## Minutes of Faculty Association Meetings 1998-1999

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I. Call to Order

President Chris Rasche called the meeting to order at 12:15 p.m.

II. Approval of Minutes

With no objections from the floor, the minutes stand as received.

III. Announcements

President Rasche made the following announcements:

1. An open hearing on the completed SACS document is scheduled in the President's Conference room September 18 at noon-1:30 p.m. An interactive web site containing the entire document will open September 15.

2. You have received your last full paper packet. Faculty Association is on the web now at www.unf.edu/groups/unffa/. Consult the site for minutes, info, agenda; you'll get an abbreviated paper packet from now on.

3. David Courtwright's Distinguished Professor Address will be published as part of the Provost's "White Paper" series.

4. Committee vacancy appointments will be made by the new FA president, Steve Shapiro. The Adjunct Affairs Committee needs representatives from each college and the library; a College of Arts and Sciences representative is required for the Sustained Performance Evaluation Appeals Committee.

5. See page 20 in your current packet for a list of committee meetings for the rest of the year; check the schedule for Academic Programs Committee if you need to make any catalogue additions.

6. From Hank Camp: He seeks members for the Title IX committee. Contact him for information.

7. Revised matriculation calendars are available from the registrar's office.

8. From Robert Fagin: Parking Lot #1 is closed after midnight Sunday, September 6. Parking garage construction requires blocking off that lot. New spaces elsewhere have been added to compensate for the loss, so plan accordingly.

IV. President's Annual Report to the Association

FA President Rasche's report is in writing in your packet. She personally thanks all chairs and members of committees for their work. Only two items linger from last year's priorities: action on intellectual property, and a resolution about noise on the
Green. Chris hopes that these issues will be resolved quickly. She voiced special thanks for collegial relations with university administrators and trusts that will continue under the next officers. Chris also thanked Ellie Scheirer, the out-going Association vice-president, and Susan Wallace, retiring as secretary.

V. INSTALLATION OF NEW OFFICERS FOR 1998-2000

Chris Rasche introduced Betty Furdell, new Association secretary, and Kathy Cohen, in-coming Vice-President. Steve Shapiro is the new President, and out-going President Rasche handed him the emoluments of his office: a giant notebook, a gavel, and the keys to the Faculty Association office. Shapiro commended President Rasche for a job well done.

VI. REPORT FROM INTERIM UNF PRESIDENT E. K. FRETWELL

President Fretwell apologized in advance for student noise next week; there will be a free ice cream give-away next week and a survey of students asking what they like about UNF and what they want changed. He reported that the new faculty have impressive credentials. He also addressed the proposed three "tier" plan for the State University System (he prefers to use "categories") and solicits input for his response to the Board of Regents next week. He has three primary concerns:

1. He does not want an "iron ceiling" placed on the "limited but focused number" of graduate programs;

2. Noting that quality costs money, he admonished the SUS Chancellor and Board of Regents not to shortchange its teaching institutions;

3. What can we at UNF do to make it a future institution of great distinction, a "public ivy," even though we're already bigger than the usual such profile?

He asked that faculty feel free to come to talk to him about the proposed SUS plan.

Before proceeding to the Standing Committee Reports, FA President Shapiro announced a campus clean-up day and asked faculty to tell the student government what rooms you want cleaned up. He also remarked on SUSSAI and SIR compatibility (they will continue to have separate answer sheets), and the new guidelines for Promotion and Tenure. Movement from assistant to associate professor is different than before, so look at the FA web page. Send any comments to Judy Solano, and the P & T guidelines will be on the October agenda. Steve said he hopes to have revised guidelines for TIP and PEP on the web, too. He announced the appointment of Judy Solano as Parliamentarian and requested that those who want to be recognized at the meetings, state their names.

VII. Standing Committee Reports

Academic Programs Committee - Joyce Jones

The Committee will meet Tuesday (September 8) at noon in FA meeting area and has two agenda items today.

Academic Standards Committee - Susana Urbina

Simin Vaghefi is the new chair; the committee will meet October 6 in the College of Business Administration, room 2004.
Academic Support Services Committee  -  Pali Sen

The committee meets September 4 at 1 p.m. in the FA meeting area to elect the new chair. Steve has appointed Stuart Chalk and Zella Boulware to fill committee vacancies on the University Technology Committee; the chair of the Academic Technology and Support Services committee will also serve on the University Technology Committee.

Budget and Legislative Information Committee  -  Joe Perry

The next meeting is Tuesday, September 8 at 12:15.

Faculty Affairs Committee  -  Nancy Levine

The committee last met August 25 and Judy Solano is the new chair. Their next meeting is September 10 at 12:15 in Library conference room.

Nominations and Elections Committee  -  Barbara Tuck for Patricia Greese

No report. Steve thanked her for help on the FA web page.

Promotion and Tenure Committee  -  Chris Rasche for Reza Vaghefi

The committee will meet September 15 at 12 noon in Building 42/3136 for a charge from the Provost.

Executive Committee  -  Ellie Scheirer

The Committee was chaired by Chris Rasche in the absence of Ellie at the meeting on August 18. It will meet again September 17 at 12:15 in the Faculty meeting area; Kathy Cohen will be the new chair.

VIII. Special Committee Reports

Graduate Council   -  Bill Wilson

The committee will meet September 11 from 10-12. It has a full agenda.

Safety Advisory Council - Tom Stumm

No report.

IX. Special Reports

Legislative Liaison Report  -  Chris Rasche for Janet Owens

She now is acting as our lobbyist in the state legislature. She thanked the Faculty Association for its participation, and said that UNF did well in the past session. The State University System received 19.9% of all education dollars, a 8.4% increase over the previous allotment. UNF received over an 11% increase, the second highest increase in the system. The package included a tuition increase. A technology fee died in the legislature. Salary performance incentives are built into the new budget. UNF received specific grants and other beneficial attention, she reported. Ms. Owen has a summary of all legislation relevant to UNF; go to see her
for the text of the bills, and look on the web page she is constructing in the future. Optimistic about next session, she commented that the Duval delegation in the legislature is strong.

United Faculty of Florida -  Gary Hannon

He read his letter to the Chancellor concerning the tier arrangement, which included many questions about the effect of the tier assignment on faculty, university resources, and other issues which need to be addressed. The union will oppose any tier arrangement that hurts its members, especially those, like UNF, assigned to level 3. Harmon hopes to have conversations with Chancellor Adam Herbert on this soon.

X. Question and Answer Period

1. From Jim Crooks: Would the Faculty Association President and the Provost be willing to appoint an ad-hoc committee to use David Courtwright's Distinguished Professor address as a starting point toward planning the kind of university that he and many of us would like to see develop here at UNF?

Question will be forwarded to Provost David Kline.

2. Three anonymous questions were addressed to Chancellor Herbert: What is the rationale for and the justification of a three-tiered system? Has any thought been given to how the three tier system will affect UNF either positively or negatively or both? What are the financial implications of the three tiered system?

Questions will be forwarded to Chancellor Adam Herbert.

3. From Joyce Jones: Given the distance of new parking lots to the heart of campus, will we have shuttle service on campus?

Robert Fagin answered: not in the short term. The costs are too high and one shuttle wouldn't suffice.

4. From Cathy Robinson: Could we work with JTA to get more buses into campus?

Robert Fagin answered: Yes, we can do that.

5. From Adam Shapiro: How can UNF encourage parking further from the main buildings?

Robert Fagin answered: He will entertain any ideas.


Lynda Lewis responded that there are eleven items on their list, and while we do well on two of the items, we fall short on small classes and other criteria. We need to work on the other nine items to qualify. (For more information see Lewis' written response).

7. From Patrick Plumlee: Quoting the by-laws, he asked if Faculty Association is doing anything to guarantee that no one serve more than two consecutive terms on any committee. Also he asked if the presidential appointments announced were
slots filled to cover vacancies?

Steve Shapiro answered both questions in the affirmative.

8. From Susana Urbina to President Fretwell or Provost Kline: What should UNF do about FCCJ’s proposal to award baccalaureate degrees?

President Fretwell answered: We are very concerned. Janet Owen added that in response to the notion that numbers will overwhelm SUS, some institutions came forth with ideas. Other suggestions were also mentioned to address access issues. President Fretwell remarked that we could try to block it in the legislature, especially since the FCCJ proposal was a surprise.

9. Joanne Campbell corrected the earlier comments about SUSSAI, noting that turnaround time for SUSSAI is one week, not one day.

X I . Legislative Calendar

Item #1 - FA98-32: College of Arts and Sciences courses and programs. Submitted and moved by Academic Programs Committee Chair Joyce Jones. Items in the document were separated for easier voting. Item A: Passed without opposition. B: Passed without opposition. C: Passed without opposition.

Item #2 - FA98-33: College of Health program. Submitted and moved by Academic Programs Chair. Passed unanimously.

Item #3 - FA98-34: Faculty Peer Review Evaluation Proposal. Submitted and moved by Nancy Levine, Chair of Faculty Affairs. Harriet Stranahan asked for clarification as to whether faculty can still use the content of regular peer review of classes for promotion dossiers? Shapiro answered: This new program from Faculty Affairs is a separate peer review service and does not interfere with regular peer review. The motion to create the new program passed unanimously.

X I I . Adjournment

The meeting adjourned at 1:12 p.m.

Submitted by:

Elizabeth Lane Furdell, Secretary
I. Call to Order

President Steve Shapiro called the meeting to order at 12:15 p.m.

II. Approval of Minutes

The minutes of the January meeting were approved as distributed on the web.

III. Announcements

Jeanne Middleton announced Homecoming Activities February 11-15. Many events will be held in the University Center. There will be a luncheon Saturday for employees and their families. A special scheduled event is a 5K run (or walk) on Saturday morning; proceeds benefit Habijax. On Monday night, February 15 there will be a home basketball game, the last for graduating seniors. Call her office at Ext. 4723 if you have questions.

The annual Caring Award is upcoming; be prepared to nominate deserving individuals when material comes to you.

Diane Kazlauskas announced new open access policies to the library video collection. Book the videos that you want a week ahead of time to assure their availability for class.

IV. Standing Committee Reports

Academic Program Committee - Joyce Jones

There are eight agenda items today that represent 47 actions; items are grouped by college. The committee will meet again next Tuesday, February 9, at 1:00 PM in the College of Business Administration Room 3136.

Academic Standards Committee - Simin Vaghefi

The committee will meet February 9 at 12:15 in the College of Business Administration Room 3138.

Academic Technology and Support Services Committee - Dennis Gay

No report. The committee will meet February 10 at 10:00 am in the Faculty Association Meeting Area.

Adjunct Affairs Committee - Allen Tilley

There has been good response to the committee survey of adjunct faculty; it will meet in two weeks to make recommendations and report them to the faculty later this semester. The committee will meet February 15 at 3 PM in the Faculty Association Meeting Area.

Budget and Legislative Information - Joe Perry/Sheila Mangum
The committee will meet again March 9 at 12:15 in the Faculty Association Meeting Area.

**Faculty Affairs Committee - Judy Solano**

One item is on the agenda today: Revisions of the Faculty Association Bylaws. This is just the first reading of the revisions; voting will take place at the next Faculty Association meeting. The proposed changes came together from a combination of current practice, revision for clarity to problem areas in the existing by-laws, and a review of other SUS bylaws for comparison. These suggestions were then evaluated by an interested sub-committee, which made additional revisions. On February 18 at 12:15, an open hearing will be held in Mathews Building 15/1303 on these revisions. Please e-mail Judy with any corrections and your reactions. Voting on the revisions will take place at the March Faculty Association meeting. The committee meets again on February 19 at 12:15 in the Faculty Association Meeting Area.

Steve reminded the group that it is most helpful for committee members if comments and corrections are made before the March meeting.

**Nominations and Elections Committee - Diane Tanner**

The committee met February 2 to gear up for spring elections. Two information items can be found on the FA web site.

**Promotion and Tenure Committee - Bill Slaughter**

The committee's work is done. Candidates have been informed of the committee's recommendations and it awaits their responses. The committee will meet February 12 with Provost Kline.

**Executive Committee - Kathleen Cohen**

The committee will meet February 16 at 12:15 in Faculty Association Meeting Area.

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**V. Other University Committee Reports**

**Graduate Council - Bill Wilson**

The committee is meeting January 15 to set the agenda for the January 26 Graduate Faculty meeting.

**Safety Advisory Council - Ted Stumm**

The committee will meet January 24 at 3 p.m. in the President's Conference room to address the problem of unchaperoned children on campus among other topics. He asked for suggestions from the faculty on how to deal with the problem.

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**VI. Special Reports**

**President Anne Hopkins**

Steve introduced new UNF President Anne Hopkins. She said that since she has been here only two and a half weeks, she is still feeling her way. Please ask her what you want to know and she will incorporate her answers into her reports. She reported on upcoming controlled burns on campus for fire prevention. She commented on a troubling situation -- the pre-Hopkins lawsuit in the College of Business Administration. She urged faculty to be careful and gentle with their colleagues. The settlement of the lawsuit raises questions about discrimination, but she reaffirmed her commitment to campus diversity. Be civil and respectful to one another, she admonished. The lawsuit is a public document should anyone want to see it.

President Hopkins has met with state legislators, trying to work with them. The governor's budget gives UNF a good position, which we want to make better. There was a bomb threat on her third day here: the courtyard was cordoned off and some classes were canceled. We need to be careful.

Since Daniel Hall is under renovation, she urged faculty to come visit her via the back stairs. She feels
somewhat isolated at the moment. At recent community events, she has witnessed the pride that Jacksonville feels towards its university; people are effusive about UNF. What a remarkable twenty-six years!

**Legislative Liaison Report - Janet Owen**

The proposed Governor's budget came out last week, but can be revamped until April 30. The SUS requested enhancement funds of $72 million; the governor proposed $57 million including monies for library resources and enrollment growth. A 10% request for a tuition increase was whittled down to 6.5%, but the concept of gradations in tuition was approved. The proposed 2.6% across the board salary increases, lower than we worked for, will be effective July 1. Matching funds and critical deferred maintenance are still to be discussed. Funding was restored for PECO. Much work is still to be done. Look on the web for information from her.

**United Faculty of Florida - Gary Harmon**

Ten weeks of bargaining have concluded; voting will soon take place on the resulting contract. UFF recommends a yes vote. Highlights include Section 5 on academic freedom. Academic freedom will be expanded to include activities like advising and counseling. The section on responsibility will be expanded to include collegial treatment and contributions to the orderly functioning of the institution. Collegiality needed to be defined. Section 6 strengthens the policy on sexual harassment. Article 12, dealing with notice of non-reappointment, now addresses "qualifications" and entitlement to summer employment. Article 22 deals with professional development and will reflect an increase in the number of one semester sabbaticals, a 20% increase SUS-wide. Although he is disappointed with the 2.6% across-the-board salary situation, the new contract provides for market equity, PEP and TIP. Any excess funds will be distributed as market equity. However, market equity still needs definition.

**SACS Report - Cheryl Fountain**

The Visiting Committee of nineteen members is coming February 22. On February 23-24 there will be across-campus interviews, and some faculty will be contacted to participate in those interviews. The exit interview will take place on February 25; the committee will send us its final report within six weeks. President Hopkins will host a campus thank you party to conclude this eighteen month-long process. Cheryl voiced her appreciation of the faculty's efforts.

**VII. Question and Answer Period**

Steve Shapiro asked Gary Harmon to clarify if there is merit money in the new contract?

**Gary:** There are two pots: the 2.6% covers funding of promotions, a $500 minimum for all, and departmental merit money. Enhancement monies (TIP, PEP) are in another pot. If there is less than $6 million in that pot, then it only goes to market merit.

Susana Urbina: On occasion there is total darkness on the parking garage roof at night. How frequently are lights turned off? Can faculty be informed when this will happen? She asked that her questions be directed to Natural Sciences (because of its observatory on the roof).

Judy Solano to Gary Harmon: Who is the "we" who will define what is meant by market equity?

Gary read parts of the provision: a committee will develop such procedures and submit them to the president for final approval. Meritorious performance will be the highest criterion. The UFF document will soon be made available to faculty.

**VIII. Legislative Items**

**Item #1 FA 99-01:** Submitted by the Academic Programs Committee. COAS Department of History, Philosophy & Religious Studies. New course. Moved and seconded. Item passed.
Item #2 FA 99-02: Submitted by the Academic Programs Committee.
COAS Department of English & Foreign Languages. Course changes and program changes.
Donna Mohr corrected 98-207 and 208; they remain 4 credit courses and Joyce accepted this correction. Susana Urbina asked why do native speakers of Spanish need permission to enroll? Donna Mohr addressed this: the department wants the ability to make the decision on native-speaking students if the instructor feels that their enrollment is appropriate.
Moved and seconded. Item passed.

Item #3 FA 99-03: Submitted by the Academic Programs Committee.
COBA Department of Accounting & Finance. New course and program changes.
Moved and seconded. Item passed.

Item #4 FA 99-04: Submitted by the Academic Programs Committee.
COEHS Division of Curriculum & Instruction. Program change.
Moved and seconded. Item passed.

Item #5 FA 99-05: Submitted by the Academic Programs Committee.
COEHS Division of Educational Services & Research. School Counseling Track. New courses, course change and program change.
Moved and seconded. Item passed.

Item #6 FA 99-06: (misnumbered #5 FA 99-05) Submitted by the Academic Programs Committee.
COEHS Division of Educational Services & Research. Mental Health Counseling Track. New courses, course changes and program change.
Moved and seconded. Item passed.

Item #7 FA 99-07: Submitted by the Academic Programs Committee.
COH Department of Health Science. New course, course changes and program changes.
Moved and seconded. Item passed.

Item #8 FA 99-08: Submitted by the Academic Programs Committee.
COCSE Department of Computer & Information Sciences. Program change.
Moved and seconded. Item passed.

Item #9 FA 99-09: Submitted by the Faculty Affairs Committee. Proposed revisions to the Faculty Association Bylaws. (1st reading)
Steve asked the faculty to be sure to study the proposed revisions to the Bylaws and come to the open meeting. Chris Rasche called the faculty's attention to page 13 for significant additions to the section on committees.

IX. Adjournment

With no further business, the meeting was adjourned at 1 p.m.

Respectfully submitted,

______________________________
Elizabeth Lane Furdell,
Faculty Association Secretary
I. Call to Order
The meeting was called to order at 12:15 p.m. by Association President Steve Shapiro.

II. Approval of Minutes
Noting the appearance of the September minutes on the Web, Steve entertained a motion to accept the minutes. The minutes were approved as distributed.

III. Announcements
Steve reminded all faculty to try to see all of the incoming presidential candidates. There will be a special meeting of the Faculty Association October 12 at 9 a.m. in 15/1303 to hear Chancellor Herbert discuss the proposed "differential mission." Try to be at that meeting. Dr. Herbert is no longer bound to answer questions from the faculty as in the past.

IV. Standing Committee Reports

Academic Programs Committee - Joyce Jones
The committee will meet October 13 at 1 p.m. in the large conference room in the College of Business. No agenda items today.

Academic Standards Committee - Simin Vaghefi
Steve reported that the committee will meet October 6 in 42/2004 at noon to deal with withdrawal and forgiveness policies. It will also look at a proposal to give academic credit for volunteer work.

Academic Technology and Support Services Committee - Dennis Gay
The committee met September 4 and elected Pat Plumlee vice-chair. Members heard a presentation about campus technology. The committee will meet again October 20 at 12:30 in 11/1327.

Adjunct Affairs - Allent Tilley
The committee has decided on a strategy and will work to implement its goals. Diane Kazlauskas was elected vice-chair.

Budget and Legislative Information Committee - Joe Perry and Sheila Mangum
Steve reported for the Chair that the committee met with President Fretwell who spoke on the proposed "differentiated missions" among the state universities.

Faculty Affairs Committee - Judy Solano
Three (3) items on the agenda today. The committee will meet again October 6 at 12:15 in the faculty meeting rooms. Members have been working on revision of the Association By-laws and will have a meeting on that issue October 20 at 12:15.

Nominations and Elections Committee - Barbara Tuck
Election next month for PEP Committee members and for Nominations & Elections Committee members. Look on the Association Web site for the committee's informational items

Promotion and Tenure Committee - Bill Slaughter
The committee met on September 15; Kathy Hassell was elected vice-chair. The committee will meet again in December to receive their charge from the Provost.
Executive Committee - Kathleen Cohen

Judy Solano reported for the chair that the committee will meet October 22 at 12:15 in the faculty meeting rooms. Kathy needs agenda items by October 20 from committee chairs; let her know if you cannot attend and arrange to send a substitute.

V. Other University Committee Reports

Graduate Council - Bill Wilson

No report.

Safety Advisory Council - Ted Stumm

No report.

VI. Special Reports

UNF Interim President - E.K. Fretwell

Salary adjustments have been made for various low-paid staff. He then deferred to Provost Kline who spoke of five areas of interest related to salary: 1) 2.78 % raises provided by the legislature. 2) $150,000 set aside for pay adjustments, compression/inversion, and other issues. Letters with those recommendations are going out today. 3-5) TIP, PEP, and performance incentive money in sixty $1000 merit awards. The latter awards will be recommended by deans and chairs later in November or December and will be retroactive to October. President Fretwell stated that he would be happy to see Chancellor Herbert and that he also had met with the Faculty Association Budget Committee.

Capital Campaign - Pierre Allaire

Vice-President Allaire spoke about where we are in the campaign: why are we doing it? Outlining our needs, priorities, and planning has helped us focus on the future; in some cases, only private funds can support some of our identified needs. UNF is ready now to move forward. Why raise money when we don't have a president? We will have one soon, he noted, and we will present a plan to the new president and can then move forward. How will faculty benefit from the campaign? Benefits can be direct, such as being the recipient of endowed professorships, chairs, and the like. Indirectly, one can benefit when the quality of students improves due to competitive scholarships. Private dollars helped the business building obtain better classrooms. What is the time frame for the campaign? From January 1996 to February 1998, we were in a preparatory phase; from February until the beginning of the year 2000 we will be in a quiet phase. Then the public phase will last for three years. Total time: 7 years. UNF hopes to raise $55 million; we have over $20 million already counted toward that goal. What will it cost? $1.3 million ($750,000 funded through the UNF foundation, the rest from state resources). That is a good return on that investment. Faculty can e-mail Vice-President Allaire for more information.

Legislative Liaison Report - Janet Owen

Steve reported an item of interest from Janet: one former candidate from the first presidential search is now an SUS V-P. Also, $48 million has been requested from the legislature for salary enhancement for faculty and staff. She will be at the association meeting in November to give an update.

United Faculty of Florida - Gary Harmon

Gary thanked the faculty for input to his draft letter on the proposed SUS system reconfiguration. His revised letter was sent by the UFF President to Chancellor Herbert. UFF Representatives will meet with Dr. Herbert later this month to discuss several issues including those posed in the letter. Harmon hopes that the information they receive from the chancellor will be positive, especially for teaching-intensive institutions. He reminded faculty to go to the October 12 meeting with the chancellor. On October 22 the UNF campus chapter will co-sponsor with the provost's office a campus visit of area legislators on topics of importance to us.

UNF Athletics - Hank Camp

Hank is the Faculty Athletics Representative; he introduced Kathy Klein, UNF's compliance officer. She works on the academic side of athletics; UNF's Division II athletics has 14 separate programs: 7 for men, 7 for women. Our golf program is in Division I. Hank
anticipates a Division I swimming program for women in 2000. NCAA procedures are complex. He showed a chart with student-athletes' GPAs. Some of the teams have award-winning academic records. He nominates individual students for academic awards, sends out congratulatory letters to those with 3.5 or better. He also certifies athletes for eligibility. Those who struggle are advised and encouraged. He wants faculty to report athletes' mid-term grades honestly. Hank also encouraged faculty to apply to participate in the General Education task force.

VII. Question and Answer Period

From Nick Wilson to President Fretwell and Provost Kline: Can you provide the faculty with 1) a detailed analysis of the most recent US News and World Report UNF rankings, and compare the ratings of UNF in comparison with the average ratings of the schools in the first tier of southern colleges and universities, and 2) the plan to maintain those ratings that we equal or better other colleges and universities, and the plan to improve our ranking in those criteria that we fall below the average? President Fretwell and Provost Kline responded together that we're trying to collect the data better and count the degrees better, for instance. They are intent on working on the plan. Steve Shapiro reminded the faculty to see Lynda Lewis' response to that question, asked at last month's meeting, on the Web.

From Judy Solano to Provost Kline: The list of institutional priorities in 1997-98 did not involve input from faculty; the same thing happened this year, too. When and how were faculty involved? Provost Kline responded that this was true; the original planning body did not use faculty consultation, but relied instead on historical documents. To demonstrate continuity that list was reaffirmed for SACS. Any new planning process will be broader-based in the future and include faculty input.

VIII. Legislative Items

Item #1 FA 98-35:
Submitted by the Faculty Affairs Committee, UNF Teaching Incentive Program 1998-99

Judy Solano moved the item, commenting that changes were necessary after re-negotiations between UFF and the Board of Regents. The sections dealing with the self-nomination packet and then measures of instructional quality are UNF's. Discussion ensued.

Scott Hochwald asked if "productivity" is mandated by the agreement?
Judy: Yes, this is in the contract.
Scott: And "special assignment?" Does it include more than sabbatical and developmental leaves?
Joann Campbell: Yes, the definition includes extra-classroom assignments. Scott: Is that for the duration of the 3-year period?
Judy: No. Long-term, extra-classroom assignments put you out of the process.
Bill Caldwell: Can one pick up earlier semesters' data to compensate for the loss of teaching time?
Judy: Yes. Susana Urbina asked what measures of productivity apply? Judy told her to look on page 5, Section C for that information. She offered and Judy Solano accepted a friendly amendment to page 8, line 14; strike "and productivity."

Mark Workman: Appointments for graduate co-ordinator, for instance, typically run for two years, and anyone who would take it would disenfranchise himself from the awards. He wants the number of years extended further back to make more eligible. He proposes that the number of assigned semesters match as many semesters as faculty have served. Judy suggested that the words "one or two semesters" be stricken from line page 5, line 37. The motion to strike those words passed. The TIP item then passed in its entirety.

Item #2 FA 98-36:
Submitted by the Faculty Affairs Committee. UNF Professorial Excellence Program 1998-1999

Judy Solano moved the item. A friendly amendment has been accepted to page 11, line 35, after the word "merit": "as a librarian or in scholarship". Librarians are eligible for PEP and the wording needs to include them.

Bill Caldwell: why does the application packet limit to two pages each area of effort (teaching, scholarship, service)?
Chris Rasche replied that the applicants tend to focus on scholarship; this emphasis will give a more rounded picture of the candidate's activity.
Bill Caldwell then moved to amend that section by striking the parenthetical phrase on page 12, lines 9-10. The amendment to strike passed, followed by passage of the whole PEP item.

Item #3 FA 98-37:
Submitted by the Faculty Affairs Committee. Evaluation, Promotion, and Tenure Policies

Judy Solano moved the item.

Discussion followed on the associate professor qualifications. John Maraldo questioned lines 26-39 on page 15, calling the wording problematical. Part of the qualifications are now clearer, but other parts are more nebulous. The document needs to make the measurements more precise: what is a "scholarly" work? Steve remarked that one assumes it is a refereed work. Judy: the intent was to strengthen the requirements, but with a definition not a term like "excellent" as before. She said the document was open to faculty recommendation. Dale Clifford: But by removing the qualitative words, the document reads as though it might be lowering scholarly standards. Steve: Then perhaps we need to restore some of the deleted language. Dennis Bell objected to the change in wording as it does not speak to quality. Bob Vergenz suggested re-introducing the words "excellent in scholarship" for promotion to associate professor, followed by "as evidenced by an agenda of inquiry....". He argued that the body of one's work must be of high quality. John Maraldo: why not just use "outstanding" in the wording for full professor? Bob Vergenz then moved to amend p. 15, line 27-28 after "teaching," accepting a friendly amendment from Dennis Bell so that the line now reads "excellent in scholarship as evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality...." Motion passed on associate professor amendment.

Discussion followed on the full professor qualifications. John Maraldo: for full professor add "outstanding" before the word scholar on page 15, line 37, followed by "as evidenced by .....published scholarly or creative works of high quality...." The motion to amend passed.

Judy Solano observed that we now need to adjust the tenure section on page 17, lines 9-16. Miscellaneous comments were made by various unidentified voices. Bill Slaughter: hopes we will make promotion and tenure one decision as it is elsewhere. The amendment to make the language for tenure parallel passed.

Peter Braza: Objects to wording at end of paragraph 5.4 about one's "professional manner." There is too little discussed under teaching, and too much for service. Jeff Will remarked that you do not have to keep working well with one's colleagues after that; this language is not germane for full professor. Bob Vergenz questioned what was stricken. Shira Schwan-Baird: is there a different qualifying time for tenure than before? Judy: Yes, it should be in the sixth year, with six years of credit accumulated (see page 16, lines 22-23) to be consistent with the contract. Joann Campbell: people eligible this year have the choice to operate under this provision or the previous one. Jeff Will: statement of collegiality is gratuitously imposed since nothing is said about it in promotion to full or associate professor. Mark Workman: can tenure decisions then be deferred to a seventh year? Judy: No. "At the option of the individual...." (line 26-27) needs to come out. Peter Braza moved to strike the new wording in the qualifications for tenure paragraph (5.4) and reinstate the old wording. Dale Clifford offered a friendly amendment to keep the word "must" on lines 13 and 17. The Braza amendment passed.

Oscar Patterson called attention to page 18, lines 13-17 (5.4, 3.2); he fears that use of indefinite articles (a, an) could suggest that a single piece in a refereed journal could suffice for promotion and moved to strike the indefinite articles to suggest more is needed. Bill Slaughter reminded the body that these are minimum criteria; fulfilling these do not necessarily get you anything, they just make you eligible. The Patterson amendment passed.

Hank Camp: further questions about the scholarship section. He moved to strike Sections E (but not book reviews) and G. Bill Slaughter: leave it as is, as evidence of such activity could be important.

Steve asked if there was a motion to adjourn.

Judy Solano noted that this is the first time the committee has had feedback, although the document has been on the Web for months. Please send comments to her before the next
meeting. Some voiced the desire to stay and vote. Joyce Jones: wants to read the document and make sense out of it as a whole document. Discussion on Item #3 - FA98-37 will continue at the November 5th meeting.

Adjournment was called for and passed.

IX.  Adjournment

The meeting adjourned at 1:35 p.m.

Respectfully submitted,  
Elizabeth L. Furdell, Secretary
I. Call to Order

President Steve Shapiro called the meeting to order at 12:20 p.m. He announced that Sigma Chi has provided drinks and sandwiches for faculty after the meeting today.

II. Approval of Minutes

The minutes of the February meeting were approved as distributed on the web.

III. Announcements

Nick Wilson announced that UNF students in the College of Health will be forming a new national academic honor society to be housed at UNF.

IV. Standing Committee Reports

Academic Program Committee - Joyce Jones

No report.

Academic Standards Committee - Simin Vaghefi

The committee met on March 9 and approved items forwarded to the committee by Academic Affairs. The next meeting is scheduled for April 13 at 12:15, room 42/3138.

Academic Technology and Support Services Committee - Dennis Gay

The committee is considering whether now is the time for UNF to connect to Internet 2. He encouraged faculty members working on projects that would benefit from the high-speed data transfer capabilities of Internet 2 to contact him (dgay@unf.edu). If there is sufficient demand, Sponsored Research is willing to help a group of faculty apply for external funding to partially offset the costs for connection to Internet 2. Federal funds have been specifically allocated for this purpose. The committee deals with bookstore issues, too. If you have troubles with the bookstore, let Dennis know with specific details. The next committee meeting is April 14 at 10 a.m.

Adjunct Affairs Committee - Allen Tilley

Diane Kazlauskas reported that the committee's survey results will be presented to Faculty Association at its next meeting.

Budget and Legislative Affairs Committee - Joe Perry/Sheila Mangum

Joe Perry reported that the committee will meet within the next two weeks at a time and date to be announced.

Faculty Affairs Committee - Judy Solano

The committee will meet March 19 in the Library to discuss a policy for research on human subjects as
well as questions about TIP and PEP. There is one item on today's agenda.

Nominations and Elections Committee - Diane Tanner

Diane distributed three handouts for nominations for use later in the meeting after the Bylaws have been dealt with.

Promotion and Tenure Committee - Bill Slaughter

He will make a full report to the faculty after President Hopkins' recommendations have been received.

Executive Committee - Kathleen Cohen

The next meeting is Tuesday, March 16 at 12:15 in the Faculty Association room.

V. Other University Committee Reports

Graduate Council - Bill Wilson

The council talked about follow-up issues after the SACS visit. He announced that it has funding to produce a glossy informational publication about graduate study at UNF.

Safety Advisory Council - Ted Stumm

No report.

VI. Special Reports

President Anne Hopkins

No report; she is at a Board of Regents meeting.

Legislative Liaison Report - Janet Owen

She is lobbying; look for her report on the web.

United Faculty of Florida - Gary Harmon

He reported that ratification of the new contract sailed through with about 97% approval. These are tough times for faculty, but despite the need to participate in the ratification process, there was a low turnout. (He asked if there was a quorum and Judy Solano, Parliamentarian, said that there was.) Harmon said that in addition to an across-the-board increase in faculty salaries, 2.6% would be allocated to chairs to distribute by department agreements; he also hopes for additional funds, because the amount appropriated will affect the way in which it is distributed.

Steve remarked that there were 44 Faculty Association members in attendance, so there is a quorum.

VII. Question and Answer Period

Steve read Brian Striar's written questions addressed to Provost Kline concerning new contract language referring to collegiality (BOR/UFF contract).

1. What constitutes non-collegiality?

2. Who is to make a judgment as to when a faculty member is non-collegial?

3. When, or in what venues, is such a judgment to be made? P and T? Annual review by chair? An ad hoc assessment anytime a supervisor wishes to make such a judgment?
4. What remedies are to be afforded the BOR in exercising the judgment of non-collegiality? e.g. denial of promotion or tenure; denial of raise; reprimand; termination?

He appended additional questions for the Provost:

1. Who will have standing to bring charges of non-collegiality against whom?
   a. administrators against faculty and staff?
   b. faculty and staff against administrators?
   c. faculty and staff against each other?

Brian Striar also had written questions for Steve Shapiro:

1. Didn't we reject establishing collegiality as a criterion for P and T?
2. As President, are you concerned about this?
3. Is it constitutional?

Steve answered that Striar is correct; collegiality is not part of the UNF Promotion & Tenure guidelines. He deferred comment about his own concerns and the constitutionality of collegiality requirements.

Ellie Scheirer asked of the Parking Committee and Vice-President Robert Fagin:

Do we pro-rate the charge for a half-year parking sticker? If not, why not?

Richard Crosby replied that he thought parking stickers were pro-rated, but he would check into it.

VIII. Legislative Items

FA 99-09: Submitted by the Faculty Affairs Committee. Moved by Judy Solano with seven friendly amendments. The open hearing on the Bylaws produced agreement on the following comments and suggestions:

SECTION 5.
The Vice President shall assist the President in coordinating Association work; receive motions, resolutions, and proposals from the members and place all such matters on a legislative calendar in the order received; serve as a delegate to other University governance bodies as specified in the Constitution; and serve as a member chairperson of the Faculty Affairs Committee and as chair of the Executive Committee.

Amendment: Page 3, sec. 5, line 26 -- "serve as a voting member"

SECTION 3.
The meeting in April shall be known as the Annual Meeting and shall be held for the purpose of electing committee members and delegates, and for any other business which may arise. The annual report of the President shall not be submitted until the first meeting in September, in order that it might include information about legislative activity during the preceding Fall, Spring and Summer semesters.

Amendment: Page 4, sec. 3, lines 31-32 -- "shall be submitted at the first meeting in September"

SECTION 2.
The Standing Committees shall be:
A. Academic Programs Committee: Graduate
B. Academic Programs Committee: Undergraduate
C. Academic Standards Committee

Amendment: Page 6, sec. 2, lines 32-33 -- leave Academic Programs as one committee, collapse the lines to make one committee
A. Academic Programs Committee: Graduate
The committee shall consist of eight members: six faculty who are members of the graduate faculty, one from each of the Colleges and one at large; one faculty member from the Library; and one graduate student member selected by the Student Government Association.

B. Academic Programs Committee: Undergraduate
The committee shall consist of eight members: seven faculty, one from each of the colleges and the Library, and one at large; and one undergraduate student selected by the Student Government Association.

Amendment: Page 7, lines 4-15 -- corrected to reflect the single committee by leaving the Bylaws language as it is in the current Bylaws

A. The Academic Programs Committee: Undergraduate shall review and recommend policies regarding undergraduate degree requirements, academic programs and priorities, program evaluation, organization of academic units, and major changes in the University's undergraduate curriculum.

B. The Academic Programs Committee: Graduate shall review and recommend policies regarding graduate degree requirements, academic programs and priorities, program evaluation, and major changes in the University's graduate curriculum.

Amendment: Page 8, sec. 4, lines 32-38 -- collapse and leave the charge as it currently reads.

E. The Adjunct Affairs Committee shall review and recommend policies and practices with regard to the appointment, evaluation, retention, professional development, ethics, affirmative action, and teaching issues methods of adjunct faculty; their instructional support; their orientation and training; their advancement; and such other matters as may pertain to the role of adjunct faculty in the instructional effort of the institution. The Committee shall seek the opinions and recommendation of adjunct faculty. The Committee shall also review, on request, unresolved differences between adjunct faculty members and the administration and make appropriate recommendations, except in instances that are clear violations of such agreements as may be negotiated between UFF and the BOR and are addressable through the grievance process.

Amendment: Page 9, top of page, add 2 items to the list of the Adjunct Affairs Committee's concerns - "contractual obligations" added to the end of line 1; "academic freedom" added before "teaching issues" in line 2

By April 15, or as soon thereafter as possible, these minutes a separate record of the vote and recommendation on each candidate shall be placed for safekeeping in the Office of the Academic Vice President, not in the Association Office, where any candidate receiving a negative recommendation for promotion and/or tenure by the University President or his delegate may inspect those portions of the record dealing specifically with her/his case, all minutes for the current year and for the two previous years.

Amendment: Page 11, lines 12-13 -- concerning where the Promotion and Tenure Committee's vote is housed, delete "not in the Association office".

Pat Plumlee then proposed a series of amendments to the proposed Bylaws:

SECTION 3.
In addition to the duties prescribed by the Parliamentary authority, the President shall: represent the Association and its membership at meetings, conferences, and other occasions except as herein provided; provide leadership for Association activities; keep the membership advised concerning needs, programs, and accomplishments of the Association; coordinate the work of the Association; serve as an ex officio non-voting member of all Association committees; appoint such committees as the Association deems necessary to conduct business; serve as a delegate to other University governance bodies as specified in the Constitution and to any state-level faculty body; meet on a regular basis with the Academic Vice President and the President of the University; and be the accountable officer for the Association's budget. and Upon leaving office, the President shall assume the role of Past President and shall serve a two-year term as a voting member of the Executive Committee, the Faculty Affairs Committee, and the Budget and Legislative Information Committee.
Strategic Planning Committee  
**Amendment:** Strike the language in Section 3 beginning on line 14, p.3, of the proposed revisions to include all of lines 14, 15, 16. All text between "Upon leaving office . . . and Strategic Planning Committee" to be struck.

G. Faculty Affairs Committee  
**The committee shall consist of nine faculty members:** Seven members elected from the Faculty Association at large, and the immediate past president of the Association, and the current Vice President of the Association.  
**Amendment:** On page 7, Section G, lines 36 and 37 modified to read: "The committee shall consist of nine faculty members: Eight members elected from the Faculty Association at large, and the current Vice President of the Association."

I. Governmental Relations Committee  
**The committee shall consist of eight faculty members: Seven elected at large and the immediate past president of the Association.**  
**Amendment:** On page 7, Section I, lines 44 and 45 modified to read: "The committee shall consist of seven faculty members elected at large."

M. Strategic Planning Committee  
**The committee shall consist of eight faculty members: Seven elected at large and the immediate past president of the Association.**  
**Amendment:** On page 8, Section M, lines 14 and 15 to read: "The committee shall consist of seven faculty members elected at large."

N. Executive Committee  
**The committee shall consist of seventeen members:** The Vice President of the Faculty Association (who shall serve as chairperson), the Secretary of the Association (who shall serve as vice chairperson), the President of the Association, the current chairpersons of the Association's other standing committees, and the immediate past president of the Association.  
**Amendment:** On page 8, Section N, lines 20 and 21 to read: "The committee shall consist of seven faculty members elected at large.

The amendments' intent is to take the Association past-president off all committees. The rationale is that the role of a past-president is not that of an officer, and while the Bylaws make the past president de facto an officer, he is just an ex-officer. Others have to stand for election, so should past presidents. Also, Plumlee said that the important principle of rotation in office is violated by this invitation to past presidents. Their service expertise can be used by standing for office again.

Nick Wilson spoke against the amendment since he feels the experience of president is valuable.  
**Susana Urbina:** why not make the past president a nonvoting member on these committees?  
**Pat Plumlee:** no, there is too much non-rotation in office already, and giving the past president a seat, even a nonvoting one, doesn't open up positions for competition.  
**Joyce Jones** argued that it is spurious to describe past presidents as non-elected; they serve two years as president, then two years as an advisor.  
**Pat Plumlee** retorted that the current practice is suspect constitutionally.  
**Bob Vergenz:** what do past presidents think of such service?  
**Steve Shapiro:** the experience of past presidents is useful but he doesn't disagree with the amendments.  
**Ellie Scheirer:** committee work is usually done by consensus anyway, and membership on these committees honors the participation of past presidents. **Kathleen Cohen:** it is helpful to have the past president there for carry-over business.  
**Pat Plumlee:** that may be true, but he just needs to run for a position.  
A vote was taken: 23 voted for the Plumlee amendments; 17 were against. The motion passed.

Nick Wilson said that at-large voting hurts the smaller colleges; he moved to have a representative on all committees from each college.  
**Judy Solano** responded that where issues weren't pertinent to all, the hardship of providing members for every committee was recognized by providing for at-large positions rather than reserving positions per college.
The Wilson amendment failed on a voice vote.

The Bylaws changes were then unanimously approved as amended.

**FA 99-10**: Submitted by the Academic Programs Committee. Moved by Joyce Jones. The item includes ten APCs all relating to the College of Computing Sciences and Engineering. In APC 99-008, -009, and -012, strike the sentence that reads: "Students will extend course topics...."

The motion passed.

**Nominations and Elections**: Diane Tanner conducted nominations from the floor for vacancies on the Faculty Association Committees and Other University Committees. It was then announced that additional nominations would be accepted for one week. Please see the FA web page for a complete list of candidates and vacancies for the committees.

**IX. Adjournment**

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

Respectfully submitted,

Elizabeth Lane Furdell,
Faculty Association Secretary
I. Call to Order

Faculty Association President Steve Shapiro called the meeting to order at 12:15 p.m.

II. Approval of Minutes

With no objections, the minutes were approved as distributed.

III. Announcements

Steve introduced the new UNF president, Dr. Anne Hopkins, who announced her pleasure at her selection and looks forward to being with us in the near future.

Policy on intellectual property has not yet been approved; Dr. Kline is working on it. Peer review has been approved.

Flu shots can be had at the UNF clinic for $8; call ahead of time for hours. The Faculty-Staff Fund Drive is healthy at $50,000. Please give if you can to meet the goal of $55,000.

Beginning in January, UNF students can borrow videos from the library's media center for 7 days.

IV. Standing Committee Reports

Academic Programs Committee - Joyce Jones

The committee has two items on the agenda today. November 17 is the deadline for submission of materials for the next APC meeting. The committee has lots of business, so be sure to get your submissions in on time.

Academic Standards Committee - Simin Vaghefi

The committee has four items on today's agenda; the committee will meet again on November 12.

Academic Technology and Support Services Committee - Dennis Gay

The committee met October 20; its relationship with the University Technology Committee is being defined. It will meet again on November 17 at 12:30 in the Library conference room to discuss expectations for entering and exiting students' skills in computers.

Adjunct Affairs - Allen Tilley

The committee has solicited adjuncts to be associate members on a sub-committee. The next meeting is November 16 at 9 a.m.

Budget and Legislative Information Committee - Joe Perry/Sheila Mangum

Barbara Tuck reported that Ricky Arjune addressed the committee about the budget on November 3; it will meet again December 1 at 12:15.
Faculty Affairs Committee - Judy Solano

The committee has six items on the agenda. Next meeting is November 10 at noon.

Nominations and Elections Committee - Barbara Tuck

Elections are being held today in this room after the meeting. Nominations were taken from the floor for the Nominations and Elections Committee. Bob Vergenz was nominated from the College of Arts and Sciences' slot. Voting continues until 4:30 today and then tomorrow in the library.

Promotion and Tenure Committee - Bill Slaughter

The committee is not currently meeting.

Executive Committee - Kathleen Cohen

The next meeting is November 19 in the Faculty Meeting Area at 12:15. Please submit all items for the December agenda by Tuesday, November 17.

V. Other University Committee Reports

Graduate Council - Bill Wilson

The council's minutes and new policies can be found on its web page. They are discussing graduate council approval for graduate courses.

Safety Advisory Council - Ted Stumm

No report.

VI. Special Reports

Interim President - E.K. Fretwell

Dr. Fretwell remarked that he is happy the second search for a new president has worked out so well. He will be leaving in December and the new UNF president will come on board in January; Provost Kline will fill in during the interval. President Fretwell expects a seamless transition to the new presidency.

Chancellor Herbert will head the Governor-elect Bush transition team; this should bode well for UNF.

He invited all to a reception Nov. 10 at the Boathouse at 3:30 p.m.

Legislative Liaison - Janet Owen

She reported that a UNF presidential candidate in the first search, Dr. Judy Hemphill, is now at the Board of Regents as Vice-Chancellor for Assessment. Janet made available copies of a summary of our legislative budget request, pointing out some request items for special attention, such as library, distance learning, employee fee waivers, a 10% increase in tuition, and enrollment growth. Mission differentiation among the state universities will be decided at the November 19 BOR meeting. She noted that "and limited doctoral" programs had been added to UNF's mission statement. She has copies of the Florida Student Association's agenda, which is especially concerned with tuition and differentiation. A legislative roundtable at UNF tentatively rescheduled for the 3rd week of January may be ideal for our interaction with solons.

United Faculty of Florida - Gary Harmon

He thanked Provost Kline and others for their roundtable help; it will be better to have it in January
rather than earlier as previously planned. UNF needs a positive ongoing relationship with the legislature.

Faculty should have a copy of the BOR/UFF agreement. Harmon is optimistic about the continuation of collaborative cooperation on campus. Please see the yellow insert in the agreement pamphlet for more information.

He also announced a new event: A Know Your Rights Workshop on November 17, from 12:15-4:15, with lunch sponsored by UFF and Academic Affairs.

VII. Question and Answer Period

1. Margaret Nonnemacher remarked that the number of handicapped parking spaces has increased, but that they are not wheelchair accessible. When will this be addressed?

Question will be forwarded to Bob Fagin.

2. Jay Huebner asked if UNF could also provide a midterm freshman report for transfer freshmen?

Question will be forwarded to Deborah Kaye.

3. Chris Rasche asked what is the current schedule for the university center's opening? Will there be shuttle buses?

Bob Fagin replied that after December 1st, people will be moving in; there are no provisions yet for a shuttle service. The official opening of the center is February 25.

4. John Maraldo asked will the Y2K problem affect him or the university?

Bob Fagin replied we think we're okay for things we can control and that concerns about the millennium bug are exaggerated.

VIII. Legislative Items

Judy Solano moved to reposition Items # 8-11 on the agenda to the second through fifth items; the motion passed.

Item # 1 - FA 98-37: Submitted by the Faculty Affairs Committee. Promotion and Tenure Revisions.

The changes made by the faculty at the last meeting have been incorporated into the document you now have. The motion to accept is still on the floor. Italics in the document identify the current BOR/UFF contract language. Steve Shapiro pointed out where we were in the document when last we adjourned. Discussion followed.

Joyce Jones asked if "other assigned duties" (p. 10) had been excluded?

Judy Solano answered that contractual material had not been excluded. We are not voting on the italicized material.

In response to a query from Hank Camp on the language in article 10.4, Judy Solano noted that the committee took evaluation language from the BOR/UFF contract.

With no further amendments, the motion passed.

Item # 8 - FA 98-44: Submitted by the Faculty Affairs Committee. Distinguished Professor Award Revision.
Judy Solano moved acceptance. This document is substantially unchanged excepting the means for submitting nominations and a statement attesting to the accuracy of the candidate's materials.

Steve Shapiro: We tried to make the requirements for this award similar to various other awards.

Bob Vergenz: What about the dates for deadlines? Can we put in TIP-style language (second week in February, etc.) This was construed as a friendly amendment.

The motion to accept passed.

Item # 9 - FA 98-45: Submitted by the Faculty Affairs Committee. Outstanding Undergraduate Teaching Award Revision.

Judy Solano moved acceptance.

Sam Kimball asked for clarification about the descriptors in the award. To him the evidentiary criteria seems less rigorous than that for promotion. He asked for a revisiting of the language.

Chris Rasche: Are you saying we can't give an award that exceeds the demands for promotion?

Sam Kimball: Yes, in a way. The use of the term "outstanding" is troublesome for him because in this proposal there is internal inconsistency and contradiction with promotion criteria. Candidates for an Outstanding Teaching Award should have to produce more evidence rather than less.

Margaret Nonnemacher disagreed.

Dale Clifford: Why is the word "outstanding" producing a problem?

Dan Schafer: But isn't this award based on a much shorter amount of time than needed to demonstrate worthiness for promotion? The distinction is in length of time used as the basis for judgment.

Susana Urbina: This award is competitive, while promotion is not.

Charles Winton noticed an inconsistency in the time frame covered. Should the award be for a two year period?

Bob Vergenz moved to amend the years to 1997-99, and this was accepted as a friendly amendment.

Dick Bizot: is it just the word "outstanding" that's a problem?

Sam Kimball: No, it's that receipt of the award is based on less evidence.

Nevertheless, the motion to accept passed overwhelmingly.

Item # 10 - FA 98-46: Submitted by the Faculty Affairs Committee. Outstanding Faculty Scholarship Award Revision.

Judy Solano moved its acceptance.

Nick Wilson asked for a definition of "significant other" (as on p. 22).

Chris Rasche: It is usually taken to mean relatives or those with whom one has an intimate relationship.

The motion passed.

Item # 11 - FA 98-47: Submitted by the Faculty Affairs Committee. Outstanding Faculty Service Award Revision.

Moved by Judy Solano and passed without discussion.
Item # 2 - FA 98-38: Submitted by the Academic Programs Committee. COAS -- B. S. Degree in Biology -- Dentistry, new track.

Moved by Joyce Jones; it passed without discussion.

Item # 3 - FA 98-39: Submitted by the Academic Programs Committee. COBA -- Survey of Economic Issues, new course.

Moved by Joyce Jones and passed without discussion.

Item # 4 - FA 98-40: Submitted by the Academic Standards Committee. Evaluation of Graduate Admission Policies.

Moved by Simin Vaghefi, and passed without discussion.

Item # 5 - FA 98-41: Submitted by the Academic Standards Committee. Graduate Level Advising.

Moved by Simin Vaghefi and passed without discussion.

Item # 6 - FA 98-42: Submitted by the Academic Standards Committee. Cross-listed Courses Policy.

Moved by Simin Vaghefi and passed without discussion.

Item # 7 - FA 98-43: Submitted by the Academic Standards Committee. Term/Grade Forgiveness Policy.

Moved by Simin Vaghefi.

Scott Hochwald asked if under this new policy every grade can be forgiven? Could departments have less stringent standards than this?

Several faculty moved to return this item to committee and the motion to return passed unanimously.

Item # 12 - FA 98-28: Resubmitted by the Faculty Affairs Committee. Music and Amplified Sound on the Green.

Judy Solano moved acceptance.

Diane Kazlauskas noted that Saturday was originally written into the limits of noisy activity on the green.

Jay Huebner reminded the authors that the point of reducing noise is where the speakers are directed and the committee accepted his wording as a friendly amendment.

Mary Borg worried that this will curtail student activities at UNF, but Steve Shapiro noted that the area in front of the arena was specifically built for the student activities that are now held on the green.

The motion passed as amended.

IX. Adjournment

With no further business, the meeting was adjourned at 1:09 p.m.

Respectfully submitted,

_________________________________
Elizabeth Lane Furdell, Secretary
I. **Call to Order**

Association Vice-President Kathleen Cohen called the meeting to order at 12:15 p.m. President Steve Shapiro is out of town.

II. **Approval of Minutes - March 11, 1999**

The minutes of the March meeting were approved as distributed on the web.

III. **Announcements**

Professors Richard Bizot and Pritchy Smith are the two finalists for Distinguished Professor. Their vitae are in the FA packet and voting takes place for all elections today.

Dell computers for personal use can now be purchased at a discount. Get in touch with Steve Shapiro or Kathy Hughes for information.

Announcement of winners of all UNF awards will be made the week of April 12.

Summer Faculty Association meetings will be held at 12:45 in the same room as usual; the May meeting is on the 13th.

Elections are today; vote in library today after the meeting and tomorrow.

Revisions to the Association bylaws will be on the web soon.

Don Farshing spoke for the United Way. Consult the packet of information you received for instructions on how to contribute.

Chris Rasche announced that the first syllabus seminar will be held today from 1-4 p.m.; another is scheduled for April 23.

Kathy Cohen announced that all Faculty Association legislative items through FA99-10 have been approved.

IV. **Standing Committee Reports**

**Academic Program Committee - Joyce Jones**

The next meeting is April 13; the agenda is already set for that meeting. The committee will continue to meet in May and June to avoid a fall backlog, but no program changes can be enacted until September.

**Academic Standards Committee - Simin Vaghefi**

The committee has two items on today's agenda.
Academic Technology and Support Services Committee - Dennis Gay
The committee met March 10 and discussed an assessment fee increase to support technology. April 14 is the next scheduled meeting at 10 or 10:30, depending on the committee's preference.

Adjunct Affairs Committee - Allen Tilley
An item from the committee is on the agenda today; no more meetings are scheduled for this year.

Budget and Legislative Information Committee - Sheila Mangum
The committee will meet May 11 in the Faculty Association rooms at 12:15.

Faculty Affairs Committee - Judy Solano
The committee has two items on the agenda today; the committee will meet April 16 at noon in the Faculty Association meeting rooms.

Nominations and Elections Committee - Diane Tanner
There are two voting stations at the meeting today. Voting will continue in the Library lobby until 4 pm today and from 9 am until 1:30 pm Friday, April 2. Kathy Cohen thanked Diane and her committee for all their good work.

Promotion and Tenure Committee - Bill Slaughter
There were nine candidates for tenure and the committee recommended eight of them favorably. There were eight candidates for Associate Professor and the committee recommended seven of them favorably. There were seven candidates for Full Professor and the committee recommended three of them favorably. One candidate was a candidate for tenure only. Two candidates for tenure were also candidates for Full Professor. One candidate for Full Professor who was not recommended favorably by the committee withdrew at that stage in the process. Provost Kline accepted all of the committee's recommendations.

*Corrected after the meeting

Executive Committee - Kathleen Cohen
The committee will meet April 20 to set the agenda for the May 13 meeting.

V. Other University Committee Reports

Graduate Council - Bill Wilson
The committee meets tomorrow; its past minutes are on the web.

Safety Advisory Council - Ted Stumm
No report.

VI. Special Reports

President Anne Hopkins
Faculty were given a handout with old institutional budget priorities listed; her goal is to make prioritization more collaborative. This summer we will develop ways to revise those priorities. Different areas of focus may be examined each year, with the whole list of priorities scrutinized every four years or so.

Three different kinds of processes are at work in budgeting: a consultative "vertical" process; a legislative process; and an internal "horizontal" process to give a university-wide perspective. Time lines (for 1999) are included for action. Arrows on the chart show the direction of recommendations. She hopes more people will participate and that budget will then be better supported. She included in another handout the proposed foci for next academic year. (See attached UNF Institutional Priorities)

Legislative Liaison Report - Janet Owen
The legislative session is halfway finished. Janet distributed a handout on educational issues showing budgetary requests vs. appropriations from the Florida Senate and the House. We will lobby hard with

http://www.unf.edu/groups/unffa/minutes_FA_archive/FA_minutes9899/FA_minutes_04_01_99.html[10/31/2013 12:46:49 PM]
the conferees on issues where we have primary concerns. Enrollment is a big political issue pitting the State University System against the community colleges over funding. It is too early to know how policy issues will be compromised; opinions on tuition increases differ, too. (See attached University of North Florida Issues)

**General Education - Hank Camp**
He gave an overview of the work done by task forces and the General Education Council as they explored the purpose and goals of General Education. How can we enhance general education at UNF? Various approaches were considered and a pilot project in learning communities is the outcome.

Freshman Interest Groups, "FIGs," were identified by the pedagogy committee, leading to summer development of four FIGs for fall; they will be thematically-based and faculty-linked. Students will co-register for courses. April 9 is the deadline for FIG proposals and the response is good so far. Call Hank with any questions.

**United Faculty of Florida - Gary Harmon**
A Rights and Responsibilities workshop was held last week. Gary thanked Joann Campbell for her part in talking about the contract.

On April 29 Provost Kline and Promotions and Tenure Committee Chair Bill Slaughter will offer a dossier workshop for faculty going up for promotion and tenure next year and for their chairs. It will meet during the noon hour in the Faculty Association rooms.

The new contract was ratified at 98% affirmative votes, but with a light voting pattern across SUS; that likely indicates general approval. Half of the proposed $6 million "bonus" (above 2.6%) was to go to remedy imbalances in salary, but legislators appear to be balking at this allocation. Some feel we are already well-paid, compared with faculty in the Southeast region. He asked for help in contacting legislators to put pressure on them to support the contract.

**VII. Question and Answer Period**

**Pali Sen:** What is the status of faculty parking?
**Bob Fagin** replied that designated parking is a contentious issue being debated now by the Parking Committee.

**Nick Wilson:** What is the status of the Y2K problem?
**Bob Fagin:** He thinks we are okay at UNF. Our basic systems are Y2K compliant as is the network and PCs.

**Susana Urbina:** Can we think of an alternative to using the garage roof for an observatory? Conditions are bad with the lights off.
**Bob Fagin** offered to meet with her to find a solution to the problem.

**VIII. Legislative Items**

**Item #1 FA 99-11:** Submitted by the Academic Programs Committee
Donna Mohr moved the item (Computer and Information Sciences, program change and new course in Master of Science); the item passed.

**Item #2 FA 99-12:** Submitted by the Academic Standards Committee
Simin Vaghefi moved the item (Revision of Latin Honors Distinction Policy) and it passed.

**Item #3 FA 99-13:** Submitted by the Academic Standards Committee
Simin Vaghefi moved the item (Revision of Graduate Grade Point Average Policy).
Martha Rader: Discussion included these questions: Did you discuss the problem of major-hopping by students? Some move into easier areas to assure a better GPA.
Simin: yes, it was discussed.
Bill Wilson: that's why these changes were undertaken...the only courses that count are those taken under one's program of study.
Martha: what happens to grades not in a new program of study?
Bill: they are not counted toward graduate GPA, but are on the transcript.
Minor Chamblin: is there any indication on the final transcript which courses enter into GPA calculations and which do not?
Bill: the final GPA is not interpreted; information on calculation is in the catalog.
Minor: we can anticipate some confusion with transcript computation; the explanation needs to be on the transcript itself.
Dale Clifford: she supports counting post-baccalaureate courses being included, but the mechanical problems need to be worked out, perhaps with a footnote on graduate transcripts. Dale then moved to send the item back to committee which should seek input from Deborah Kaye.
The motion was seconded and passed. The item will be returned to the committee.

**Item #4 FA 99-14: Submitted by the Adjunct Affairs Committee.**

Al Tilley moved acceptance of the item (Recommendations on Adjunct Faculty).
Chris Rasche noted that recommendations do not necessarily become policy; we would be sending a message up the line.
Nick Wilson: he does not want to see adjunct raises take away from proposed full-time faculty and staff salaries. But where else will it come from?
Susana Urbina question re adjunct pay:
Al Tilley reported that the current rate of adjunct pay is from $1500 to $2250 per course.
Kathy Robinson asked about teaching awards.
Al said they should include everyone: "part-time" includes adjunct status.
Len Lipkin asked how the suggested salary was calculated and Al replied that it was based very roughly on hypothetical increases over the years. Discussion came from the floor on miscellaneous matters relating to base salaries.
Al said $3000 is a modest floor for adjunct salaries.
Nick Wilson then proposed an amendment: that adjunct raises come from elsewhere than faculty or staff salary resources.
David Courtwright commented that adjunct pay comes from OPS.
Al then spoke against the amendment: Can we say that any dollar used might have been used for my salary?
The Wilson amendment failed.
Minor Chamblin: are we enabling adjuncts in this recommendation to be eligible for monetary awards?

Al: Yes.
Judy Solano then amended the main motion to stipulate that additional teaching awards be developed for adjunct faculty. That way, adjuncts would not compete against us for our awards.
Chris Rasche spoke in support of the Solano amendment. Since adjuncts would have trouble being competitive with full-time faculty, a whole new set of awards are needed for adjunct faculty.
Al decided he would not accept the amendment as friendly and noted that 1/3 of our teaching at UNF is done by adjuncts; it is therefore appropriate to let them stand for regular teaching awards. He believes that as a morale issue adjuncts need to be considered.
Chris: logistically that may be a problem. The rules of the competition should be different to enable adjuncts to get something. We are saying we want more money for them.
The Solano amendment passed, changing part #7 of the recommendations to develop these special awards.
Judy Solano also questioned part #5 of the recommendation dealing with adjunct search procedures; she argued that it is hard to honor the intent given the lack of time chairs are often given to obtain an instructor.
Al Tilley: all this says is that there has to be some regularized way of choosing adjuncts. Judy Solano asked about part #4: does the goal of equal proportion apply across summer, too?
Al: yes.
The entire recommendation then passed as amended.

**Item #5 FA 99-15: Submitted by the Faculty Affairs Committee**

Judy Solano moved the item (Revision to Item #4 of Final Exam Policy), which refers to the need to count final exam hours in our calendar in order to fulfill minimum credit minutes. There is no option
whether or not to use the time of the final exam.
Jay Huebner: does this apply to all courses, even those with labs?
Lynda Lewis: any course that is assigned a final exam slot must have those minutes covered. The item passed.

**Item #6 FA 99-16: Submitted by the Faculty Affairs Committee**
Judy Solano moved acceptance of the item (Revision of Policies and Procedures for the University Appeals Committee).
Minor Chamblin explained the reasons for these revisions: the committee's procedures must be consistent with the overall appeals process.
Stuart Chalk: where would responsibility for these revisions be housed?
Judy: they're not recommending major changes, except that the chair of the Appeals Committee not be the chief Student Affairs officer but elected from among the committee. The revision gives more balance. Most appeals are academic, therefore Academic Affairs is the appropriate focus of appeals.
Lucy Trice proposed a friendly amendment to page 6, line 3, after "case" to read "or for any other reason."
The amendment was accepted as friendly and the item then passed.

**IX. Adjournment**

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

Respectfully submitted,

Elizabeth Lane Furdell,
Faculty Association Secretary
I. Call to Order

President Steve Shapiro call the meeting to order at 12:15 p.m.

II. Approval of Minutes

The minutes of the November 5, 1998, meeting were approved as distributed.

III. Announcements

Steve Shapiro announced that one can now nominate faculty for the Distinguished Professor, Outstanding Undergraduate Teaching, Outstanding Faculty Scholarship, and Outstanding Faculty Service awards electronically.

Steve also announced that Dr. G. O'Brien, chair of the SACS visiting team, is on campus today.

From Bill Wilson: A pilot program to place Faculty Fellows in the Center for Instruction, Research and Technology (CIRT) is being started in the fall term. Dr. Mary Baron in English and Foreign Languages and Dr. Zella Boulware in Curriculum and Instruction will be the first Fellows. They will be available to work with faculty on technology initiatives during the fall term. Please feel free to contact them directly or to contact Marjory Templeton in CIRT.

From Chris Rasche: Another syllabus seminar will be held tomorrow, December 4, 1998.

From Hank Camp: The General Education Task Force is collecting information from faculty who teach General Education courses; please respond to both the Pedagogy and Assessment Committee's questionnaires.

Steve Shapiro: Last month's legislative calendar items including Promotion and Tenure have been approved by the President.

IV. Standing Committee Reports

Academic Programs Committee - Joyce Jones

Two items on the agenda today; the rest will be dealt with in January.

Academic Standards Committee - Simin Vaghefi

Two items on the agenda today.

Academic Technology and Support Services Committee - Dennis Gay

The committee discussed library policies on media; student access to computers may be required in the future.

Adjunct Affairs - Allen Tilley
Al confirmed the creation of an 8-member subcommittee and the committee will report next semester on a survey of UNF adjuncts.

Budget and Legislative Information Committee - Joe Perry/Sheila Mangum

The committee will meet at the beginning of next semester.

Faculty Affairs Committee - Judy Solano

The committee will meet next Tuesday, December 8, at 12:15 to continue the discussion of the revision of the Faculty Association By-laws.

Nominations and Elections Committee - Barbara Tuck

Results from the recent election are on the web.

Promotion and Tenure Committee - Bill Slaughter

The committee meets Monday, December 14 at 1 pm for its charge.

Executive Committee - Kathleen Cohen

The committee will meet December 10 in the Faculty Association Meeting Area at 12:15; if you have agenda items, give them to Pat Nelson or Kathy Cohen. Steve reminded the Association that the first spring semester meeting will be held January 7th.

V. Other University Committee Reports

Graduate Council - Bill Wilson

The minutes from its last meeting are on the Web.

Safety Advisory Council - Ted Stumm

No report.

VI. Special Reports

Interim President - E.K. Fretwell

He thanked the faculty for their support during his tenure and said he thinks the transition to new president Anne Hopkins will be smooth. Our quest is to be the best that we can be under the SUS mission differentiation. He has argued with the board of Regents that UNF is comfortable at this time with its designation as a comprehensive university, but emphasized the need for future flexibility. He offered good wishes for the season and announced that he will be back for the Hopkins inauguration.

Legislative Liaison - Janet Owen

No report.

United Faculty of Florida - Gary Harmon

No report.

UNF Student Health Services - Doreen Perez

Medical providers are on campus every day but Monday and we now have a pharmacy, too. Faculty services include allergy shots, flu shots, small lab for testing, etc. The cost for prescriptions is well below prices in the community. She handed out brochures and
admonished us "don't cancel class" if you are absent, but instead invite someone from SHS to come in to talk to a class. They are in 14/1501.

Question from Mary Borg: Does SHS have anti-smoking programs?
Doreen Perez: Yes, they use the American Cancer Society's "Fresh Start" program and prescribe medication to help students quit. She presented Steve with a SHS shirt.

VII. Question and Answer Period

Nick Wilson to E. K. Fretwell and A. David Kline: What is the strategic plan that UNF is taking to qualify for US News & World Report's list of best colleges?

Mary Borg: When are TIP announcements?
Steve Shapiro: Sometime after January 7th (the due date).

VIII. Legislative Items

Item #1 FA 98-48: Submitted by the Academic Programs Committee.
College of Arts and Sciences. History, Philosophy & Religious Studies Department. New courses, course deletion, and program change.
Joyce Jones moved this item as a unified group. She explained that Philosophy's wording simplifies APC requirements. Take this wording back to departments and try to emulate it. After additional discussion about this wording, the motion passed.

Item #2 FA 98-49: Submitted by the Academic Programs Committee.
College of Education & Human Services. Educational Leadership Department. Program change.
Joyce Jones moved approval of this item clarifying electives. The motion passed.

Item #3 FA 98-43: Resubmitted by the Academic Standards Committee.
Grade/Term Forgiveness Policy.
Simin Vaghefi moved this amended item from last month's calendar.
Lucy Trice spoke against it because she is concerned about the College of Health's progression policy and about Faculty Association micro-management of any department's policies. She suggested the second underlined sentence be expunged.
Kim Luther from Admissions noted that a grade forgiveness form is not seen by college deans; how will the registrar monitor them? There are now about 1500/year.
Chris Rasche spoke against removal of the second sentence, noting that academic departments do not have autonomy in grade forgiveness and like policies. They need to go through the process.
Lucy stated that students have used grade forgiveness to circumvent their course progression policy, jeopardizing patients' interests.
Compromise was effected when Chris amended the first underlined sentence to read, "This forgiveness policy does not override more stringent individual policies, including progression policies, within academic programs."
The amendment passed, followed by passage of the main motion.

Item # 4 FA 98-50: Submitted by the Academic Standards Committee.
Policy on Syllabi.
Simin Vaghefi moved acceptance.
Mary Borg questioned the last paragraph, which is SACS criteria.
Chris Rasche explained that errant faculty cannot use "experimentation" as a cover for poor instruction.

Lew Radonovich wondered why does the statement say "college" and not department?
Len Lipkin noted that only the first sentence in the statement has anything to do with syllabi.
Judy Solano reminded faculty that it's SACS language in the quoted paragraph. UNF's policy is the sentence above.
Hank Camp moved to amend the main motion and use only the first italicized sentence. The motion to amend passed.
Kathy Cohen remarked that the single sentence does not provide for oversight or college responsibility.

Susana Urbina demurred, noting that this sentence creates a university-wide policy that there must be a syllabus for each course.
The amended main motion passed.

**IX. Adjournment**

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

__________________________

Elizabeth Lane Furdell, Secretary
I. Call to Order

President Steve Shapiro called the meeting to order at 12:46 p.m. He then reordered the agenda to move the legislative liaison report forward since Janet Owen has to leave early.

Legislative Liaison Report - Janet Owen
The Duval County legislative delegation was a key leader in procuring funding for the SUS. She encouraged the faculty to thank legislators for their support. For UNF, undergraduate education received $2.7 million in new money, and $376,000 for graduate. The BOR has not determined the FTE distribution between undergraduate and graduate levels, but most of the graduate distribution will go to UF. There will be a 5% tuition increase; the university presidents may exercise a discretionary 5% differential increase.

For the first time additional library resources money has been made recurring. UNF got everything it needed in PECO, and also $ 7.2 million for planning the new Science & Engineering Building. Many thanks to Betty Holzendorff, who is responsible for this money. The combined critical deferred maintenance and major challenge grants were separated; there is $20 million in deferred maintenance. All of UNF's major gifts were matched. For the first time, state employee free courses were funded as recurring dollars.

Janet said her next statements need the introduction: "The institution is in the black, employees in the red." Raises for all employees are effective October 1. For USPS and A&P, raises are 2.8% across the board, with no discretionary money. Health insurance premiums will increase, and the state contribution to the retirement plan will decrease. For faculty there is market equity money, but TIP and PEP were not funded.

There are two new regents, Tom Petway from Jacksonville and J. Collier Merrill from the Panhandle.

II. Approval of Minutes of April 1, 1999

The Minutes of the April meeting were approved as distributed on the web.

III. Announcements

Hank Camp said the General Education Initiative is launching Learning Communities in the fall. He passed out copies of offerings. The faculty have responded positively to this initiative, which consists of co-registered courses which have a thematic base.

Steve Shapiro announced that the UNF Baseball team is in the South Atlantic Regional Tournament playoffs, which begin tonight at UNF.

There are a number of vacancies on non Faculty Association committees; Diane Tanner has posted them on the blackboard.

President Shapiro has appointed Gene Baker to the Benefits Committee, which acts as an advisory committee to the Director of Human Resources.

President Shapiro has appointed Judy Rodriguez and Jyotsna Pradhan to the Sabbatical Selection Committee.
Please suggest members who would be interested in serving on the Parking Committee.

IV. Standing Committee Reports

Academic Programs Committee - Joyce Jones

The committee met on May 11, and will meet again on June 8. It will have agenda items for September. It has 3 items for today's meeting.

Academic Standards Committee - Simin Vaghefi

The committee met in April; it has 2 items for today.

Academic Technology and Support Services Committee - Dennis Gay

Dennis has a class at this time; there is no report.

Adjunct Affairs - Allen Tilley

Allen Tilley was elected chair for next year. The Provost and Vice President have disapproved FA99-14. Although the administration looks favorably on several of the recommendations, it thought the legislation too costly. This Committee intends to monitor the situation of the adjuncts and report to the Association.

Budget and Legislative Information Committee - Joe Perry and Sheila Mangum

Sheila reported that the committee met with President Hopkins on May 11. Next year there will be two new committees formed from this one. Paul Mason will chair the new budget committee.

Faculty Affairs Committee - Judy Solano

The committee has 4 items for today. It meets on May 14 in the Faculty Meeting Area (Bldg. 11 / 1327).

Nominations and Elections Committee - Diane Tanner

The results of the April elections are on the website. University Committee vacancies are:

- Osprey Productions--1 year at large
- Sabbatical Selection--1 COAS and 1 COEHS; this committee is required by the contract; members must be unit faculty who are tenured.
- University Appeals--1 COEHS and 1 COAS
- PEP--2 at large (not necessary since there is no PEP money)
- SPE--1 COH, 1 COBA, 2 at large

Promotion and Tenure Committee - Bill Slaughter

Bill Slaughter is absent, but Steve Shapiro said that the committee will meet in June to elect a new chair.

Executive Committee - Kathleen Cohen

Next meeting will be May 18, 1999, 12:15, Faculty Association Meeting Area.

V. Other University Committee Reports
Graduate Council - Bill Wilson

The Council will not meet again until next fall.

Safety Advisory Council - Ted Stumm

No report; will meet again in the fall.

VI. Special Reports

UNF President - Anne Hopkins

President Hopkins announced that she had appointed Janet Owen Director for Governmental Affairs; she complimented Janet on the excellent work she does in Tallahassee. President Hopkins said the BOR has given university presidents the authority to raise tuition an additional 5%. She has received student suggestions about how best to spend the money. The budget process is proceeding. There is a need to hire more faculty. She has been meeting with lots of potential donors. She encouraged the faculty to thank legislators for their help; special thanks to Betty Holzendorff, John Thrasher, etc. There is a need to do something about improving salaries.

Legislative Liaison Report - Janet Owen

See I. Call to Order.

International Programs - Tim Robinson

Dr. Timothy Robinson has replaced Betty Flinchum. In the fall he plans to visit each college in order to develop international programs. UNF has 143 students on 8 programs, with 7 new agreements with international universities. On July 1 all international student activities will be consolidated into one unit. He gave a plug for the English as a second language program, whose numbers are increasing.

United Faculty of Florida - Gary Harmon

Gary encouraged faculty to thank legislators for working for SUS funding. He regrets that TIP and PEP were not funded adequately and had to be dropped. UFF and the Office of Academic Affairs sponsored the 4th annual dossier workshop; it is available on video.

VII. Question and Answer Period

1. **Steve Shapiro (for question received anonymously):** Do retired deans receive larger offices than regular faculty?
   **Provost David Kline:** There is no university policy; it is up to the deans to assign office space.

2. **Joyce Jones:** asked for clarification about what can be approved legislatively during the summer.
   **Judy Solano:** said major program changes would not happen over the summer; this had been decided by the Faculty Association several years ago.

3. **Judy Solano:** ask Vice President Bob Fagin to look at the terrible condition of this room and the one next door.
   **Ellie Scheirer:** criticized cleanliness of classrooms at beginning of school this summer.
   **Bob Fagin:** said he would look into this, and reminded everyone to send him E-mail about cleanliness problems.

VIII. Legislative Items
ITEM #1 FA99-13: Submitted by the Academic Standards Committee
(Revision of Graduate Grade Point Average Policy); moved by Simin Vaghefi; no discussion; approved.

ITEM #2 FA99-17: Submitted by the Academic Programs Committee
(COAS); moved by Joyce Jones; no discussion; approved.

ITEM #3 FA99-18: Submitted by the Academic Programs Committee
(COBA); moved by Joyce Jones; no discussion; approved.

ITEM #4 FA99-19: Submitted by the Academic Programs Committee
(COEHS); moved by Joyce Jones; discussion included a question from Susanna Urbina about 99-025, titled Psychology and Education of the Deaf. Tom Serwatka said that course title is used in most Colleges of Education. Joyce Jones added that the word psychology existed in the previous course title; approved.

ITEM #5 FA99-20: Submitted by the Academic Standards Committee
(Nursing Policy on Progression); moved by Simin Vaghefi; no discussion; approved.

ITEM #6 FA99-21: Submitted by the Faculty Affairs Committee
(Policy on Research involving Human Subjects); moved by Judy Solano; Bob Vergenz asked if this policy applied to research using secondary data. Judy answered no; approved.

ITEM #7 FA99-22: Submitted by the Faculty Affairs Committee
(Teaching Graduate Courses at the 6000 Level or Higher); moved by Judy Solano; no discussion; approved.

ITEM #8 FA99-23: Submitted by the Faculty Affairs Committee
(Resolution Regarding Summer Employment); moved by Judy Solano; no discussion; had to be a count of hands; motion failed.

ITEM #9 FA99-24: Submitted by the Faculty Affairs Committee
(First Reading of Bylaws Amendment); Judy Solano explained it corrected inconsistencies in the Executive Committee's review of legislative items.

ITEM #10 FA99-25: Submitted by the Faculty Association President
(1999-2000 Faculty Association Budget); moved by Steve Shapiro; no discussion; approved.

IX. Adjournment

The meeting was adjourned at 1:21 p.m.

Respectfully Submitted,

Kathleen Cohen, Vice President
(for Elizabeth L. Furdell, Secretary)
I. Call to Order

President Steve Shapiro called the meeting to order at 12:15 p.m.

II. Approval of Minutes

The minutes of the December meeting were approved as distributed on the web.

III. Announcements

Steve announced that nominations for the Distinguished Professor, Outstanding Undergraduate Teaching, Outstanding Faculty Scholarship, and Outstanding Faculty Service awards are due by 5 p.m. January 20. Faculty can use the web page or e-mail to nominate. Instructions on how to nominate are in this month's packet.

Mary Borg announced that University Scholar Programs has a new program, ten Undergraduate Research Awards up to $3000 to promote joint research between faculty and undergraduate students. She encouraged faculty to put proposals together and look for upcoming information and applications from her office on e-mail; letters will also go to students with good grade point averages, encouraging them to participate. Proposals will be due around March 15.

Bill Wilson called the faculty's attention to the Center for Instructional Research and Technology, piloting a new program this semester. Professors Zella Boulware and Mary Baron will work with faculty on developing web-based curriculum. He also announced that the Office of International Programs will be headed by Dr. Tim Robinson as of February 1.

Steve noted that Dr. Hopkins will be here January 19; TIP, PEP, and merit award letters are due out tomorrow. He also remarked that Dr. Kline's answer to Nick Wilson's question at the last meeting is on the web.

IV. Standing Committee Reports

Academic Program Committee - Joyce Jones
Four items from this committee are on today's agenda.

Academic Standards Committee - Simin Vaghefi
No report.

Academic Technology and Support Services Committee - Dennis Gay
The committee will meet Wednesday, January 13 at 10 a.m. in the Faculty Association meeting rooms, Building 11/1327.

Adjunct Affairs Committee - Allen Tilley
They are in the process of conducting a survey of adjuncts; their report will be distributed in early March. The next meeting is January 25 at noon in Building 11/1327.
Faculty Affairs Committee - Judy Solano
The committee meets January 8 at noon to finish its review of the Association By-laws reservations.

Nominations and Elections Committee - Diana Tanner
The committee is soliciting representatives to fill vacancies from the library, one for the Nominations & Elections Committee and one for the Academic Programs Committee.

Promotion and Tenure Committee - Bill Slaughter
The committee has been reading dossiers since receiving its charge in December from the Provost and will meet every Friday in January to deal with material. It should report to Provost Kline by the end of the month.

Steve thanked Bill Slaughter for chairing the PEP committee and Bill in turn thanked Steve for attending all the committee's meetings.

Executive Committee - Kathleen Cohen
The next meeting will be Tuesday, January 19 at 12:15 in the Faculty Association meeting room, Building 11/1327.

V. Other University Committee Reports

Graduate Council - Bill Wilson
The committee is meeting January 15 to set the agenda for the January 26 Graduate Faculty meeting.

Safety Advisory Council - Ted Stumm
The committee will meet January 24 at 3 p.m. in the President's Conference room to address the problem of unchaperoned children on campus among other topics. He asked for suggestions from the faculty on how to deal with the problem.

VI. Special Reports

UNF Acting President - David Kline
Dr. Kline voiced numerous reasons for optimism at UNF. Construction for the new Fine Arts building is to begin in spring; the faculty center is well on its way with construction to begin any day and the center ready in the fall. The University Technology Committee has done a fine job improving UNF's technology and will keep us current with a careful budget and strategic plan; Dr. Fretwell's non-enrollment related enhancement effort ($400,000) has produced such things as a film series and a fund for minority faculty; the UNF trustees are growing in their understanding of the university and how best to help us. The SACS report was completed even without a permanent president; be sure to look at it. The SACS Visiting Committee will be here in late February. TIP, PEP, and the Promotion and Tenure committees have worked well and have remarked about their pride over their colleagues' activities.

There are two important things that we need to do in the future. First, we need to think through graduate education, a neglected area, and how it fits on this campus. He does not see any incompatibility with UNF's status in the SUS system and certain levels of graduate education. Second, we need to work on undergraduate education and get our rhetoric in line with the facts. It is not sufficient to teach well alone; we need to encourage cooperation in order to be outstanding across disciplines. A systematic approach is needed for teaching writing, too. Faculty need to know how to critique writing across the curriculum. The General Education Council is now at work on some of these problems and will have recommendations.

Legislative Liaison Report - Janet Owen
No report.

United Faculty of Florida - Gary Harmon.

No report.

**VII. Question and Answer Period**

**John Maraldo**: Are students informed that they may nominate faculty for teaching awards?

**Steve Shapiro**: Yes, announcements have been sent to the student government.

**John Maraldo**: Could there be flyers and announcements in *The Spinnaker* as well?

**Chris Rasche**: Since time is short, an e-mail announcement to all student users would be a quicker method.

**VIII. Legislative Items**

**Item #1 - FA 98-51**: Submitted by the Academic Programs Committee.

- **College of Arts and Sciences**:
  - Political Science & Public Administration Department. Course changes.
  - Psychology Department. New courses, course changes, and program change.
  - History, Philosophy & Religious Studies. New course and course change.
  - Music Department. New courses and program change.
  - Mathematics & Statistics Department. New course.
  - English & Foreign Languages. New course and program change.

  Judy Solano moved acceptance. It passed unanimously.

**Item #2 - FA 98-52**: Submitted by the Academic Programs Committee.

- **College of Business Administration.**
  - Economics & Geography Department. New courses.

  Judy Solano moved acceptance. It passed unanimously.

**Item #3 - FA 98-53**: 

- **College of Education and Human Services**
  - Division of Curriculum & Instruction. New course and program changes.

  Judy Solano moved acceptance. It passed unanimously.

**Item #4 - FA 98-54**: 

- **College of Health**
  - Nursing Department. Course changes and program change.
  - Health Science Department. New courses, course changes and program changes.

  Judy Solano moved acceptance. It passed unanimously.

**IX. Adjournment**

With no further business, the meeting was adjourned at 12:45 p.m.

Respectfully submitted,
I. Call to Order

Kathleen Cohen, Faculty Association Vice-President, called the meeting to order at 12:45 p.m. Steve Shapiro is unwell.

II. Approval of Minutes

The minutes of the May meeting were approved as distributed on the web.

III. Announcements

No announcements.

IV. Standing Committee Reports

Academic Programs Committee - Joyce Jones
No report. The committee will meet next on June 8 at 1 p.m. Check with Joyce for the location.

Academic Standards Committee - Simin Vaghefi
No report.

Academic Technology and Support Services Committee - Dennis Gay
No report.

Adjunct Affairs - Allen Tilley
No report.

Budget and Legislative Information Committee - Joe Perry and Sheila Mangum
No report.

Faculty Affairs Committee - Judy Solano
The committee will meet next Friday, June 11, at noon in the Faculty Association Meeting Area, Building 11/1327. There are three items from the committee on the agenda today.

Nominations and Elections Committee - Diane Tanner
No report, but there are some University Committee openings. Kathy Cohen announced that Osprey Productions needs one at-large member; Sabbatical Selection needs one member from the COAS and one member from the COEHS; and the University Appeals Committee needs one alternate member
from COAS and one alternate member from COEHS.

Promotion and Tenure Committee - Bill Slaughter

No report.

Executive Committee - Kathleen Cohen

The next meeting is June 15 at 12:15 p.m. in the Faculty Association Meeting Area, Building 11/1327.

V. Other University Committee Reports

Graduate Council - Bill Wilson

No report.

Safety Advisory Council - Ted Stumm

No report.

VI. Special Reports

President Anne Hopkins deferred to Janet Owen for the Legislative Report

Legislative Liaison Report - Janet Owen

Janet distributed copies of her "Tallahassee Report" to faculty. Although Governor Bush vetoed $313 million worth of higher education appropriations, the tuition increase veto is the only one that affects us. Her report outlines UNF's share of the budget and discusses salary increases, PECO, and admissions recalculations among other things.

UNF President - Anne Hopkins

Despite a 10% budget increase, the one "down note" is the salary situation: 2.8% for employee salary increases. The veto of the 5% tuition increase across the board was a surprise, but is partly compensated for by raising the differential increase to 5% from the original 3.8%. New planning needs to be done to accommodate the changes in tuition income. UNF received more money for enhancement of academic programs.

Pat Plumlee asked: Why was the state's contribution to each employee's ORP account lowered from 11.57% to 10.15%?

Bob Fagin replied that the system has caught up with under-funding and that was the rationale.

Pat Plumlee commented that individual faculty members are hurt by this reduction.

Anne Hopkins: Since the unfunded liability was met, the contribution rate was lowered; in terms of the system, it is a sign of better health for state retirement.

United Faculty of Florida - Gary Harmon

He read some comments from the UFF state president regarding salaries. Despite promises to the contrary, SUS salaries remain seriously below those of comparable institutions and are under competitive. Everyone's good intentions went awry, with only $3 million appropriated of the $10 million proposed for salary enhancement.

Gary complimented President Hopkins on her support of the faculty salary concerns and hopes for greater success on that issue in the future. Chancellor Adam Herbert will introduce a proposal at the July meeting of the Board of Regents to deal with the difference in what was promised and what was delivered.
VII.  Question and Answer Period

No questions.

VIII. Legislative Items

Item #1 - FA 99-24: Submitted by the Faculty Affairs Committee.

(Second Reading of Bylaws Amendment); Judy Solano moved the item. These proposed amendments in the new Bylaws deal with the few remaining inconsistencies. Article IV resolves a contradiction with Article IV, section 6 and Article VI, section 4 by specifying that the Executive Committee merely reviews items on the legislative calendar, but does not have authority to "approve" those items.

The motion passed unanimously.

Item #2 - FA 99-26: Submitted by the Faculty Affairs Committee.

(Revision of Policies for University Appeals Committee); Judy Solano moved the item. This revision clarifies the role of the president in the appeals process, makes titles uniform, and makes procedures for conducting hearings congruous with the Faculty and Student Handbooks.

Susan Wallace asked wherein lies the authority to change these procedures?

Judy Solano: At the Faculty Association, then up through higher administrative levels.

Chris Rasche: Since these are academic issues, it is appropriate for policy to originate and be changed by faculty. Further discussion.

Judy Solano: Let's rely on the way we have been conducting appeals which now will be coordinated out of Academic Affairs.

The motion passed unanimously.

Item #3 - FA 99-27: Submitted by the Faculty Affairs Committee.

(Revision of Outstanding Teaching Awards Guidelines) Judy Solano moved the item. For a variety of reasons, the time of nomination and application for UNF's undergraduate teaching awards has been moved up to fall semester. College Screening Committees will review and recommend finalists by the end of the fall semester, and in the spring the University Selection Committee will meet and make its final recommendations. The dates should clarify eligibility questions, too, regarding which semesters should be included in submissions.

Scott Hochwald: Will this award process be revisited each year?

Judy Solano: No, only to revise actual dates.

Lucy Trice: Why not include summer courses for eligibility? Some faculty may be disenfranchised by their college teaching patterns.

Judy Solano: There are real disadvantages for those faculty who do not get summer teaching.

Lucy Trice: Is the award decision made on the number of courses taught?

Judy Solano: No, courses are not "counted."

Chris Rasche: The old form was done away with in lieu of a discursive explanation. Discussion ensued.

Ellie Scheirer: She does not recall any discussion of the diversity of courses because of other variables.

Nick Wilson: He is perplexed because the arguments given favor leaving in summer courses for eligibility.

Pam Chally: It is possible that faculty might teach fewer than four undergraduate courses in the College of Health, because some do nine-hour courses.

Lew Radonovich pointed out that a nine-hour course would be counted as three 3-hour courses.

Judy Solano: The wisdom of the committee was to leave eligibility at four undergraduate courses taught over a two-year period, so there is no problem with the Health faculty qualifying.

The item passed unanimously.

IX. Adjournment

With no further business, the meeting adjourned at 1:20 p.m.
Respectfully submitted,

_________________________________ Elizabeth Lane Furdell, Secretary