Processes Committee for their input. The Faculty Auxiliary Space Subcommittee and the Evaluative Processes Subcommittee are still working. The committee has received the first draft of the Faculty Handbook from Bill Wilson which it will review. In addition, the committee plans to review the promotion and tenure criteria. Chris noted that the Evaluative Processes Committee has been looking at the P&T processes only. The Faculty Affairs Committee will look at the criteria. If any faculty have input concerning P&T criteria, they may pass it on to a member of the Faculty Affairs Committee.

Nominations and Elections Committee - Chris Rasche for Betty Furdell

There are some vacancies on next year’s committees. Anyone wishing to volunteer or to recommend someone may contact Betty Furdell or Chris.

Promotion and Tenure Committee - Reza Vaghefi

No report.

Executive Committee - Ellie Scheirer

The committee met on May 22 to set the agenda for today’s meeting. The committee will meet next on Thursday, June 19 at 12:30 p.m. in the Faculty Lounge. The July packet will be assembled at that meeting.

V. Special Committee Reports

Graduate Council - Bill Wilson

No report.

Safety Advisory Council - Ted Stumm

The Council is in recess until the third Monday of August. Items for the Council to consider may be submitted to Ted.

VI. Special Reports

Legislative Liaison Report - Tom Healy

Tom Healy reported on the highlights of the Legislative Session with respect to education and UNF:

<table>
<thead>
<tr>
<th>Budget</th>
<th>SUS</th>
<th>UNF</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G Budget Increase:</td>
<td>$151.0 million (8.8%)</td>
<td>$8.21 million (15.2%)*</td>
</tr>
<tr>
<td>Enrollment Growth:</td>
<td>26.5 million (3,552 FTE)</td>
<td>2.70 million (368 FTW)</td>
</tr>
<tr>
<td>Equity Funding:</td>
<td>15.5 million</td>
<td>1.26 million</td>
</tr>
<tr>
<td>Undergraduate Enhancement:</td>
<td>5.5 million</td>
<td>1.27 million</td>
</tr>
<tr>
<td>Tuition Increase:</td>
<td>.98 million**</td>
<td></td>
</tr>
<tr>
<td>Honors Program:</td>
<td>.15 million**</td>
<td>.83 million</td>
</tr>
<tr>
<td>University Center (Equipment):</td>
<td>.90 million</td>
<td>.57 million</td>
</tr>
<tr>
<td>Remodeling/Renovations:</td>
<td>.50 million</td>
<td></td>
</tr>
</tbody>
</table>

*Percentage of increase is the second highest in the SUS, second only to UCF’s.
**In-state undergraduate - 7.8%; in-state graduate - 12.8%; out of state - 12.8%. Increase will be distributed to need-based financial aid (45%), according to individual university plans (45%), and technology (10%).
***Three year plan is to increase the Honors Program from 120 to 600 students.
A $3.3 million fund will be allocated among SUS institutions based upon three criteria: ratio of baccalaureate degrees to FTE enrollment; a graduation-retention index for first-time-in-college (FTIC) students; and a five-year change in FTIC and AA-transfer graduation rates.

In addition, Tom reported that Universities are directed to charge a 50% per-credit-hour increased tuition for any hours beyond 115% of degree requirements (i.e., 138 hours for most of our degrees) and to charge 100% of the cost of a course for students enrolling in a course for the third time.

The College of Health was renamed the J. Brooks Brown Hall (SB 326). HB 1275 exempts SUS institutions from utilities taxes on university owned and managed dormitories. The Florida Bright Futures Scholarship Act (SB 858) provides for 3 types of awards for tuition and fees.

Raises for all personnel with annual salaries of $36,001 or more will be 2.78% across the board beginning on January 1. Promotion raises will be funded separately from other University resources.

Several questions were raised concerning the special tuition increases and their effects on returning students and transfers who enter UNF with more than 60 hours. Tom replied that some of the details of the plan remain to be worked out and such questions have been a real concern at all SUS institutions.

United Faculty of Florida - Judy Solano for Gary Harmon

The 2.78% across the board salary increase is good news in that most faculty will receive larger raises than in the past few years. However, it is bad news with respect to the fact that the legislature seemed to ignore the united request of UFF and the BOR and did not seem to understand that UFF and the BOR were in agreement this year. UFF managed to keep tenure from being abolished at the K-12 levels but this issue will probably return next year and may move to the university level. However, there are some legislators who support the UFF position with respect to job security.

Locally, grievance activity is quiet. One complaint has been resolved and two are currently being worked on. Since there is no funding for a UFF grievance officer during the summer, issues should be taken to UFF President Gary Harmon, or, in his absence, to Judy Solano. Judy stressed that it is important to bring potential grievances up early within the allowed period of 30 calendar days.

VII. Question and Answer Period

There were no questions, possibly a historic first!

VIII. Legislative Calendar (Note: A quorum was not present. Upon request, these items may be re-addressed in the Fall.)

Item #1 - FA97-120: Submitted by the Academic Programs Committee. Course changes and new courses in the College of Arts & Sciences.

Moved by committee. Motion passed.

Chris Rasche called attention to the APC information items on page 6. She also noted that, if there are no legislative items, the July meeting will be canceled. A July packet will be distributed, however, and will contain the first reading of several important items to be acted on in the Fall. There will be no meeting in August. She also reminded the members that any new promotion and tenure criteria do not take effect for a year after they are adopted.

IX. Adjournment

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

Susan R. Wallace 6/19/97
Susan R. Wallace, Secretary Date

PAGE 01, 02, 03, 04
2.5 PROMOTION AND TENURE POLICIES AND PROCEDURES

(Reference: BOR/UFF Agreement, Articles 14, 15)

Promotion and tenure awards are the University's major means for recognizing and protecting professional excellence in the academic disciplines.

In order to insure that academic excellence is consistently and regularly recognized, this document sets forth uniform promotion and tenure policies and procedures. They are designed to:

1. maximize peer judgment within each academic discipline;
2. provide a uniform, consistent method for arriving at promotion and tenure decisions;
3. provide a clear statement of the standards by which the University awards promotion and tenure.

This document is intended to be consistent with and a supplement to the provisions of the BOR/UFF Collective Bargaining Agreement and other relevant statutes, rules, and regulations.

2.5 (1) PROMOTION/ELIGIBILITY AND MINIMUM REQUIREMENTS

2.5 (1.1) Promotion Eligibility

To be eligible to apply for promotion, a faculty member must have credit for the following minimum number of years of full-time academic duties in rank (regardless of institution):

1. Instructor to Assistant Professor: 1 year
2. Assistant Professor to Associate Professor: 3 years
3. Associate Professor to Professor: 4 years

Credit for time in rank must be met prior to the effective date of promotion. Credit for the number of years of full-time academic duties in rank shall be determined by the Vice President for Academic Affairs.

Evaluations of a candidate for promotion to any rank must give primary consideration to the candidate's performance of assigned duties and responsibilities. Those assignments should be made with full knowledge of the promotion and tenure guidelines set forth in this document. Administrators who seek promotion must do so on the basis of their teaching, scholarship, and service contributions, rather than on the basis of their administrative duties.

Qualified candidates must not be denied promotion on financial grounds.
Item #2 - FA96-34: Submitted by the Academic Programs Committee. Course changes, prerequisite changes, new courses, course terminations, and program changes in the College of Computing Sciences and Engineering.
  Moved and seconded. Motion passed.

Item #4 - FA96-35: Submitted by the Academic Programs Committee. Course changes and new courses in the College of Health.
  Moved and seconded. Motion passed.

Item #5 - FA96-36: Submitted by the Faculty Affairs Committee. Substitute UNF Teaching Incentive Program Proposal 1996-97.
  Moved and seconded. Discussion regarding differing requirements for 9 and 12 month faculty with respect to minimum number of courses taught for eligibility. An amendment to change the requirement for 12 month faculty from 12 to 9 courses was moved, seconded, and passed. Discussion regarding 9 month faculty counting summer courses for eligibility. This is not allowed by the legislation. An amendment to change the requirement for 12 month faculty back to 12 courses was moved, seconded, and voted down. Discussion about the selection committee and what group should have responsibility for selecting the TIP award recipients. An amendment to substitute section 2 from the Application and Award Process of the PEP proposal for the Review and Selection Process of the TIP proposal was moved, seconded, discussed, and voted down. After additional discussion the item passed as amended.

  Moved and seconded. An amendment to limit the applications to be no longer than those allowed under the TIP guidelines was moved, seconded, discussed, and passed. Questions were raised about the number of awards. Since the total monetary amount of all awards is fixed and since each award is 9% of the awardees' current contracts, the actual number of awards will depend on the individual awardees' current salaries. The item passed as amended.

Item #7 - FA96-38: Submitted by the Faculty Affairs Committee. Policy on Joint Appointment.
  This item is not time critical so, due to time, the item was held over until October.

IX. Adjournment

The meeting was adjourned at 1:45 p.m.

Susan R. Wallace, Secretary September 6, 1996

- 5 -