Minutes of Faculty Association Meetings
2001-2002

July 2001
September 2001
October 2001
November 2001
December 2001
January 2002

February 2002
March 2002
April 2002
May 2002
June 2002

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Questions, Comments, Suggestions
Modified: March 18, 2003
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:48 p.m.
This meeting was conducted in the absence of a quorum.

II. Approval of Minutes
The minutes of the June 7, 2001 meeting were approved as distributed on the Web.

III. Announcements
Bob Fagin addressed the current campus network problem. He reported that after a lightning strike the backup generators did not work, so some networks failed. Computing Services is trying to get everything back online as soon as possible.

IV. Standing Committee Reports

Academic Programs Committee - Randall Russac
The Committee conducted its last meeting on June 15. There is one agenda item today. The agenda also contains copies of the new APC checklists. They are already online and available for departments to use now. The purpose of each checklist is to clarify ambiguities in the current form. Next year's committee will be looking at revising the forms again. The Committee will not meet on July 13. The next meeting will be in August.

Dr. Russac pointed out that the deadline dates for APCs for inclusion in the 2002-2003 UNF Catalog are October 2 and 16. The deadline schedule is printed on the last page of the agenda. The Committee will be accepting a limited number of APCs – now set at 50 per meeting. He urged departments not to wait until the last minute or it is possible programs will not be approved and get in the catalog.

Academic Standards Committee - Pali Sen
No report.

Academic Technology and Support Services Committee - Geraldine Collins
No report.

Adjunct Affairs Committee - Sheila Mangum
No report.

Budget Advisory Committee - Paul Mason
No report.

Faculty Affairs Committee - Judy Solano
The Committee will meet on Thursday, July 12 at 11:00 a.m.

Faculty Enhancement Committee - Cynthia Scott
No report.

Governmental Relations Committee - Terry Bowen
No report.
Nominations and Elections Committee - Diane Tanner

No report.

Promotion and Tenure Committee - Pat Plumlee

No report.

Research Committee - Cheryl Van Deusen

The Committee secretary for next year will be Mat Corrigan.

Strategic Planning Committee - Donna Mohr

Judy Solano reported for Donna Mohr. No meeting is scheduled before fall. Gary Fane is the new chair.

Executive Committee - Cheryl Frohlich

The Committee has one agenda item.

V. Special Reports

President - Anne Hopkins

No report.

Legislative Liaison Report - Janet Owen

Kathleen Cohen reported for Janet Owen. The first meeting of the Florida Board of Education is scheduled for July 23 and 24 at Florida International University. Statewide orientation for all 11 University Boards of Trustees will be on the 25th at FIU. Governor Bush has asked that University Boards of Trustees not meet until members go through this orientation. There is no meeting scheduled for the UNF board yet. Janet will keep us posted.

United Faculty of Florida - Elinor Scheirer

Dr. Scheirer reported that the local Chapter Council of UFF met July 3 to discuss many issues facing faculty during this transition period. The Council will next meet July 24. She also announced that contracts would be mailed to the homes of unit members on or about July 9, 2001. Thirdly, unit members will soon receive in their campus mailboxes a copy of a letter sent by Dr. Tom Auxter, President-elect of the statewide UFF, to Governor Bush.

VI. Question and Answer Period

Judy Solano to Ellie Scheirer: What are the plans for out of unit people to get copies of the current contract, e.g., Department Chairs, etc?

Ellie Scheirer: She presumed there will be some way, maybe through the Vice President for Academic Affairs' office. A copy will be sent to the Provost's office.

Judy Solano to Randall Russac: Does the APC checklist have to be filled out for each and every APC form?

Randall Russac: Yes, each individual one must have a checklist attached.

VII. Legislative Items

Item #1 - FA 01-20: Submitted by the Executive Committee.

The Faculty Association of the University of North Florida endorses the following motions passed by the Advisory Council of Faculty Senates (ACFS).

Judy Solano moved the item. There was no discussion. The item passed.

Item #2 - FA 01-21: Submitted by the Academic Programs Committee.

College of Arts and Sciences

Randall Russac moved the item. The item passed.

VIII. Adjournment
The meeting adjourned at 12:57 p.m.

Respectfully submitted,

_______________________
Barbara Tuck
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:18 p.m.

II. Approval of Minutes - January 11, 2002
The minutes of the January 11, 2002 meeting were approved as distributed on the Web.

III. Announcements

Pierre Allaire announced that the search is underway for the Albert D. Ernest, Jr., Caring Award and the Caring Institute Fellowship. This year the nomination forms are available online or in print in the Institutional Advancement office.

Lise Amundrud reported that the UNF Annual Fund, which raises over $100,000 from UNF alumni, will be hosting the 2nd annual "THANK YOU THON" on March 26. Each college will be assigned an evening to call their former students. Hours are 5:30 p.m. to 8:30 p.m. Dinner is provided. She asked for volunteers from each college and asked interested persons to contact their College Development Officer.

Mary Borg reported that one of UNF’s graduates, Jessica Stebbins, received a Gates Cambridge Scholarship, which she described as comparable to a Rhodes Scholarship. The scholarship covers up to three years of graduate study at Cambridge University and is sponsored by Bill and Melinda Gates. The student was a history major who graduated last year. She has also been accepted at Harvard Law, NYU Law and Duke Law.

Lauren O'Shields described a dance marathon to raise money for the Children's Miracle Network. The marathon is run completely by students and is in need of an adult advisor to act as a liaison between the program and the university.

IV. Standing Committee Reports

**Academic Programs Committee** - Len Roberson
The Committee has no agenda items. The next meeting is scheduled for February 28 at 10:00 a.m.

**Academic Standards Committee** - Pali Sen
The Committee met January 10. The next meeting is February 14 at 11:00 in FAMA.

**Academic Technology and Support Services Committee** - Bruce Kavan
The Committee met February 5. The next meeting members will be looking at online tutoring systems and reviewing the layout and design of technology classrooms. The meeting is scheduled for March 5 at 3:00 p.m. in College of Business conference room.
Adjunct Affairs Committee - Ted Stumm
No report.

Budget Advisory Committee - Homer Bates
Absent. No report.

Faculty Affairs Committee - Judy Solano
The Committee has one agenda item. The next meeting is February 14 at 12:15 in the Library Conference Room.

Faculty Enhancement Committee - Cynthia Scott
The Faculty Forum to be held Friday, February 15, is titled "Focus on political correctness in academia: Issues in self-censorship and academic freedom." Another forum will be held in late March or early April. The Committee is scheduled to meet Wednesday, February 20 at 11:00 a.m. in the Faculty Enhancement Office.

Governmental Relations Committee - Dan Whitehead
Ellie Scheirer reported for the Committee. Members met on January 18 with Janet Owen and discussed items that were to come up in the legislative session. She also talked about Jacksonville Day in Tallahassee. Members then discussed their own role and how they might interact with governmental officials.

Nominations and Elections Committee - Diane Tanner
Nominations for officers.

Secretary: Cathy Cavanaugh
Vice President: Judy Solano, Adel Boules
President: Terry Bowen, Cheryl Frohlich

Promotion and Tenure Committee - Faiz Al-Rubaee
Members finished their work and made recommendations for promotion and tenure. A meeting is scheduled with Vice President Kline on February 15. In March the Committee will provide a summary of the recommendations.

Research Committee - Cheryl Van Deusen
The Committee met January 31 and will meet the last week in February and will have some information items on summer grants. The summer grant application process is still being studied.

Strategic Planning Committee - Gary Fane
Verna Urbanski reported. President Hopkins met with the Committee on January 24. Members are looking at the mission of the Strategic Planning Committee. President Hopkins shared some questions that the University is looking at in terms of its strategic planning procedures and functions. The next meeting will be on February 21 at 12:30 p.m. in room 42/3138.

Executive Committee - Cheryl Frohlich
The Committee is scheduled to meet again February 19. February 15 is the deadline for agenda items.

V. Special Reports
Provost David Kline, Acting President, for President Anne Hopkins

Dr. Kline reported that Dr. Hopkins is doing fine after her surgery. He reported on the budget situation. The University had to give back $4.1 million. Some positions have been released. He thanked everyone for their cooperation. He said it was a struggle but he was surprised at how little complaining there was. The travel freeze is off. Units have money. The problem is that a rule has been passed by the State Comptroller which says that travel for state agencies can only be used for critical purposes. So he still must sign off on all travel. He noted that applicants must use the word critical in justifications.

The Board of Trustees’ committees will meet next week and the whole Board will meet the week after that. On the academic side, members are going to look at a format for approving new academic programs. He also noted that he wants to get the Board’s approval to split health sciences into two disciplines. This has already been approved by the Faculty Association. One discipline would be clinical and would include physical therapy and athletic training. The rest would possibly be called public health.

He said the big political thing seems to be the continuing struggle to devolve power to the University Boards of Trustees. He noted that he felt everyone should keep an eye on what is happening at USF involving the computer science professor. He feels there is a lot to be learned there. He said that legislators think that Florida higher education needs more access. They are considering letting community colleges offer four year degrees or creating a whole new system of colleges like the California model. There are a lot of ideas being discussed.

Chris Rasche asked for clarification about the new terminology needed for travel. She asked if statewide faculty association events are considered. Dr. Kline said he would regard modest participation as critical. He asked that faculty use good judgement.

Ellie Scheirer said many have filed TARs when they are not giving a paper but are funding some kind of involvement in professional development themselves. Dr. Kline said that even if personal funds are used the travel must be approved by him and there must be a good reason for going. Dr. Scheirer reiterated how important TARs are for tax purposes and workers' compensation. Dr. Kline agreed that TARs are important.

Legislative Liaison Report - Janet Owen

Absent. No report.

United Faculty of Florida - Elinor Scheirer

Dr. Scheirer reported that the union is still at impasse. There will be a report in the next couple of days regarding that process. The contract currently in force will probably be extended to June 2003. October 1, 2002 negotiations will reopen. There is a high probability for local bargaining for a local contract. UFF is desperate for people to become active in that process. There will be a bargaining forum for both members and nonmembers on March 6 or 13. Lunch is included. There was a "Rally in Tally" on February 4 that had a K-12 emphasis. It was to highlight the fact that education budgeting is still in a hole. This is seen as the beginning of a campaign that will highlight the underfunding of education and will culminate in the next election. Dr. Scheirer described contents of the UFF website and thanked Barbara Tuck for acting as Webmaster.

VI. Question and Answer Period

President Cohen reported that there are no outstanding questions. All responses are on the Faculty Association Web page.

Dale Clifford said she had received a notice from the book store stating that it was about to send back all books not sold for the spring term. She asked Richard Crosby if it were possible for those who use multiple books to designate books that should not be sent back. She has students who want to buy the books as they need them. Mr. Crosby said it can be done and he indicated he would follow up.

Pali Sen asked Richard Crosby about the blackboard in room 11/2127. She still uses a blackboard with chalk to teach her classes. She characterized the blackboard as writing on concrete. Mr.
Crosby said he would take care of it.

Cheryl Frohlich said that the emergency lighting along the floor in building 10, Stein Auditorium has not worked for some time. When she turns the lights off, she cannot see to get out the door. The room is also very hot. The labs are 85 degrees. She said this is dangerous to equipment. Mr. Crosby said they are trying to deal with all the problems. He noted that if anyone has problems they should email him or Charlie Bear. Room numbers 2/2081 and 45/2501 were noted as being hot.

Chris Rasche noted that rooms in building 9 are very hot. Others concurred about the heat.

VII. Legislative Items

ITEM #1--FA 02-01: Submitted by the Faculty Affairs Committee

Summer School Policy - Faculty Appointments

Judy Solano moved the item. Dale Clifford asked about the placement of an apostrophe in the word colleges. Dr. Solano noted that the punctuation placement is the responsibility of Academic Affairs. Dr. Kline said he would see that it gets fixed.

Dr. Kline asked what the motivation was behind this policy. Dr. Solano said it was to recognize that departments have rotation procedures built into their bylaws or operating policies and that deans should not just make summer appointments willy nilly but should follow the policies.

The item passed.

VIII. Adjournment

The meeting adjourned at 12:52.

Respectfully submitted,
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:17 p.m. She welcomed attendees to the first meeting of the new semester.

II. Approval of Minutes - July 5, 2001
The minutes of the July 5, 2001 meeting were approved as distributed on the Web.

III. Announcements
President Cohen reported on the first meeting of the Board of Trustees held yesterday, September 5. She thanked the people who took the time to attend. She also thanked faculty and administrators who spoke to trustees about faculty representation on the Board. She reported that the new chair of the Board of Trustees, Carol C. Thompson, invited the president of the Faculty Association to sit at the table with the Board. She characterized it as an important, symbolic gesture.

Dr. Henry Camp spoke in his capacity as faculty athletic representative. The NCAA ranking of Division II institutions reported that out of over 200, UNF finished 6th in terms of students who graduated. UNF placed 88 of its 200 athletes on the Peach Belt Honor roll during 2001 spring semester. These students must maintain a 3.0 GPA in all courses. UNF's student-athletes achieved an average GPA of 2.95 compared with the average UNF student GPA of 2.73.

Two University of North Florida student-athletes were awarded prestigious NCAA Postgraduate Scholarships. Aaron Cuny, a senior cross country/track runner, and Alysia Kern, a senior volleyball player, each was awarded $5,000 toward their graduate studies from the NCAA. Only 10 student-athletes from NCAA Division II were awarded these scholarships. Cuny holds a 4.00 grade point average, while double majoring in English and economics. Kern is a biology major, and has compiled a 3.99 grade point average.

UNF won the Peach Belt Commissioner's Cup for the second consecutive year in 2001. The Commissioner's Cup is awarded to the athletic department with the best all-around sports program. UNF's baseball team went to the NCAA Division II World Series for the second consecutive year.

Dr. Camp expressed his appreciation to faculty for their support of student-athletes.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
The Committee held its first meeting August 30. The next meeting will be September 27 at 10:00 a.m.

Academic Standards Committee - Pali Sen
The Committee is scheduled to meet Monday, September 10, at 3:00 p.m. in FAMA.
Academic Technology and Support Services Committee - Bruce Kavan
Kathy Brown reported for Bruce Kavan. The Committee met yesterday. It will meet the first Tuesday of each month at 10:00 a.m. in the College of Business conference room.

Adjunct Affairs Committee - Ted Stumm
Sheila Mangum reported for Ted Stumm. The Committee will meet at noon, September 21, in FAMA.

Budget Advisory Committee - Homer Bates
The Committee will have its first meeting at the end of the month.

Faculty Affairs Committee - Judy Solano
Dr. Solano wanted to address the fact that the Board of Trustees asked Kathy Cohen to sit at the Board table. She reported that the Faculty Affairs Committee had worked to try to get representation on the Board. She thanked President Hopkins for working behind the scenes to have faculty presence at Board meetings.

The Committee will meet September 13 at 12:15 p.m. in FAMA. There is one agenda item in today's packet.

Faculty Enhancement Committee - Cynthia Scott - absent, President Cohen reported
The Committee will meet September 19 at 9:00 a.m.

Governmental Relations Committee - Dan Whitehead
The Committee will hold its first meeting September 14 in FAMA.

Nominations and Elections Committee - Diane Tanner
There is an information item in today's packet regarding the next election. The Committee will meet September 27 at 9:30.

Promotion and Tenure Committee - Faiz Al-Rubaee
No report.

Research Committee - Cheryl Van Deusen
The Committee will meet September 25 at 1:30 p.m. in the College of Business conference room.

Strategic Planning Committee - Gary Fane
The first meeting will be the end of this week.

Executive Committee - Cheryl Frohlich - absent, President Cohen reported
The Committee will meet on Monday, September 17, at 12:15 in FAMA. Items for the October agenda are due by the previous Friday.

V. Special Reports

President Anne Hopkins
Dr. Hopkins noted that she was glad the first meeting of the new Board of Trustees was over. She characterized it as an historic event. She reported that Carol C. Thompson, UNF graduate, was elected chair. Thomas O'Neal Douglas was elected vice-chair. He retired as chairman and CEO of American Heritage Life Insurance Company. Dr. Hopkins said she was happy that Carol Thompson invited the Faculty Association president to sit at the board table. This seat will not have a vote, but Dr. Hopkins said that boards are about talking and discussing more than voting. She reported that
Dr. Tom Serwatka produced a good briefing book for the Board and that a Web site is in the works. Karen Stone spent time at the meeting talking about Sunshine Laws, public records and ethics laws. There was also a long presentation about finances of the university and also the nature of the student body. There was nothing about the faculty, but there is lots of information in the briefing book. The Board will meet three more times this semester. Dr. Hopkins told faculty to feel free to attend meetings. The main thing to happen before the next meeting is to prepare by-laws. They are likely to produce lively discussion at the next meeting. She welcomes any questions.

**Legislative Liaison Report**  - Janet Owen

No report.

**United Faculty of Florida**  - Elinor Scheirer

Chapter council meetings will be held at 10:00 a.m. on Tuesdays prior to Faculty Association meetings at a place to be determined. There will be a faculty luncheon on Wednesday, September 14, with a meeting afterward. Please bring new colleagues and friends to talk about issues. Dr. Scheirer reported that she hopes the contract will be extended through June 30, 2003. That would create some stability for everyone. That is one of the concerns now as negotiations continue. She reported that UFF and the administration worked collaboratively on the tuition waivers for employees. That successful process can be used as a model for the future.

**VI. Question and Answer Period**

Question from Dr. Rama Rao: Why is the Summer Scholarship Grant application 13 pages long, while the Summer Teaching Grant application is only four pages long? Why are biographical data and current and future plans considered necessary for Summer Scholarship Grant application while they are not considered necessary for Summer Teaching grant application? Can we alter the words “Project Summary” to Project Summary” in the Summer Scholarship Grant application?

The question will be sent to Dr. Kline.

Chris Rasche asked if there is still a Safety Council and if we get reports from them anymore. The answer is yes, we should get reports. Ellie Scheirer is a member of the council. It meets the 3rd Monday of the month but has not met since April. There is a meeting scheduled for this month.

Dale Clifford remarked that the bookstore is doing a worse job this fall than usual. What can we do about it? President Hopkins answered that there is a new contract that will be implemented shortly and that we owe a debt of thanks to Barnes and Noble for working with us until the new company is here.

Kathleen Cohen reported that Follette will be the new bookstore vendor.

**VII. Legislative Items**

**Item #1 - FA 01-22: Submitted by the Faculty Affairs Committee.**

*Administration of the SUSSAI*

Judy Solano moved the item and spoke in favor of its passage. She explained the reasoning behind changing Item e) on the SUSSAI administration. It states that Academic Affairs administers the survey. The assumption was that Academic Affairs would be responsible but would delegate responsibility to departments. The proposed change makes the departments responsible for logistics. Departments may distribute the surveys in different ways. Pali Sen noted that the SUSSAI was mandated by the Board of Regents. Were they still mandated? Judy responded that that was not clear. There needs to be time in the transition period to identify what we can do away with. There may be changes or another mechanism. Dr. Hopkins reminded people that all powers, etc., now rest with the local board. There will be no changes until changed by the new board.

The item passed.

**VIII. Adjournment**
The meeting adjourned at 12:40. President Cohen urged faculty to bring new/young faculty members to the meeting next month.

Respectfully submitted,

_______________________
Barbara Tuck
Secretary
FACULTY ASSOCIATION MEETING MINUTES
March 7, 2002

I. Call to Order
President Kathleen Cohen called the meeting to order at 12:18.

II. Approval of Minutes - February 7, 2002
The minutes of the February 7, 2002 meeting were approved as distributed on the Web.

III. Announcements
Dale Clifford announced that students planning to go to Paris this summer were having a bake sale outside the meeting. She urged faculty to contribute.

The World Affairs Council of Jacksonville and UNF will present "Diplomacy in the Age of Terrorism." Ambassador J. Stapleton Roy will be the distinguished lecturer. The program is scheduled for Monday, April 1, 2002 at 7:30 p.m. in the University Center.

James Collom, Division of Sponsored Research and Training, reported on the revision of UNF's policy "Research Involving Human Subjects." The purpose is "... to ensure the University of North Florida is in compliance with federal guidelines by assuring that human beings exposed to research procedures are adequately protected." The written policy and the terms of the review board are under review. The current policy states that no one can serve more than three years on the review board. Because of the learning curve and the need to keep people, that provision has been eliminated. The proposed policy is on the Faculty Association Web site. Faculty should read and voice any concerns to him.

Faculty members on the Parking Committee are soliciting input from faculty. Steve Shapiro, Diane Tanner, and Judy Perkin are committee members and you may send questions, comments or concerns to them or to Kathleen Cohen and she will see that they receive your questions.

Kathy Cohen reminded faculty to please be good citizens and erase blackboards in classrooms.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
The Committee has items on today's agenda. The next meeting is March 28 at 10:00 a.m. in FAMA

Academic Standards Committee - Pali Sen
The Committee met February 14 with Provost Kline and again on February 28. It has one agenda item in today's packet. The next meeting is scheduled for March 14 at 12:00 noon in FAMA.

Academic Technology and Support Services Committee - Bruce Kavan
Kathy Brown reported. The Committee met March 5. Members are preparing an information item about technology classroom layout which will be forwarded to Richard Crosby. Web-based tutoring systems are being discussed. The final committee meeting before summer is scheduled for April 2 at 3:00 p.m. in the College of Business conference room.

Adjunct Affairs Committee - Ted Stumm
The committee will meet later in the month.

Budget Advisory Committee - Homer Bates
No report.

Faculty Affairs Committee - Judy Solano
The Committee has two items on today's agenda. Members will meet Friday, March 15 at 12:15 a.m. in the Library conference room. The campus climate survey is on the Faculty Association Web site. Dr. Solano urged people to respond. She noted that some of the questions will dovetail with the Strategic Planning Committee questions being asked to gather information for President Hopkins.

**Faculty Enhancement Committee - Cynthia Scott**

No report

**Governmental Relations Committee - Dan Whitehead**

Absent. Ellie Scheirer reported. Four members of the committee went to Tallahassee on March 4. Janet Owen organized the trip. They visited with various members of the Duval delegation and sat in on a committee meeting. She reported that it was a very positive experience.

**Nominations and Elections Committee - Oscar Patterson**

Voting is in process for Faculty Association officers. Voting will continue outside the door for 15 minutes after the meeting and then move to the Faculty Commons. Voting will continue there this afternoon and Friday morning.

Voting for committee members will take place next month. Dr. Patterson noted the list of nominees was on the Faculty Association Web page. He asked for additional nominees from the floor.

Nominees:

**Research Committee**

Bert Koegler, At large
Katherine Robinson, College of Health

**Strategic Planning Committee**

Larry Daniels, At large

**Sabbatical Selection Committee**

Janice Seabrook, College of Education and Human Services
Pat Foster, — (withdrew)

**Promotion & Tenure Committee**

Royal Van Horn, At large

**Academic Technology & Support Services Committee**

Royal Van Horn, College of Education and Human Services

**Faculty Affairs**

Joy Burgess, Nursing

Dr. Patterson said he would post the complete list on the Web page this afternoon.

It was moved and seconded that the nominations be closed. The item passed.

**Promotion and Tenure Committee - Faiz Al-Rubaee**

Dr. Al-Rubaee reported that the Committee forwarded its results to Provost Kline.

9 candidates for associate professor 8 recommended
4 candidates for full professor 2 recommended
11 candidates for tenure 8 recommended

Provost Kline accepted all the Committees recommendations.
Research Committee - Cheryl Van Deusen
Absent. Ellie Scheirer reported. The Committee met February 28. Members are continuing to revise the application process for summer research grants. They expect one more edit. Members feel the process will be streamlined and more user friendly. The Committee will have its final meeting of the year this month and finalize any business by email.

Strategic Planning Committee - Gary Fane
The Committee met in February and will meet March 8 in the College of Business conference room. President Hopkins asked the Committee to solicit responses from faculty to a series of questions concerning the strategic mission and future of the University. She will use the results in working with the local Board of Trustees. The questions will be available on the Faculty Association Web site. Dr. Fane asked faculty members to consider each question seriously. The implications concern resource requirements, quality of life, etc. He noted he will try to consolidate the answers and pass them along to the president. He again stressed the importance of the questionnaire.

Executive Committee - Cheryl Frohlich
The Committee met February 19. Members had a lengthy discussion about the Committee's responsibility for placing items on the agenda, and there were questions about whether or not it can prevent a standing committee from putting an item before the Association. The item submitted by the Academic Standards Committee concerning "Statement of Good Standing" is included in today's agenda. The next meeting is March 12 at 12:15 p.m. in FAMA.

V. Special Reports

Provost David Kline, Acting President, for President Anne Hopkins
Dr. Kline reported that Dr. Hopkins is doing very well.

He wanted to clarify one thing about the Promotion and Tenure Committee report. He agreed with all the Committee recommendations except for those pending. Those are all cases where the applications have been withdrawn by the applicants.

Dr. Kline noted that he has been acting president four times. He told faculty they should try it because it is very encouraging. He talked about the enormous support that UNF has in the community. He said that in this position he gets to see the breadth of student accomplishments. He doesn't normally see athletes and clubs, etc. He noted that people in the community hold us in high regard.

He reported that the budget situation is getting a little better. There are funds from the tuition increase and enrollment growth. He feels things are getting better.

Legislative Liaison Report - Janet Owen
Absent. No report.

United Faculty of Florida - Elinor Scheirer
Ellie Scheirer noted the emails and benefit updates by Stan Swart. They are trying to keep a knowledge base about long term care. She said that it looks as though health care packages will remain the same. There is a bargaining forum scheduled for March 13. The invitation is open to all, not just UFF members. Lunch will be provided. Please RSVP to Vicki Stanton. Nominations are now being accepted for UFF officers and senators for next year. She commented that UFF needs to be very active next year. It promises to be a watershed year.

VI. Question and Answer Period

Judy Solano asked Dr. Kline about the Promotion and Tenure report. She wanted clarification about the positive and negative and pending statistics. She wanted to know if "pending" meant "not approved". She asked specifically about candidates for tenure. Faiz Al-Rubaeel said that 11 minus 3 were approved. She asked how can you withdraw from tenure? If you are not approved, aren't you out?

Dr. Kline said it is not quite that simple. He said that some people have credit toward tenure, and they had the opportunity to withdraw their applications.

Faiz Al-Rubai clarified his report. For associate professor there were nine applications, eight were recommended, one was not recommended. The Vice President agreed with all these
recommendations. For full professor, there were four candidates. Two received positive recommendations, two were negative. The Vice President agreed with both the positive and the negative recommendations.

VII. Legislative Items

Item #1 -- FA 02-02: Submitted by the Executive Committee.

Request from the Department of Nursing to change its designation from Department of Nursing to School of Nursing

Cheryl Frohlich moved the item. Mary Borg wanted to know if there was some criteria that made a department a school. She wondered if any department could decide to call itself a school. Pam Chally responded that usually a school has a well-thought-of baccalaureate program and a masters program. She pointed out that throughout the state, nursing programs are called schools of nursing.

Item passed.

Item #2 -- FA 02-03: Submitted by the Academic Programs Committee

Biology Department

Len Roberson moved the item. The item passed.

Item #3 -- FA 02-04: Submitted by the Academic Programs Committee

Health Science Department

Len Roberson moved the item. The item passed.

Item #4 -- FA 02-05: Submitted by the Academic Standards Committee

Recommendation: Statement of Good Standing

Pal Sen moved the item. The item passed.

Item #5 -- FA 02-06: Submitted by the Faculty Affairs Committee

Instructional Satisfaction Questionnaire

Judy Solano moved the item.

Pat Plumlee asked about Question 4 on page one. He noted that it mentions business practices. He said that some departments have nothing to do with business. Judy Solano said it was an oversight and she could accept striking "business practices" as a friendly amendment.

Pat Plumlee admitted that he did not attend the open hearing held to discuss the questionnaire. He begged indulgence, but felt that since the document is very important, he wanted to ask some questions. He said that, overall, he thought the questionnaire was a good document. Most of the questions were pretty straightforward and he thought students could do a good job of assessment, but he noted his concern with several questions.

Question 11 asks if the professor fosters an environment conducive to critical thinking. Dr. Plumlee said he doesn't think students know what critical thinking is and doesn't think they can assess a professor's competence in this area. He moved that the document be amended to eliminate Question 11. The motion was seconded.

Mary Borg registered her reservation about the critical thinking question. There was considerable discussion by faculty about students’ ability to assess this. One person asked if critical thinking skills were discussed and/or taught in general education classes? Another person pointed out that in some places there are entire courses on critical thinking. Others felt is was a good question. The question
was called.

The amendment failed by a vote of 18 to 29. Question 11 remains on the questionnaire.

Pat Plumlee wanted to make another minor point. He wondered about the word "challenging" in Question 15. He wondered if challenging meant hard or, possibly, stimulating. There was discussion about the meaning of "challenging" and whether it is a good measure of evaluation. Dale Clifford said that most of the questions were teacher-centered. She liked having a question about engagement of students.

Pat Plumlee moved that "challenging" be replaced by "stimulating". The motion was seconded.

Dale Clifford asked if "intellectually stimulating" might be better? Pat Plumlee accepted that. Mina Baliamoune spoke in favor of retaining "challenging." Dr. Kline said he agreed that the word had some ambiguity, but he thinks it would be good to have some question that would get at the idea. Verna Urbanski suggested using "intellectually challenging." Someone else recommended two questions – one to measure difficulty and one to measure "stimulating".

The question was called. The amendment failed. Question 15 remains as is.

Steve Shapiro called the question on the whole item. The measure failed.

Ellie Scheirer said she wanted to add "not applicable" to the possible answers. She feels there should be a "no response" column. The motion was moved and seconded. There was discussion about this. Scott Hochwald registered his disapproval of the motion. He said he felt the document had structural problems throughout. He especially did not like Question 12 concerning professors treating all students in a consistent manner.

The item passed by a voice vote. "Not applicable" will be added to the answer column.

The question was asked if this document is to become part of the formal evaluation? Judy Solano answered yes, it would be administered with the SUSSAI.

Discussion turned to the overall need for the questionnaire and how it would figure into teacher evaluation and promotion and tenure implications.

Royal Van Horn thought that the administration of the questionnaire should be at the discretion of the department. He wants to make it an elective process. He feels there are times when it is good to use a larger set of questions and times when a simple set is sufficient.

Mary Borg moved that the questionnaire be sent back to Committee to have time to hold another open forum. The motion was seconded.

Terry Bowen spoke against the motion. He pointed out that people had the opportunity to attend the hearing and should have done so. He noted that people probably wouldn't come to the second one. Scott Hochwald said this instrument has too many problems in it to fix it now. Bill Wilson pointed out that if it goes back to Committee, no one will offer any constructive criticism.

Judy Solano said that COBA spent a year doing extensive research – they did focus tests with students and used pilot tests. She doesn't think another test would do much better. Royal Van Horn supported the motion to send the document back to the committee. He said he thinks each department should have its own documents.

Pali Sen said she supports the motion but she wanted to point out that the open hearing was not advertised well – that it only appeared on the Web site.

The question was called to vote on the motion to send the questionnaire back to the committee. The vote failed - 16 to 32.

Scott Hochwald moved to strike Question 12. The motion was seconded. Pat Plumlee asked if it
would be better to read "treats all students fairly?". The motion failed. Item 12 will not be stricken.

The question was called. The item passed.

**Item #6 -- FA 02-07: Submitted by the Faculty Affairs Committee**

**Support for Administration of SIR Assessment Instrument**

Judy Solano spoke in favor of the item.

The Committee recommends that University support for the administration of the SIR assessment instrument be discontinued. Dr. Solano pointed out that the University is no longer administering the instrument. Al Tilley spoke against the motion. He thinks the SIR assessment is a fairly sensitive instrument and gives a much fuller profile of a classroom experience. He thinks UNF should use SIR. Pat Plumlee said if UNF does not discontinue SIR, we would have it in some departments, the SUSSAI in some and the new document in all. Judy Solano pointed out that the SUSSAI is required of all. She said the reason the Faculty Affairs Committee put this on the agenda is to discontinue the use of SIR. UNF does not have the resources to continue to administer the test.

Dale Clifford noted that the SIR is prohibitively expensive. Kathy Hughes talked about the costs to gather, scan, print and report back to departments. She said if people want SIRS, are departments willing to pay? There was more discussion about the cost of the test.

Royal Van Horn said he thinks it is useful to have the instrument available. He thinks it has some good points. He wonders why we want to remove it. Bill Wilson said the test is valid only if it is used by the whole university. If only a few use it, it is no longer a basis for a norm. Pat Plumlee asked if it is such a valuable tool, why not bring it back and use it in lieu of the instrument just passed. Al Tilley said he much prefers SIR but the state requires the use of the SUSSAI.

The motion was made and passed to return the item to the committee for further study.

**VIII. Adjournment**

The meeting adjourned at 1:25.

Respectfully submitted,

_______________________
Barbara Tuck
Secretary
I. Call to Order
   President Kathleen Cohen called the meeting to order at 12:17 p.m.

II. Approval of Minutes - September 6, 2001
   The minutes of the September 6, 2001 meeting were approved as distributed on the Web.

III. Announcements
   President Cohen made the following announcements.

   Convocation will be held tomorrow, October 5, at 11:00 a.m. in the Robinson Theater. A picnic will follow. Faculty awards are traditionally awarded during Convocation.

   Ms. Cohen reminded members that Outstanding Teacher nomination deadlines are approaching. Forms are included in the agenda package and on the Faculty Association Website. The deadline is October 26.

   For Paul Mosley: Buyback on Xerox copy cards will take place from November 19 through December 18. Contact Paul at the library (2616 or pmosley@unf.edu) for more information.

   Pierre Allaire reported on the capital campaign and other fund raising activities. Last year on November 14 the University announced the beginning of a 65 million dollar campaign. Contributions are now up to $51 million. There will be a major gift announcement later this month. A second announcement is being worked on now. He noted that it is not unusual for a small number of individuals or companies to make up a fair amount of the goal of the campaign. At this time the University has received 14 gifts of two million dollars or more and 53 gifts between $100,000 and $1 million. Dr. Allaire said there will be a summary report in next month’s issue of Inside UNF. The faculty/staff drive will kick off in the middle of the month. Pledge forms will be available online to simplify gifts.

   Harry Kuhr, operations manager at the Boathouse, talked about current food services specials. Food Services has instituted tax free Fridays for staff. There are specials at each food service area on campus. Faxed orders are now available. He thanked the University for its support and partnership during renovations. Comment cards are provided at each food service area on campus and he urged people to use them.

   Carolyn Williams invited members to attend the opening of the Bette Soldwedel Gender Research Center. An open house is planned for tomorrow, October 5, at 4:00 p.m. in Building 14, Rooms 1601-1602.

IV. Standing Committee Reports

   **Academic Programs Committee** - Len Roberson
   No report. The next meeting will be October 25 at 10:00 a.m. in FAMA.
Academic Standards Committee - Pali Sen
The Academic Standards Committee has met three times. Guests included Hank Camp, Assistant Vice President for Academic Affairs on September 10, Provost Kline, Kim Luther, Registrar, and Joan Stafford on September 28 and Dennis Gayle, Associate Vice President, on October 4. The Committee has one agenda item in today's packet. The next meeting is scheduled for October 25 at 11:00 a.m. in the library conference room.

Academic Technology and Support Services Committee - Bruce Kavan
Kathy Brown reported for Bruce Kavan. She noted that the Committee minutes are on the web. She said that Lance Taylor had met with the Committee and reported on the state of computing services on campus. Members are looking for faculty recommendations to stimulate distance learning development. The next meeting is scheduled for November 6 at 10:00 a.m. in the College of Business conference room. There will be a report by David Wesse about the state of Auxiliary Services – food services, bookstore, copying, print services, and ATM presence on campus.

Adjunct Affairs Committee - Ted Stumm
Christine Webb reported. The Committee is continuing to work with David Jaffee to explore options for instituting a Website for adjuncts. Members are exploring other options to offer support. The Committee will meet October 26 in FAMA.

Budget Advisory Committee - Homer Bates
Diane Tanner for Homer Bates. No report.

Faculty Affairs Committee - Judy Solano
The Committee has one item on today's agenda. The Committee will meet October 11. Members will look at the SUSSAI instrument and discuss possibly augmenting it with additional questions. The Committee will also rethink the use of the Faculty Commons.

Faculty Enhancement Committee - Cynthia Scott
The Committee met September 19. Members are in the process of reviewing summer teaching grants. Four faculty forums are planned. The first will be Friday, October 19 from 10:00 a.m. to noon in the Faculty Commons. The topic will be "Professionalism: Ethical Issues in the Academy." Other topics are to be determined. The Committee will meet October 25 at 10:00 a.m. in the Faculty Enhancement area.

Governmental Relations Committee - Dan Whitehead
The Committee met September 21. Members discussed several issues. October 19 Janet Owen will meet with the Committee. Dan urged people to send requests if there are specific issues that they want addressed by the Committee.

Nominations and Elections Committee - Diane Tanner
The Committee is recruiting for the Nominations & Elections Committee for the 2002 - 2003 time period. The Committee needs one representative from the library, one from Arts and Sciences, one from Education and Human Services, and one at-large representative who will serve as vice-chair the first year and become chair the following year.

Promotion and Tenure Committee - Faiz Al-Rubaee
No report.

Research Committee - Cheryl Van Deusen
The Committee is reviewing the summer research proposals. The next meeting will be October 23 at 1:00 p.m. in the College of Business Conference Room.
Strategic Planning Committee - Gary Fane
The Committee will meet at noon, October 23, in the College of Business Conference Room.

Executive Committee  - Cheryl Frohlich - absent, President Cohen reported
Kathy Cohen reported for Cheryl Frohlich. The Committee will meet October 15 at 12:15 p.m. in FAMA.

V. Special Reports

President  Anne Hopkins

President Hopkins reported on the budget shortfall and the effects it will have on the University. The current budget shortfall at the state level is projected to be over 1 billion dollars. In addition, the economy is not doing well. She indicated that two things will happen. There will be a special session of the Legislature and there will be a callback. We will not know the full brunt of the economic crisis for a while. Twenty-two percent of the state's income is tourism based. The state is in very big economic trouble. There could be another callback later this year. Unless things really turn around, there will be permanent budget reductions by July 1. It is possible that there will be a permanent reduction of 8 to 12 percent. If this happens, it will be the worst this institution has ever faced. Dr. Hopkins said she is looking for money that is recurring to call back internally so that she has sufficient funds to meet the first callback. Between now and July 1, she will try to find ways to consolidate operations so we will hurt ourselves as little as possible. For example, she does not want to ruin technology support. Can she hold it harmless? No. Her number one priority is to preserve the instructional mission of the University. This means faculty and people who teach. She also indicated that it will be tough deciding what classes will be offered during the summer.

Dr. Hopkins said there are a few things that are happening now. There is a freeze on all hiring. She and Dr. Kline are developing a plan for how to meet instructional needs. There may be positions that must be filled. That decision will be made if necessary. She is planning a five percent across the board reduction. There will be technology reduction. We will eliminate renovations. There are some funds already earmarked for renovations and those funds will be spent. For example, some buildings need all new pipes. She indicated that the University must continue some projects. As for out of cycle pay raises, she said that can't happen now. She stressed that she had very badly wanted to give raises this year. It could possibly be done later. The state pay raises will be 2.5 percent. The Legislature could rescind that. She does not know what is going to happen. She is not optimistic. There will be no reclassifications and promotions. She characterized reclassifications as back-door raises. Dr. Hopkins also indicated that "no promotions" does not apply to faculty promotional raises. She promised to find a way to fund promotions.

Lucy Trice asked if there is any thought of eliminating support staff. Dr. Hopkins replied that openings will not be filled – she hopes that will do the job. She does not want to lay off anybody. She is hoping for creative ideas – possibly sharing positions. She urged anyone with ideas to speak to their Dean or send her an email.

A faculty member asked if capital construction would continue. Dr. Hopkins responded that a Legislative committee meets in October to release moneys. It can't rescind PECO money that is already earmarked.

Paul Halsall: What about tuition raises? Dr. Hopkins replied that the University does not have the ability as an institution to raise tuition. She thinks the Legislature will never give up that power. In most states that is what we would see happen. It will probably not happen here.

Pat Plumlee asked if it was possible that enrollments might be limited. Dr. Hopkins responded that it is something that will be studied. On the one hand, students are a source of revenue. But if you are thinking about having fewer students, it means that you can increase the quality of students. This will clearly be one of the things discussed by the Board of Trustees as it works out its strategic plan for the University.

Chris Rasche said that in the past, ideas had surfaced to deal with these kinds of problems by thinking of increasing faculty teaching loads. Dr. Hopkins hopes that will not happen. David Kline is considering different options. He will start discussions with Deans. It is possible that administrators
A faculty member asked if grant travel funds will be frozen? Dr. Hopkins replied that if the travel is pursuant to a contract, funds will not be frozen. She urged people not to travel if it is not essential. Dr. Hopkins noted that travel is part of what we call the non salary dollars from which she plans to take the five percent for the callback. The University will limit to only essential travel. If a faculty member is giving a paper, that will be allowed. Each vice president will determine what is essential.

Judy Solano asked about an issue that she said would be related to the budget issue. She noted that the University still has a problem with what SACS thinks is unqualified adjuncts. How will we deal with this? Dr. Hopkins responded that they are reading all adjunct files to see if they are qualified. David Kline is developing a plan to deal with the problem. By next Tuesday, he will have a plan. We will have fewer adjuncts. She noted that we will have to recruit harder to find more qualified people. We must talk to people at JU, etc. to find qualified adjuncts. It is possible that we may hire more senior graduate students. She feels there are lots of ways to find more qualified people. David Kline remarked that he has a list of things he is trying to develop. He said there will be 50 or 60 sections that will not be able to use adjuncts in the spring. Dr. Hopkins remarked that we must all pitch in and pull together. This is also an opportunity to do better.

Chris Rasche wanted it reiterated that full time faculty hiring is now closed. Dr. Hopkins responded that yes, it is true. Dr. Kline will be chairing a committee to look at exceptions. There will be very few.

Judy Solano noted that the timing is especially bad. She is finalizing spring schedules with adjuncts and now everything is on hold. Dr. Hopkins responded that we must all look at global solutions. She does not know how much will be cut - she cannot spend money that she thinks will be turned back in.

Legislative Liaison Report - Janet Owen

No report.

United Faculty of Florida - Elinor Scheirer

Dr. Scheirer noted that current events are dominating UFF’s thinking. Members are observing, trying to learn all they can in their watchdog function. She reported on upcoming events. The UFF Senate meets October 20 -21. Stan Swart will be holding insurance seminars. On November 14, there will be a membership luncheon and meeting. November 16, from 10:00 - 2:00, there will be a grievance training workshop. UFF needs more people to do this job.

VI. Question and Answer Period

Question from Dr. Rama Rao: Can pedestrian crossing stripes be painted and a warning light installed at the entrance to the parking garage near the Fine Arts Building so that the first floor parking decal does not become a ticket to get hit by a car entering the garage when you cross over to the Fine Arts Building side? A stop sign is also necessary for cars coming from the parking lane to the left of the garage so that cars entering the garage and cars exiting that parking lane do not collide.

VII. Legislative Items

Item #1 - FA 01-23: Submitted by the Academic Programs Committee.

College of Education and Human Services

Dr. Roberson moved the item. The item passed.

Item #2 - FA 01-24: Submitted by the Academic Programs Committee

College of Health
Dr. Roberson moved the item. The item passed.

**Item #3 - FA 01-25: Submitted by the Academic Standards Committee**

*Dual Enrollment for Home Schooled Students*

Pali Sen moved the item. The item passed.

**Item #4 - FA 02-26: (FA 98-28 Revised) Resubmitted by the Faculty Affairs Committee**

Judy Solano moved the item. It was seconded by Andrew Farkas. Dr. Solano commented on the item. She noted that the Faculty Association did have a policy on amplified sound, but the students were not happy with it. Student Affairs asked the Faculty Association to revisit the policy. Dr. Solano illustrated the changes using an overhead projector. She commented that the new policy is slightly less restrictive than before, but more restrictive than students would like to see it.

The item passed.

**VIII. Adjournment**

The meeting adjourned at 1:10.

Respectfully submitted,

_______________________
Barbara Tuck
Secretary
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:18.

II. Approval of Minutes - March 7, 2002
The minutes of the March 7, 2002 meeting were approved as distributed on the Web.

III. Announcements
David Jaffee announced that the Office of Faculty Enhancement, the Undergraduate Academic Enrichment Program, and the Office of Student Affairs are co-sponsoring a faculty-staff-student discussion of the widely-acclaimed book Making The Most of College: Students Speak Their Minds, by Richard Light. The book is available on reserve in the library.

Timothy Robinson announced that faculty are invited to a brown bag luncheon with Dr. Ann Radwan, former UNF faculty member and current Executive Director of the Binational Fulbright Commission in Egypt. Visit with Dr. Radwan on Friday, April 5, from 12:15 to 1:30 p.m. in the Faculty Commons while she discusses Fulbright possibilities worldwide as well as in Egypt.

Mary Borg announced that UNF has two prestigious scholarship winners. Bree Frank, junior psychology major, won the 2002 Truman Scholarship. Rebecca Hayman, sophomore electrical engineering major, won the 2002 Goldwater Scholarship.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
No report. The Committee will meet April 25 at 10:00 a.m. in FAMA.

Academic Standards Committee - Pali Sen
The Committee met March 14. The next meeting will be April 11 in FAMA. The Committee has one agenda item today.

Academic Technology and Support Services Committee - Bruce Kavan
The Committee canceled its last meeting because of a lack of a quorum. Some business was accomplished through email. Information was forwarded by email to Richard Crosby concerning classroom layout for technology issues. The Committee may schedule a meeting during the summer.

Adjunct Affairs Committee - Ted Stumm - Sheila Mangum reported
The Committee met March 29. No business was conducted because of a lack of a quorum. The next meeting is scheduled for April 19.
Budget Advisory Committee - Homer Bates
No report.

Faculty Affairs Committee - Judy Solano
The Committee will meet April 11 at 12:15 in FAMA. The results of the campus climate survey are on the Faculty Association Web page. The Committee will have four items on the agenda for the May meeting. One deals with a revision of the rules for usage of the Faculty Commons, one is a slight revision to the undergraduate teaching awards process, one deals with bringing back the administration of SIR, and the final one is the first reading of a proposed change to bylaws for the Promotion and Tenure Committee.

Faculty Enhancement Committee - Cynthia Scott
The Committee, along with the Office of Faculty Enhancement, plans to send out a survey seeking information about needs and expectations for faculty development. Dr. Scott urged people to take the time to send it back. The survey is quite extensive and will be very helpful for planning purposes. The Committee is sponsoring another Faculty Forum April 12 from 10:00 a.m. to noon in the Faculty Commons -- "The Impact of Religion on the Academic Climate."

The next meeting is April 17 at 11:00 a.m. in the Faculty Enhancement library.

Governmental Relations Committee - Dan Whitehead
The Committee met in March with Janet Owen. In addition to discussions with Ms. Owen about legislative issues, the Committee discussed strategic issues with the goal of putting together a collective response. The next meeting is scheduled for April 19.

Nominations and Elections Committee - Oscar Patterson
Voting for committee slots is being held during today's meeting and will continue in the Faculty Commons this afternoon and on Friday.

Promotion and Tenure Committee - Faiz Al-Rubaee
No report.

Research Committee - Cheryl Van Deusen
Committee members conducted some business by email. Members are finalizing the guidelines for summer grant proposals.

Strategic Planning Committee - Gary Fane - Absent - Judy Solano reported
The Committee will meet April 5 in the College of Business Administration conference room on the 3rd floor. The Committee, at the behest of President Hopkins, solicited responses from faculty to a series of questions concerning the strategic mission and future of the University. Dr. Solano reported that many people participated and produced very good responses. The Committee is now trying to compile the general sense of the responses along with some committee recommendations to present to President Hopkins. There is some discussion that an appendix may be included with the text of the many excellent suggestions written by faculty.

Executive Committee - Cheryl Frohlich
The Committee met March 12 to set the agenda for today's meeting. Members will meet April 16 to set the agenda for the May meeting. Deadline for agenda items is April 10.

V. Special Reports

UNF President Anne Hopkins
Kathleen Cohen welcomed President Hopkins back after her absence for heart surgery. Dr.

http://www.unf.edu/groups/unffa/minutes_FA_archive/FA_minutes0102/FA_minutes_4_04_02.html[10/31/2013 4:06:46 PM]
Hopkins said she was very glad to be back on campus. She noted that eight weeks is a long time to be gone. She said that she had been taking care of business through email, 10 or 12 hours a day and plans to gradually get back to full time on campus.

Dr. Hopkins said she has closely followed what has been happening in the Legislature. The school code rewrite is the major question now. The Legislature must finish by the end of this week. If not, the Governor will call another session. Governor Bush initiated the school changes and he needs to have them finalized. If the new code is not passed, there is no school regulation.

Dr. Hopkins said that right before she went to the hospital, she finalized work on the budget reductions and she wanted to comment on that. She noted that the legislature cut UNF's budget by $4.1 million this fiscal year, a 5% reduction overall. What she thought was most important for the faculty to know is that she and David Kline agreed on what was necessary for the instructional budget. They took $32 million off the top for instruction, which substantially increased the percentage of the instructional budget. This meant that everyone else took a 9% cut. She noted that although most faculty didn't see much problem, other parts of the university have suffered mightily. She indicated she wouldn't be able to hold the instructional budget harmless again. She did say she held back almost 5 percent more money as a contingency in case the economy did not turn around. That money is still being held as a safety pot. The economy is better, but there may not be much in the way of increases. UNF will have more students which will increase some dollars. She will want to give raises, but she must wait until the legislature is done to decide. She reminded people that all positions were frozen in October. Some of that money was released before she went in the hospital. A good bit of it went for instructional purposes so she could hire people for next year. She also released a parcel of frozen lines in other units because some units were becoming dysfunctional. Very shortly she will begin to entertain bids for filling frozen lines. She said she can't tell what the future budget will look like, although she does not think there will be a major reduction. She is hoping for more funding.

Dr. Hopkins said she appreciates what Gary Fane and the Strategic Planning Committee are doing with their questionnaire concerning strategic planning for UNF's future. Even though there is not much money to do anything, she wants to have some strategic plans to discuss with board members. She said the input from the questionnaire is very timely. She is attending an all-day retreat with board members on May 17. She noted that some board members have very good ideas. She does not anticipate doing anything drastically different than the way it is now. If so, she will get back to faculty.

Chris Rasche said that there was a rumor that some members of the Board are dying to get their hands on the everyday function of the university. She asked about the training of the board. Dr. Hopkins responded that it was her general sense that she doesn't think members of the board will be interventionist. She said it is tempting as a board member to ask pretty detailed operating questions. She said she had had a discussion with the board about tenure. They were fascinated with her answers and passed her recommendations. She thinks everything is okay so far. Dr. Kline said he thought UNF had a very good board and he is very optimistic.

**Legislative Liaison Report** - Janet Owen

Absent. No report.

**United Faculty of Florida** - Elinor Scheirer - Absent - Bruce Fortado reported.

Bruce Fortado indicated he wanted to report on three items. During spring break, UFF sent out a faculty survey and has received 98 responses. He is happy with the response, but would like to have more. He encouraged people who had not taken the time to return the survey.

UFF sponsored a collective bargaining forum. The UFF president and executive director attended. Dr. Fortado thanked administrators for attending. He noted there was some concern about whether there would need to be a re-certification of the union.

The final item Dr. Fortado addressed was the UFF election of officers and senators. The results are as follows: Bruce Fortado, president, Cheryl Frohlich, vice president, Adel Boules, secretary, Sid Rosenberg, treasurer, Cynthia Nyquist-Battie and Carolyn Williams, senators.
VI. Question and Answer Period

Kathleen Cohen read an anonymous question that asked why the College of Business Administration SUSSAI results were not included in the fall 2001 report. She talked to Kathy Hughes about the problem and was assured it was an inadvertent mistake. Computing Services is rerunning the report and it will be inserted in the folder in the Library as soon as it is available. – Update: the COBA SUSSAI are now available in the Library at the reference desk.

Steve Shapiro asked about the possibility of having to re-certify UFF. He said there had never been a certification. He wondered if faculty members were going to have the right to vote on whether they want UFF, or some other union, to represent them. Dr. Hopkins said the answer is not clear now. There are legal issues. Joann Campbell said it depends on the school code rewrite. Chapter 447 has to do with collective bargaining. It may be a moot point depending on what the legislature does.

Judy Solano asked Richard Crosby to reconsider the recent changes to accounts payable. Signing a receiving slip immediately triggers a payment. Computing Sciences received and signed for a shipment which was defective, but the money was immediately withdrawn from the account. Richard Crosby responded that he had heard about this problem and that it was being looked into.

VII. Legislative Items

Item #1 -- FA 02-08: Submitted by the Academic Standards Committee.

Reduction of Paperwork – Revise the "Request for Withdrawal After the Established Deadline Form" to require only one approval in the attached form.

Pali Sen moved the item.

Katharine Brown, Computer & Information Sciences, spoke against the motion. Ms. Brown said she feels the proposed change will increase the amount of paperwork instead of decrease it. The majority of colleges on campus rely on the academic advisors to provide information about a student and the impact his withdrawal may make. There are many ramifications to dropping a course that might not be known to the student or the dean. These include athletic eligibility, surcharges, impact on international students, VA requirements, and more. Many issues are currently advising issues. Ms. Brown thought maybe the committee was not aware of these ramifications. She wants the form to remain as it is.

A faculty member asked if all those rules Ms. Brown spoke about are available somewhere where students could find out how dropping a class would affect them. Ms. Brown said students would have to go to each place to find out. The comment was made that it would put the responsibility back on students. Ms. Brown asked if people really expected students to do that. She thinks students would be back with reinstatement forms when they found out the ramifications. She said there would be an increase in paperwork because they would have to be reinstated or go through an appeals process.

Chris Rasche said if the rationale of the change was to permit a reduction in paperwork, the thought process eluded her. She is also concerned about taking advisors names off the form. She said she thinks this is a bad idea. Judy Solano said the new revised form does say that the dean can designate a responsible person to sign the forms. He might designate a chair or advisor – it could vary from college to college and department to department. How will a student know where to go? They will all go to the dean’s office and he will have to route them around. She noted that students are used to going to the advisors' offices or to their department. She thought that this could potentially lead to all kinds of errors.

The item failed.

Item #2 -- FA 02-09: Submitted by the General Education Council

Central Student Outcomes of General Education
Hank Camp moved the item.

Dr. Moraldo voiced his concern with the last part of the outcome statement having to do with values and ethical behavior. He thinks the statement is well and good but in a previous version there was an additional statement that he wants reinstated. He feels the new statement is not sufficient. He feels we need to train students as required in the previous statement, "Students should value ethical behavior by acquiring knowledge and skills necessary for ethical judgement and its application to everyday life". He asked the committee to accept this as a friendly amendment. Dr. Camp said he was in a difficult position. This statement of outcomes has been discussed for several years and gone through many revisions. There are many places in the document that could possibly be changed. Dr. Camp did say he would accept this friendly amendment.

Dr. Henry Thomas said his department had concerns about the outcome statements. He felt that these were isolated statements and did not look at the totality in terms of assessment and evaluation. He felt that parsing this out in this way invited negative consequences. He noted that there are currently eight options for students within social science requirements. He wondered if there would need to be additional courses based on these outcomes. He was also concerned about how we assess this. He gave an example from American politics. If a student has not taken an American politics course, how can we accept his outcome? He said faculty must know how outcomes will be assessed and evaluated.

Dale Clifford asked what faculty are saying if the statement is approved? Is it a philosophical statement or is it something that will drive the curriculum?

Hank Camp said this had started three or four years ago when people were preparing SACS documents. There was language about moving to outcome driven programs. At that time there was a general statement about general education. It talked about knowledge, skills and values and each had a brief statement beside it. People felt there was a need for a better statement. Forty-plus faculty members from all departments met and spent a year studying this. During that time they also put together a team that went to the Ashville Institute and then drafted the first set of outcomes. These went through faculty, deans, colleges, etc. There were many earlier versions and the final version was to be used in a very specific way. It states what we want our students to accomplish. Do students have a reasonable chance of achieving these? Teachers should be able to note on their syllabi that this is expected as an outcome. Once we do that we could have an assessment. We need to have some goals. Will it have an impact? He hopes so. He wants to communicate this to the whole faculty.

Ron Kephart said he felt that what is missing is culture and cross-cultural understanding. If it is a statement of philosophy, it doesn't meet needs. If it becomes prescriptive, he wants to add that it is prescriptive. He asked to propose a friendly amendment to add cross-cultural understanding to the outcomes.

Cheryl Frohlich wanted to know if this is put in the catalog as expected outcomes of general education and SACS comes in, then do they use this as a measure to see if we have achieved goals? Hank Camp replied that from a SACS perspective, we are in very good shape.

Dr. Kline remarked that SACS expects us to have outcomes for general education. It is not something abstract. If you list this, they expect you to be engaging in activities to try to accomplish it. Dr. Kline said the next step is to try to assess outcomes. Is the student better prepared?

A motion was passed to extend the discussion time by five minutes.

Marianne Barnes spoke in favor of the document. She said she was one of the original group of people who put it together. She said that she had been so impressed with the people working on the document and how they had input from so many people on campus. She said she thought UNF needs a documents like this; we should show the public what we want to accomplish. Chris Rasche thinks it is a prescriptive document and will be used to assess and change courses. Ron Kephart is concerned that the key word in his discipline, culture, (anthropology) is left out and it should be taken very seriously. Dr. Camp said that all comments made to the committee were taken very seriously – he considers it a very serious document. He also sees it as a starting point.
The question was called. The body voted on the entire document with the friendly amendment about ethics proposed by Dr. Moraldo and accepted by Dr. Camp.

The item passed.

**VIII. Adjournment**

The meeting adjourned at 1:22.

Respectfully submitted,

_______________________
Barbara Tuck
Secretary
I. Call to Order

President Kathleen Cohen called the meeting to order at 12:17 p.m.

II. Approval of Minutes - October 4, 2001

The minutes of the October 4, 2001 meeting were approved as distributed on the Web.

III. Announcements

President Cohen reminded faculty members that tomorrow is the last day of the faculty/staff fund drive.

Hazel Higgins introduced the new Follett Bookstore manager, Jeremy Johnson. Mr. Johnson came to UNF from Rollins College and was previously employed at Florida State University for five years. He discussed the transition taking place at the bookstore. Mr. Johnson promised that textbooks would be delivered overnight in emergencies and that everything will be fully operational for the spring term. Mr. Johnson said he plans for the bookstore to be a highly visible part of the campus and immediately responsive. In closing, he reminded faculty that cap and gown rentals are due by Wednesday.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
No report. The committee will meet November 8 from 10:00 - noon in FAMA.

Academic Standards Committee - Pali Sen
The committee has two items on today's agenda. Members met October 4 and October 25. The next meeting is scheduled for November 5 at 10:00 a.m. in FAMA.

Academic Technology and Support Services Committee - Bruce Kavan
No report.

Adjunct Affairs Committee - Ted Stumm
No report.

Budget Advisory Committee - Homer Bates
No report. The committee is still attempting to arrange a meeting with President Hopkins. They could possibly meet in the middle of November.

Faculty Affairs Committee - Judy Solano
The committee has one information item in today's packet. It concerns the possibility of adopting the College of Business Administration's questions designed to supplement the SUSSAI. An open hearing is scheduled for November 9 at noon in the College of Business, room 1020. Dr. Solano told members if they have questions and cannot attend the meeting, they should email either her or Bill Wilson.

The committee will meet Thursday, November 8 at 12:15 in the library.

**Faculty Enhancement Committee** - Cynthia Scott
No report.

**Governmental Relations Committee** - Dan Whitehead
The committee met October 19. Janet Owen met with the group. The committee will meet again November 16.

**Nominations and Elections Committee** - Diane Tanner
An election for members of the Nominations and Elections Committee was held today. There were no nominations from the floor - the slate was elected by acclamation.

**Promotion and Tenure Committee** - Faiz Al-Rubaee
No report.

**Research Committee** - Cheryl Van Deusen
The committee met October 23 regarding summer research grants. Selection results were forwarded to the Department of Academic Affairs.

**Strategic Planning Committee** - Matthew Corrigan for Gary Fane
No report.

**Executive Committee** - Kathleen Cohen for Cheryl Frohlich
The next meeting will be November 19 at 12:15 in FAMA.

V. Special Reports

**President**  Anne Hopkins
Dr. Hopkins wanted to discuss some general budget issues. She noted that she had frozen some budget items in anticipation of the legislature's probable cuts. She wanted to make people understand that even though the reports are that the budget cuts will not be as bad as anticipated, they are still very substantial. The governor will use some of the state's rainy day funds, but if he spends too much now there will not be any for next year, and he needs to be prepared if there is a disaster. Estimates are that the economy will not make a fast recovery. Dr. Hopkins said she has still not held back enough money to fund this year and she expects there may be more cuts by the legislature later in the year. She said she must try to plan for that. She does not want to lay people off and she noted that pay raises did not get tampered with. Those UNF employees with salaries over $90,000 who are not part of the bargaining unit will not get raises this year. She had a question about travel restrictions and discussed why the vice president must approve any travel. As soon as she knows what the budget will be she will set targets for each division.

Dr. Hopkins said this is a chance for the university to change and improve. She wants to use this opportunity to rethink the way we do things. She is willing to accept any suggestions. She will look at every idea.

The following questions for David Kline and Anne Hopkins were asked by Judy Solano.

On behalf of the faculty of the University of North Florida, the Faculty Affairs Committee wishes to ask
some questions arising out of the recent purge of adjunct faculty on the basis of insufficient qualifications. Our questions are based on the following observations and experiences of our members.

a. That some adjunct faculty who were NOT initially identified by the SACS review team as being unqualified were nonetheless purged by the Office of Academic Affairs in what appears to have been a far more sweeping application of narrowly interpreted SACS criteria;

b. That some adjunct faculty who were deemed to be unqualified hold the same terminal degrees or other qualifications as permanent full-time faculty at UNF;

c. That some department chairs have been told new adjunct hires will have to possess the same qualifications as regular permanent faculty hires, and go through the same rigorous review processes;

d. That the process by which the recent purge of adjuncts was carried out completely removed the determination of appropriate qualifications for faculty OUT of the hands of faculty at the departmental level.

Based on these observations and experiences, we ask the following questions:

1. Are the facts as we understand them to be correct? If not, will you provide the factual information we need to correct our misunderstandings?

2. If the facts above are correct, how does the Office of Academic Affairs propose to locate and hire adjunct faculty who possess terminal degrees in specific disciplines, along with respectable research/publication records, and who are willing to teach mostly basic or highly specialized courses at minimal compensations levels without benefits?

3. If no such qualified adjuncts are available for some disciplines, will those departments be permitted to hire more regular permanent faculty in order to meet the demand for courses?

4. Will the hiring process for adjuncts now become comparable to the lengthy and expensive hiring process for regular faculty?

5. How will the hiring process for both regular and adjunct faculty be handled now in those fields which are traditionally multi-disciplinary or relatively young, in which the composition of the professorate presently spans a wide range of fields and in which faculty often hold terminal degrees outside a specific disciplinary name?

6. At what point can department faculty and chairs expect to reclaim jurisdiction over the process of determining appropriate qualifications for their faculty?

Dr. Hopkins responded to the first questions about the purge of adjunct faculty. She did not think the firings should be characterized as a purge. She tried to explain how and why the firings occurred. Dr. Hopkins took responsibility for the firings. She said SACS expects only her to be in charge, so she stepped in and she and David Kline read every adjunct file. The two of them decided who was qualified and who was not.

She noted that SACS itself does not approve anybody and never has. She explained that when SACS visitors first come, they can look at anything they want. They have boxes of files at their disposal and they select files randomly. They identified seven things that troubled them. The university quickly reduced that down to one – adjunct faculty. Dr. Hopkins discussed how SACS representatives imply who is acceptable. In her close contact with them, she feels she knows what they expect. She noted that the university has hired many people over its 29 years and some might not have met all requirements.
Dr. Hopkins said all chairs have now been told that adjuncts must meet the same requirements as regular hires. Minimum degree requirements will be met for all new adjunct hires.

Dr. Solano asked how the university will find people in the community who meet adjunct requirements? What will happen if they can't be found? Will departments who need them be able to hire regular permanent faculty?

Dr. Hopkins responded that she must figure out the budget first. She does not know yet how it will be handled. She is thinking of ideas. This might be an opportunity for regular faculty to get an overload -- with more pay. Qualified adjuncts might get up to nine hours teaching load. She needs help locating people. She wants to get them from other universities that are within driving distance. David Kline is trying to look at release time. There will be ads in newspapers. Dr. Hopkins said people in the community know that the university is having trouble and are calling in to say they have advanced degrees. She said that UNF must end up with a fully qualified adjunct faculty.

**Legislative Liaison Report**  - Janet Owen

Janet Own reported on the budget bill. She said negotiations were ongoing until the last minute. The Senate bill is not ready and the Governor could veto the whole thing or he could use the line item veto. She mentioned several highlights of the special session.

**United Faculty of Florida**  - Elinor Scheirer

Dr. Scheirer commented that sometimes she is asked "what does the union do for me." She noted that this year's pay raises were protected. In 1992 they were not. Once a pay raise is negotiated, it cannot be rescinded.

Dr. Scheirer reported on the senate meeting she attended October 22 - 24. The bargaining council of UFF was instructed by the senate to go to impasse. Bargaining negotiations scheduled for October and November have been postponed. The University of Florida has been organizing and preparing for the possibility of local bargaining.

The UFF meeting on November 14 is open to all unit members. On Friday, November 16, there will be a grievance training workshop.

**VI. Question and Answer Period**

Scott Hochwald noted that students who are called to active duty since the act of terrorism on September 11 are able to get tuition refunds. He wondered if, in general, there is a way for students to get refunds for courses at any time. He asked how the process worked.

Dr. Hopkins responded that state policy permits refunds to people who are called to active duty. Kim Luther said students go to Student Affairs to get paperwork. The university has had three students receive refunds.

Dr. Hochwald asked if a student can get money back for any other reasons? Could a faculty member excuse a student from a class and tell him to withdraw and get his money back? Dr. Hopkins responded that no, they could not, that university policies did not allow that.

Dr. Hochwald asked where are the policies that answer these questions?

Dr. Hopkins responded that they are in the graduate and undergraduate catalog.

Royal Van Horn said the question about faculty members excusing a student from class and telling him to ask for a refund was not answered adequately. A written question will be sent.

**VII. Legislative Items**

**Item #1 - FA 01-27: Submitted by the Academic Standards Committee**

*Non-UNF course work may not be included on UNF transcripts.*

Pali Sen moved the item. Chris Rasche asked for clarification of one minor item. Kim Luther responded
to the question.

The item passed.

Item #2 - FA 01-28: Submitted by the Academic Standards Committee

Addition of WA and WX - Administrative Withdrawal Grades

Pali Sen moved the item.

Chris Rasche asked for clarification of the phrasing "necessitated by university requirements." She asked under what conditions a student would get a WA or WX? Pali Sen responded that the Association passed items last year that were based on administrative withdrawal policies. She indicated that the WA and WX are just parallel grades like WF and WP.

Kathy Brown said she was curious about the rationale that said the language broadens the range of options available to a faculty member. If this is an administrative action, how could the faculty have more options? Pali Sen responded that the intention is if an administrator comes back and asks what a grade should be, the faculty member has some choice. Kim Luther clarified several other points.

The item passed.

President Cohen directed attendees’ attention to the information items in the agenda packet. She also reminded members about the open hearing concerning the supplemental questions for the SUSSAI form.

VIII. Adjournment

The meeting adjourned at 1:06.

Respectfully submitted,

_______________________
Barbara Tuck
Secretary
Faculty Association

May 2, 2002

I. Call to Order
President Kathleen Cohen called the meeting to order at 12:45.

II. Approval of Minutes - April 4, 2002
The minutes of the April 4, 2002 meeting were approved as distributed on the Web.

III. Announcements
President Cohen extended congratulations to faculty award winners. She noted that it was very difficult to select from such distinguished candidates. She wished that the trustees could be at the selection committee meetings to see the quality of the candidates.

Convocation will be Friday, May 3 at 10:00 a.m. in the Robinson Theater. Student awards will be presented. Graduation is Friday, May 3. There are two ceremonies, the first at 3:00 p.m., the second at 7:00 p.m. in the Arena. Receptions for faculty will be held at 1:45 p.m and 5:45 p.m. before each graduation ceremony.

President Cohen reminded faculty that the June and July Faculty Association meetings will be held in building 2. The time and location will on the cover of the printed agenda and on the Web site hotline.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
The Committee has five agenda items. Members will meet May 30 from 10:00 to 12:00 in FAMA.

Academic Standards Committee - Pali Sen
The Committee met April 11. Kim Luther attended the meeting. Members discussed the placement of the instructor's signature line on the Request for Withdrawal After Established Deadline form. No action was taken.

The next meeting is May 14 at 12:30 in FAMA.

Academic Technology and Support Services Committee - Katherine Brown reported for Bruce Kavan
No report.

Adjunct Affairs Committee - Sheila Mangum reported for Ted Stumm
The Committee did not meet due to a lack of a quorum. No more meetings are scheduled before the fall.
Budget Advisory Committee - Homer Bates
Absent. No report.

Faculty Affairs Committee - Judy Solano
The Committee has several items on the agenda. The next meeting is scheduled for May 9 at 12:15 in FAMA.

Faculty Enhancement Committee - Verna Urbanski reported for Cynthia Scott
The Committee met May 1. Members discussed the applications for the Office of Faculty Enhancement Faculty Fellows program and made recommendations to the Director, David Jaffee.

Governmental Relations Committee - Sheila Mangum reported for Dan Whitehead
The Committee met last month. Meetings are suspended for the summer unless something comes up.

Nominations and Elections Committee - Oscar Patterson
No report.

Promotion and Tenure Committee - Faiz Al-Rubaee
No report.

Research Committee - Cheryl Van Deusen
Absent. No report.

Strategic Planning Committee - Judy Solano reported for Gary Fane
Committee members met with President Hopkins. They presented the document the Committee prepared concerning the strategic mission and future of the University. All written responses from faculty members were attached to the document as was the report submitted by the Governmental Affairs Committee. Dr. Solano commented that she felt it was a good meeting, that everyone seemed to agree on the major parts of the mission and future of the University.

Executive Committee - Cheryl Frohlich
The Committee has one item on today's agenda - the first reading of a bylaws amendment concerning the clarification of duties of the Executive Committee. The next meeting is May 21 at 12:15. Agenda items must be submitted by May 15.

V. Special Reports

UNF President Anne Hopkins
Dr. Hopkins noted that the Legislature passed the school code rewrite this morning. She said in-depth information will be available on Janet Owen's Web site. She noted that Janet Owen was the engineer of the code for the whole state. She said it is really nice when UNF is the leader and she stressed that we all owe Janet a debt of gratitude. The House and Senate have not reached an agreement on the budget. She has no idea how it will turn out.

Dr. Hopkins talked about her meeting yesterday with the Strategic Planning Committee. She said it was fun and felt good because the committee document showed that they had a vision that was very close to hers. She said it was gratifying to have a consensus that she could share with the local Board of Trustees. She said the central administration will draft a strategic plan to be presented to the Board at the May 17 retreat. She noted that the whole process of working with the committee was good, that she couldn't fully define the process herself. She thought this was good faculty governance.
Legislative Liaison Report - Janet Owen
Absent. No report.

United Faculty of Florida - Bruce Fortado
Dr. Fortado said the state union newsletter is in faculty mailboxes. He noted that it contained valuable information.

In early April FCCJ voted to unionize. The vote was 201 to 132.

Dr. Fortado thanked last year’s officers. He noted they signed up many new union members.

VI. Question and Answer Period
Kathleen Cohen read three anonymous questions.

The College of Business Administration recently required all its graduate faculty members to “mentor” (advise) graduate students. Is this required in any other college on campus? Is this viewed as a change of assignment and therefore covered by the UFF contract?

Does UNF have a dress code? If so, what is it? Do any colleges, departments or divisions on campus have dress codes? If so, what is it? [sic].

Are instructors at UNF eligible for tenure? If not, how can instructors remain at UNF after their seventh year? Some instructors have been at UNF for over 15 years. If they are not eligible for tenure, why can they remain at UNF but better-qualified tenure-earning faculty must leave after 7 years if tenure is not granted.

All the questions will be forwarded to Academic Affairs.

VII. Legislative Items

Item #1 - FA 02-10: Submitted by the Executive Committee.

Bylaws Amendment – First Reading

No action today.

Item #2 - FA 02-11: Submitted by the Academic Programs Committee

College of Arts and Sciences
Biology Department

The item was moved by Len Roberson. The item passed.

Item #3 - FA 02-12: Submitted by the Academic Programs Committee

College of Education and Human Services
Curriculum & Instruction

The item was moved by Len Roberson. The item passed.

Item #4 - FA 02-13: Submitted by the Academic Programs Committee
College of Health
Nursing Department

The item was moved by Len Roberson. The item passed.

**Item #5 - FA 02-14: Submitted by the Academic Programs Committee**

Honors Program

The item was moved by Len Roberson. Dale Clifford offered a friendly amendment to correct a spelling error. The Committee accepted the amendment.

The item passed.

**Item #6 - FA 02-15: Submitted by the Academic Programs Committee**

College of Arts and Sciences
New Degree

The item was moved by Len Roberson.

The item passed.

**Item #7 - FA 02-16: Submitted by the Faculty Affairs Committee**

Revision of Rule #4 for Use of the Faculty Commons

Judy Solano moved the item. The item passed.

**Item #8 - FA 02-17: Submitted by the Faculty Affairs Committee**

Revision of the Outstanding Undergraduate Teaching Award Procedures Selection by the University Selection Committee

Judy Solano moved the item.

Scott Hochwald asked for clarification of the revision.

It is proposed that the University Selection Committee no longer select the person to represent the University in the Carnegie Foundation Professor of the Year Award Competition. Judy Solano explained that the criteria for the Carnegie Award is totally different from the Outstanding Teaching Awards and therefore UNF’s representatives are not competitive and have not been successful. The Committee wanted to do something for the faculty like Mary Borg does for students. She and David Jaffee would be assigned the task of finding awards and publicizing them to the faculty who could self-nominate. They would then help applicants prepare submission packets.

Dr. Kline suggested that David Jaffee and Mary Borg could do that. The award process could be put in their hands and removed from the Outstanding Teacher process. There would be a process so that people could submit packets and receive help with their submission packets.

Faiz Al-Rubaee asked who would decide what faculty packet will go forward?

Judy Solano responded that the Committee planned to work with David Jaffee and Mary Borg to make sure there is some kind of selection process.

Len Lipkin said there are two very different issues here. One is the question of removing this process from the committee. The other one, though, he finds very strange – that a university would forward faculty for national awards with no structure, no committee. It would be in the
hands of two people who could possibly resign the next year. He feels there should be a committee structure.

Faiz Al Rubaee said it is an excellent idea to involve other offices but there is no proposed procedure. He wants to know the role of the faculty. How will the selection be made?

Dr. Hopkins noted that if UNF ever wants to win any national faculty awards, there must be a campaign to do that. The problem is that each award has a different criteria and set procedures will not work with every one. The University will not want to submit a candidate for every award every year. She reiterated that she wanted UNF to win some of these big awards.

Chris Rasche said the current structure is not working. She feels we must change the procedure and it should be changed before the next cycle to take it out of the current teaching awards. That is the first step. The next step will be figuring out how to replace the process for each of the other kinds of awards. She noted that this particular item only speaks to taking out the part that is not working.

Royal Van Horn said he was confused about what the Faculty Affairs Committee was trying to do. Judy Solano said there is an entire document on guidelines for the Outstanding Undergraduate Teaching Awards. Each college is allowed to send nominees. A College sends nominees, the University committee selects. One of the roles of the University Selection Committee was that after the seven winners were selected, one of the seven was selected to be submitted as the Carnegie Award nominee. Chris Rasche said that duty was sort of tacked on. It was a way to pick someone to send to the Carnegie competition. Now people realize that is not working.

Bill Wilson said he could accept the change if it was added that the Faculty Affairs Committee would come up with a proposed procedure. Judy Solano said that was their intent all along.

Judy Solano said she kept referring to what Mary Borg is doing because she has the model. We can work with that model and plan how to structure this.

Scott Hochwald asked people to vote against the change until the new guidelines are proposed.

Dr. Kline commented that the University needs to come up with a procedure that is pretty generic so it can work with all awards.

Judy Solano said we need to be able to identify awards and then find a mechanism to select candidates to submit packets.

The item passed.

**Item #9 - FA 02-18: Submitted by the Faculty Affairs Committee**

**Administration of Student Instructional Report (SIR) Assessment Questionnaire**

Judy Solano moved the item.

Royal Van Horn spoke against the measure. He feels it makes it particularly difficult for small departments who have smaller budgets to be in the process. He said there should be some test of national norms and we should be striving to do more of this, not cancel support for it.

Al Tilley said that in support of the non-tenured faculty in his department he wanted to keep SIR evaluations.

Dale Clifford wondered if results of a test of national norms could play any role at all in advancing in some kind of national award.

Chris Rasche asked how many departments are now using the instrument. Kathy Hughes said there were three departments - 30 courses.

Judy Solano said that the campus cannot legally use the SIR I anymore. Duplicating the test is
illegal, and we cannot continue that practice. If we want to use the test we will have to purchase the SIR II.

Pat Plumlee wondered who would pay the cost?

A voice vote was unsatisfactory. A vote count was necessary. The item failed.

**Item #10 - FA 02-19: Submitted by the Faculty Affairs Committee**

**Bylaws Revision - First Reading**

No action is taken on a first reading.

Kathleen Cohen said she wanted to direct faculty attention to the proposed revision as it will affect how we do promotion and tenure in the future. Scott Hochwald asked if this would be voted on in the summer?

Judy Solano said the bylaws say that we can vote on an item in the summer but if there is no quorum, in the fall a member can ask to bring it back.

The next meeting will be the time to discuss the item.

Dennis Gay said he cannot be here. He questions why this cannot be discussed today.

Royal Van Horn asked if the rules can be suspended?

There was a motion to suspend the rules.

It was noted that it takes a 2/3 vote to suspend the rules.

The motion to suspend the rules passed.

Scott Hochwand moved that the first reading be deferred until September.

The motion passed. The item will be deferred.

**Item #11 - FA 02-20: Submitted by the Faculty Association President**

**2002-2003 Faculty Association Budget**

Judy Solano moved the item. Cheryl Frohlich offered a friendly amendment. She asked for a 10% reduction which would be consistent with budget reductions throughout the campus. That would be a reduction of $2,200 instead of $1,000. Kathleen Cohen accepted the friendly amendment.

The item passed.

**VIII. Adjournment**

The meeting adjourned at 1:31 p.m.

Respectfully submitted,

__________________________
Barbara Tuck
Secretary
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:16 p.m.

II. Approval of Minutes - December 6, 2001
The minutes of the November 1, 2001 meeting were approved as distributed on the Web.

III. Announcements
President Cohen reminded everyone that graduation ceremonies will be held Friday, December 14. There will be two ceremonies, one at 3:00 p.m. for COAS and COCSE, and one at 7:30 p.m. for COBA, COEHS, and COH. There will be receptions at 2:00 p.m. and 6:00 p.m. Connie Corker asked that people please let her know if they plan to march.

Lindsey Hodges, president of the Student Government Association, announced that results of the elections for best professor in each department would be revealed on December 14. There will be an award ceremony that day at 9:00 a.m. 28 people will be honored. Over 6,000 students voted. Faculty will be receiving more information through campus mail and email.

IV. Standing Committee Reports

**Academic Programs Committee**  -  Len Roberson
The Committee has seven items on today's agenda. There will be no meeting in December.

**Academic Standards Committee**  -  Pali Sen
The Committee met November 5 and November 30. Dennis Gayle met with the Committee on November 5 and Minor Chamblin attended the November 30 meeting. The next meeting is scheduled for December 13.

There are two agenda items in today's packet.

**Academic Technology and Support Services Committee**  -  Bruce Kavan
Kathy Brown reported for Bruce Kavan. The Committee met December 5 for the last meeting of the term. Members received a state of the library report from Andrew Farkas and a report from Debra Abbott from the Center for Instruction and Research Technology. Meetings for next term are scheduled for the first Tuesday of each month from 3:00 p.m. - 4:30 p.m. in the College of Business Administration conference room. The first meeting of the new semester will be February 5.

**Adjunct Affairs Committee**  -  Ted Stumm
Sheila Mangum reported that the Committee met on November 16. No business was accomplished since a quorum was not present. The Committee is scheduled to meet again December 14 at noon in FAMA.

**Budget Advisory Committee** - Homer Bates

Judy Perkin reported for Homer Bates. The Committee met with Dr. Hopkins

**Faculty Affairs Committee** - Judy Solano

The Committee will meet December 13 at 12:15 in FAMA. Members held an open hearing on the proposal to add supplemental questions to the SUSSAI and that item will be finalized at the December meeting. There will be a report at the January or February meeting.

**Faculty Enhancement Committee** - Cynthia Scott

The Committee met November 28. The final faculty forum of the semester was held November 30. The next meeting will be January 23 in the Faculty Enhancement office. There are plans for two more faculty forums next semester.

**Governmental Relations Committee** - Dan Whitehead

Margaret Nonnemacher reported. The Committee met in November and is still working on a December meeting time.

**Nominations and Elections Committee** - Diane Tanner

Absent. No report.

**Promotion and Tenure Committee** - Faiz Al-Rubaee

Absent. No report.

**Research Committee** - Cheryl Van Deusen

The Committee met November 28 and today. Members are getting ready for the 2003 research proposals. They are working on ways to improve the proposal process. The committee will meet again January 22 or 23.

**Strategic Planning Committee** - Gary Fane

Absent. No report.

**Executive Committee** - Cheryl Frohlich

Absent. Kathleen Cohen reported that the next meeting will be Monday, December 10 at 12:15 in FAMA.

**V. Special Reports**

**President** Anne Hopkins

Dr. Hopkins indicated she wanted to discuss the budget situation. She reported that tax revenues received by the state have dropped and are still continuing to drop. The current estimate is a $1.3 billion deficit in the state budget. Dr. Hopkins reported that UNF's base budget reduction (which she noted is a callback) is $3.5 million. However, in this year's budget there is also $611,000.00 nonrecurring add-backs which will go away July 1. When added together that is a $4.1 million reduction which is 4.95% of the university's E&T budget. She made the point that this is a callback, it's not that we have to give back something that we already have. She noted that in the business sense of a cash flow analysis, we have potential problems unless we cut very fast because the money is received quarterly – the next installment will be January 1. Dr. Hopkins thinks if the university does not make its cuts in a recurring way,
we will be severely hurt July 1 when there will be another significant budget reduction. She is working very hard to find the best ways to make these kinds of reductions.

Dr. Hopkins thinks the best way to plan is to anticipate we will have a 10 % recurring budget reduction on July 1. In the meantime, the legislature meets again the end of January. She thinks there may be another cut of 2% or possibly more. Then in the fall there will be another callback. It could be on the order of 10%. She actually wishes it would all happen at once. She will try to plan on the basis of a 10% overall permanent reduction. She is still trying not to curtail instruction saying it is her first priority. She says she is struggling with how to cut spending without cutting classes. She also said she has no intention of cutting summer school except as enrollment demands it and she suggested recruiting students for summer school. She indicated that she does not know what impact the Bright Futures program cuts will make.

Dr. Hopkins said she doesn't think the faculty has been that affected by the cuts. She did say that every position is frozen and will not be unfrozen. A position will be unfrozen only if the university gets the same amount of money back from some place else.

Terry Bowen said students had told him that they were being told by advisors to take considerable overloads, because they don’t know what will be offered in the future. They are being advised to sign up for 18 to 21 hours of course work.

Dr. Hopkins said she hoped students were not being given that advice. She did say that students should take at least 15 hours and that, depending on the student, 18 hours is sometimes alright. She does not want students to be advised inappropriately. Dr. Kline said he would talk to Deborah Kaye.

Kay Tasso asked if there were some venue where Dr. Hopkins could list suggestions that have been made to save on the budget?

Dr. Hopkins responded that that is being looked at. She talked about several of the suggestions including the cost of mailing, cost of travel reimbursements and savings on electricity. Many of the suggestions are coming from the group called The Associates - vice presidents who run the university. Dr. Serwatka chairs the group and members are encouraged to think about all the units on campus. They are looking at smaller things that add up to a lot. She reiterated that budget cuts create an opportunity to change things. She encouraged all to be thinking of more ways. She did say she has kept all email suggestions.

Chris Rasche asked if it will be possible to maintain the same number of classes. How will academic positions be filled? Dr. Hopkins responded that academic positions may be unfrozen. There are several different ways it could happen. A tenure line could be filled with a visitor, not an adjunct. She noted that new data from 2000-2001 revealed that 22% of instructors were adjuncts. Several years ago, it was over 30%. The number has recently been reduced even more. The university will have adjuncts but she will not let the number increase.

Legislative Liaison Report  - Janet Owen

No report

United Faculty of Florida  - Elinor Scheirer

Dr. Scheirer reported on the UFF meeting held November 14. She talked about how important it is to have participation. She is expecting hard times ahead. On November 16 UFF held a workshop for grievance process mechanisms. There is still a need for more people.

There will be a consultation with the administration next Thursday, December 13, at 2:00 p.m. in the Academic Affairs conference room. Many are anticipating bargaining will move locally. Many universities are beginning to plan for this. Dr. Scheirer noted that all in unit faculty are getting raises because of UFF.

VI. Question and Answer Period

Ms. Cohen noted that there are still two unanswered questions from previous meetings. They are listed on the Faculty Association Web page.
Steve Shapiro asked Kathy Hughes if, since final grades are reported electronically, there is some way to notify a faculty member if a grade is left blank. Is there a way to get it bounced back and force a grade? Kim Luther answered that there is a no-force option necessary for faculty who have a good reason for not submitting a grade – and causing all grades to be held up.

Ellie Scheirer to Dr. Kline: She asked two questions in her capacity as a member of the Research Committee. She noted that members were informed that 28 grant proposals would be reviewed with the presumption that ten would be funded. All 28 were funded. She asked where the dollars came from and, in the spirit of the cutback, how was money found for so many more? Secondly, why were committee members who had done some pretty elegant evaluations not consulted about whether or not the expansion of funded proposals made sense. People had a presumption about how the rules would operate and how the process would work. In preparing her own materials for next time, how will she plan?

Dr. Kline responded that he would look into it and send a letter in response.

Ellie Scheirer to Computer Services: The SUSSAI reports are already coming back to the departments and being distributed to faculty when they have not entered final grades. Kathy Hughes said that it is her understanding the the reports are sent to the deans and held until grades are finalized. Kathy Hughes will check into it and find a solution.

VII. Legislative Items

Item #1 - FA 01-29: Submitted by the Academic Programs Committee.

College of Arts and Sciences

Len Roberson noted a correction to Item 157. The word track should say options and the initials B.A. should be minor. The statement becomes, "...enriches the existing Cultural and Literary Studies options available to students pursuing a minor in philosophy."

Dr. Roberson moved the item. The item passed.

Item #2 - FA 01-30: Submitted by the Academic Programs Committee

College of Business Administration

Dr. Roberson moved the item.

A correction was noted on Item 188. The word management should be removed from the class title. It becomes "Strategic Marketing".

The item passed.

Item #3 - FA 01-31: Submitted by the Academic Programs Committee

College of Computing Sciences and Engineering

Dr. Roberson moved the item.

Item 59 should be under Computer and Information Science and not Building Construction Management Department.

The item passed.

Item #4 - FA 02-32: Submitted by the Academic Programs Committee

College of Education and Human Resources

Dr. Roberson moved the item. The item passed.
Item #5 - FA 01-33: Submitted by the Academic Programs Committee

College of Health

Dr. Roberson moved the item. The item passed.

Item #6 - FA 01-34: Submitted by the Academic Programs Committee

Honors Program

Dr. Roberson moved the item.

Dr. John Maraldo asked two questions concerning item 148 on page 20 of the agenda packet. He asked if honors students are exempt from general education courses and if not, does this course substitute for the general education philosophy requirements for honors students? Hank Camp responded that yes, the Honors Program does satisfy the philosophy requirement. He noted that this had been approved by the General Education Council. Dr. Maraldo asked if it had been approved by this body? Dale Clifford said that when the Honors Program was initially approved by the Faculty Association in 1989 it permitted all of the General Education requirements to be taken in the form of honors courses. She said it has been approved by this body for 12 years. Dr. Camp noted that the program has been operating for a number of years.

The item passed.

Item #7 -- FA 01-35: Submitted by the Academic Programs Committee

Division of Continuing Education

Len Roberson moved the item.

The item passed.

Item #8 -- FA 01-36: Submitted by the Academic Standards Committee

Proposed Change of NR- No Record policy on pp. 28-29 in catalog.

Pali Sen moved the item.

Judy Solano said that the university had a policy in place but the automated system went beyond policy. She said the Faculty Association is being asked to change a policy to fit the system. She noted she could support this change if she could offer an amendment to add two footnotes. She would not expect these to appear in the catalog. She noted that it says in the item that Records and Registration would send a list of grades to respective department chairs. Her first footnote would be that these should be received within a week after grades are processed. The second footnote is that Computing Services would add a statement to the online screen to remind faculty that all grades should be filled in for each and every student, that leaving a grade blank is not an option. She said that during discussions of this item in various committees, members were told that faculty realized that they could leave a grade blank and the student would get NR. Pali Sen accepted these as friendly amendments. Judy Solano reiterated that they would not be published in the catalog, but would be instituted when implemented.

Dale Clifford said this is really a very simple matter. Her department secretaries hand checked the grade rolls. If all grades are not there, they telephone people.

The item passed.

Item #9 -- FA 01-37: Submitted by the Academic Standards Committee

Proposed Amendment to Student Misconduct Sections of Student Handbook

Pali Sen noted one correction on page 24 of the December packet.

(b) After (a), the faculty member may do one or more of the following:
Dr. Sen moved the item.

Dale Clifford said that the new policy of informing students in writing of an infraction would, in effect, be instituting a new bureaucracy.

Pali Sen asked Dennis Gayle to respond. Dennis Gayle said the new policy arose out of problems with due process. He said it is important not to create a new bureaucracy but to make sure that faculty keep records. Detailed records are very important in due process.

Bruce Fortado said he wished to speak strongly against approving these amendments to the student academic misconduct policy. He was afraid people didn't understand what it could mean. He noted that it is an appeals process, not discipline. He thinks this is confusing two processes. Discipline and appeals are two different things. He urged members to reject the proposal.

Jay Huebner said he had a real problem with the part of the policy that said students must be informed of academic misconduct within five school days. He said it sometimes take two weeks to grade 180 papers. He cannot do it in five days. He also said it could sometimes take a long time to find students to notify them.

Dale Clifford urged people to vote against the item. She noted that the university has an appeals process now. The new one will not assure rights; it will make it unwieldy.

Ellie Scheirer said she agreed with Dr. Clifford. There should be the option of consultation and addressing the problem rather than these legalistic actions.

Dennis Gayle said the amendment rules out many experiences. He said there is not enough documentation in colleges. There are many complaints from students saying that they are not receiving due process. The new policy arose out of a series of discussions among Academic Affairs, Student Affairs, and others. If the policy is left as it is, it will not address the problems.

Mary Borg called the question.

Members voted to call the question.

The item was defeated.

Kathleen Cohen noted that faculty can look at information items online. She also reminded people that December 18 is the last day to get cash back on Xerox cards.

VIII. Adjournment

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

Barbara Tuck
Secretary
I. Call to Order
President Kathleen Cohen called the meeting to order at 12:45.
Ms. Cohen asked that it be noted in the minutes that the meeting began without a quorum.
However, a quorum was quickly reached.

II. Approval of Minutes - May 2, 2002
The minutes of the May 2, 2002 meeting were approved as distributed on the Web.

III. Announcements
No announcements.

IV. Standing Committee Reports

Academic Programs Committee - Len Roberson
No June meeting is scheduled. The Committee has two agenda items and an information item in today's agenda packet.

Academic Standards Committee - Pali Sen
The Committee met May 14. There are no scheduled meetings for the summer.

Academic Technology and Support Services Committee - Katherine Brown reported for Bruce Kavan
The Committee did not meet in May or June. There is no report.

Adjunct Affairs Committee - Ted Stumm
Absent. No report.

Budget Advisory Committee - Homer Bates
Absent. No report.

Faculty Affairs Committee - Judy Solano
The Committee will meet June 20. It has one agenda item for today.

Faculty Enhancement Committee - Cynthia Scott
Verna Urbanski reported that there is no meeting scheduled during the summer.

Governmental Relations Committee - Dan Whitehead
Absent. No report.

**Nominations and Elections Committee - Oscar Patterson**
No report.

**Promotion and Tenure Committee - Faiz Al-Rubaee**
No report.

**Research Committee - Cheryl Van Deusen**
Absent. No report.

**Strategic Planning Committee - Gary Fane**
Judy Solano reported. The Committee did not meet in June and no meeting is scheduled during the summer. The completed report that was submitted to President Hopkins concerning strategic planning will be posted on the Faculty Association Web site.

**Executive Committee - Cheryl Frohlich**
The Committee met in May to set the agenda. The Committee meets again June 18. Agenda items must be submitted by June 12.

V. Special Reports

**UNF President Anne Hopkins**
President Hopkins said she has been working on the budget to present to the Board on June 20. She is finalizing the strategic plan. There are many things on the agenda for the Board.

Dr. Kline is out of town and will return next week. They have begun talking about the budget for next year. She noted that the money is pretty good. She hoped to have salary improvements above the state level. She hopes to make significant recovery on faculty lines. She noted that the real issue is that no department can lose so many people and still do a good job. She still thinks, from reading reports about the economy, that there may be a callback. She is holding back some resources in case there is a callback.

**Legislative Liaison Report - Janet Owen**
Ms. Owen talked about the highlights of the Legislative Session. She noted that tax reform was a big issue this year. There were also about 20 constitutional ballot initiatives. The one having to do with reducing class size is important to us because it is going to cost a lot of money. The education governance reform and the school rewrite bill were very important. The $50.4 billion budget included $15.8 million for education or 31.4% of the pie. K-12 got about 9.14% of the $15.8 million, a 6% per student increase. Community colleges came out with about an 8.7% increase. Universities are being advertised as coming out with $193 million or a 11.4% increase. Ms. Owen pointed out that the amount is compared to last year's budget after the cut in December. She noted that close to $40 million in nonrecurring dollars were included in the budget, so that will hurt next year. She talked about undergraduate tuition increases. She reported that there are now local initiatives, recognizing that everyone now has boards of trustees, so there is a pot of money to be spent according to institutional needs. There was language for enrollment growth. There will be a salary increase of 2.5% effective October 1. Health insurance costs increased 13%. PECO did well. There is $ 8.2 for library construction and building renovation. The local boards can decide how to use the lump sum.

In January, UNF becomes a public entity. Funds will be appropriated like community colleges. The university will have control. There is now the opportunity to get off state systems. Ms. Owen discussed changes in several other areas including tuition increase, tuition waivers, etc.
Steve Shapiro asked if the school rewrite did away with the Gordon Rule. Janet responded that yes, because it prohibited any rule of that kind.

United Faculty of Florida - Bruce Fortado

Dr. Fortado reported that he will be attending a major UFF meeting in Gainesville this weekend to discuss the future of the union.

He noted that he had asked a question at the last Faculty Association meeting concerning the College of Business Administration's order for graduate faculty members to "mentor" (advise) graduate students. He asked if this is required in any other college on campus, is this viewed as a change of assignment and therefore covered by the UFF contract? There has been no response from Dr. Kline yet. Dr. Fortado said he had filed a grievance last month and found that his mentee had been removed.

Dr. Fortado said he had learned through the rumor mill that some one-time bonuses had been paid to faculty this year. He said as far as he knew business faculty had not heard about this and knew of no one in that department who had received bonuses.

Dr. Hopkins asked to respond. She said that the governor included bonuses for UPS and A&P employees in his last budget. There was a certain amount for each institution. The criteria were for people who were really good and did good service. The University added money so that it could give similar bonuses to faculty and, as far as she knows, those were distributed widely. It was done by colleges and by supervisory lines in each division. She asked Joanne Campbell if it was distributed by deans and supervisors. Campbell indicated yes.

Dr. Fortado said that, in his limited understanding, several units in Arts & Sciences did distribute the documents about the plan and explained the categories. He knows of no one who got similar documents in the College of Business.

VI. Question and Answer Period

Kathleen Cohen read an anonymous question sent to her. She noted that anonymous questions become the property of the Faculty Association president and she is able to edit the wording of the question. The question is directed to President Hopkins.

Please ask the President to provide the Association with an accounting of the use of "management consultants," from July 1, 2001, to June 6, 2002. What circumstances/situations have necessitated the engagement of these consultants, what credentials do the consultants have, what have they cost the University and from what source of funds have they been paid?

The question will be sent in writing to President Hopkins.

Bill Wilson asked Janet Owen if there was any wording in the education bill about the DROP program. Ms. Owen responded with a no.

Cheryl Frohlich asked about the 2.5 percent pay increase mentioned in Janet Owen's report. Owen responded that it is called a competitive pay adjustment but the language just states that effective October 1, based on your September 30 rate of pay, a 2.5 percent across-the-board pay increase is enacted for satisfactory performance.

David Courtwright noted that the Gordon Rule change made in the new school code has potentially large implications. He noted that he would ordinarily ask this question of David Kline but since he is not here he addressed the question to Dr. Hopkins. Are there any plans to go to our own Board and recreate the Gordon Rule? Dr. Hopkins said she could not respond to the question. She noted that David Kline would be back Monday and the question could be addressed to him.

There was a general discussion about the Gordon Rule, student writing habits and possibilities for addressing the problem.

VII. Legislative Items
Item #1 -- FA 02-10: Submitted by the Executive Committee.

Bylaws Amendment – Second Reading Revision

To amend Article VI, Section 4.M. Clarification of the Duties of the Executive Committee.

Judy Solano moved the item.

Scott Hochwald asked why the committee should be able to stop motions from coming to the floor.

Cheryl Frohlich responded that the intent is for items to be sent back for clarification. The current bylaws did not allow the Committee the power to do that, so the committee had been doing it without realizing that it was not in the bylaws.

Pali Sen noted that an item could be sent back to a Committee and then back to the Executive Committee who could then stop an item from going forward if it didn't like the wording. She thinks it is too risky to give the Executive Committee that power.

Ron Lukens-Bull offered a friendly amendment that would add the wording that the Committee may do this once per item. It would give quality control and take away the concern that the Executive Committee could use it to shut down legislation.

Cheryl Frohlic said she would accept the friendly amendment.

The item passed.

Item #2 -- FA 02-21: Submitted by the Academic Programs Committee

College of Arts and Sciences
Music Department

The item was moved by Len Roberson.

The item passed.

Item #3 – FA 02-22: Submitted by the Academic Programs Committee

College of Education and Human Services
Educational Services & Research

Len Roberson asked for approval to suspend the rules. All items submitted in May and June have to wait until September for approval. These items must be approved in June because the PBOE has mandated the changes for the COEHS.

The suspension of rules was approved.

The item was moved by Len Roberson.

The item passed.

Item #4 – FA 02-23: Submitted by the Faculty Affairs Committee

Noise Emitting Electronic Devices: Policy Statement

The item was moved by Judy Solano.

Bruce Fortado asked to offer a friendly amendment. He asked that the last part of the item "...and, may be subject to disciplinary action, in accordance with the UNF Student Conduct Code."
be stricken. He does not want Student Affairs to have any say in this matter.

Judy Solano said she didn't feel comfortable accepting or rejecting the friendly amendment. She noted that Fortado would have to make a motion to amend. He agreed to do so.

The motion to amend failed.

Dale Clifford spoke against the item. She said she did not want legislation that would direct what will or will not happen in a classroom. She wanted to preserve the right of faculty members to define what is or is not allowed. She does not see a reason or necessity for this rule. She noted that the library can make such a policy and post it, a faculty member can note rules in a syllabus. But, she said we all make exceptions. She asked that the responsibility be left where it belongs – in individual classrooms.

Kathy Brown spoke in agreement with Dale Clifford. She noted that if we ban cell phones and beepers, students will look for loopholes and possibly use DVD players, etc. She noted that if we don't have a rule, then the responsibility is under the auspices of the instructor.

Judy Solano spoke on behalf of the Committee. Members felt that by indicating the rules in the library and on individual syllabi, there would be enough flexibility to do with it as individuals wished. Some would be more demanding than others, but at least it would provide some support for those who want or need it. How an individual deals with it is left flexible. Will you make exceptions? Will you enforce the rule?

Len Roberson said the rule seems to say that what is left to the discretion of the faculty is how they will enforce the policy - that the prohibition is already in effect. He feels it suggests that noise emitting devices are prohibited and that syllabi will just state how faculty plan to deal with it. He thinks it is not understood that faculty have the right to allow them if they wish. He noted that there are a lot of things that make noises including assisted technology for students with exceptionalities.

Dale Clifford said she "...is serious about the fundamental principle that if we assume it takes an act of the Faculty Association to empower us to control our classrooms, we've done something really damaging to academic freedom."

Scott Hochwald and Pali Sen both noted their support for Dale Clifford. Each is worried about losing the power to control their own classrooms.

Steve Shapiro called the question.

The item failed.

**VIII. Adjournment**

The meeting adjourned at 1:37 p.m.

Respectfully submitted,

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Barbara Tuck
Secretary
I. Call to Order

President Kathleen Cohen called the meeting to order at 12:18 p.m.

II. Approval of Minutes - December 6, 2001

The minutes of the December 6, 2001 meeting were approved as distributed on the Web.

III. Announcements

President Cohen made the following announcements:

Alana Veal, Assistant Director of the Center for Student Success and Retention (CSSR), asked for a volunteer to serve on the Campus-Wide Retention Committee. Ms. Cohen requested that anyone who is interested should see her or send an email.

Tom Serwatka is exploring the possibility of having UNF provide volunteers for the construction of a HabiJax home that is being underwritten by David and Ann Hicks, members of UNF’s Foundation Board and Board of Trustees. He is looking for interested volunteers.

Jeanne Middleton announced UNF Homecoming plans and urged all to attend. A brochure is available.

IV. Standing Committee Reports

**Academic Programs Committee** - Len Roberson
Absent. No agenda items.

**Academic Standards Committee** - Pali Sen
The Committee met December 13 with Provost Kline, Mauricio Gonzales and Kim Luther. Members met again this morning. The next meeting is scheduled for February 14 at 11:30 a.m. in FAMA.

**Academic Technology and Support Services Committee** - Bruce Kavan
Kathy Brown was absent. No report. The Committee is scheduled to meet the first Tuesday of each month, beginning February 5, at 3:00 p.m. in the College of Business Administration building conference room 2004.

**Adjunct Affairs Committee** - Ted Stumm
The Committee is scheduled to meet the third Friday of each month. Dr. Stumm said if anyone has any issues they want addressed he would appreciate that information.
Budget Advisory Committee - Homer Bates
The Committee is in the process of arranging a meeting with President Hopkins.

Faculty Affairs Committee - Judy Solano
The Committee will meet next Thursday, January 17, at 12:15 in FAMA. There will be an agenda item for the next meeting.

Faculty Enhancement Committee - Cynthia Scott
Absent. No report.

Governmental Relations Committee - Dan Whitehead
The Committee is scheduled to meet January 18 at 9:30 a.m. in FAMA.

Nominations and Elections Committee - Diane Tanner
No report. President Cohen called members' attention to the upcoming elections.

Promotion and Tenure Committee - Faiz Al-Rubaee
No report.

Research Committee - Cheryl Van Deusen
Absent. The Committee was forced to reschedule its meeting.

Strategic Planning Committee - Gary Fane
The Committee is scheduled to meet next week. It will reconvene when all schedules are received.

Executive Committee - Cheryl Frohlich
The Committee met December 17 and will meet again January 15. Agenda items are due.

V. Special Reports

President Anne Hopkins
Dr. Hopkins called attention to the Spinnaker article about adjuncts and accreditation. She also wanted to address some budget issues. She reminded members that last month she talked about the budget cuts and her strategy for coping with the cuts. She reported that all divisions have made recommendations for savings. She and Dr. Kline met and agreed on a $32 million instruction budget. What is left will be for non-instructional needs. She felt that instruction is the most important issue to address. She said she will release a handful of positions after all figures are complete, but before the end of the month.

Dr. Hopkins said the Governor's budget is not due until the middle of January. There are no set figures yet. She reported on a conference call and a meeting in Orlando by university presidents. Administrators are proposing a 5 percent tuition increase for undergraduates, and up to 10 percent for out of state students and graduate students. This will help the larger schools. She noted that it will not be all bad for UNF and will help some; there is likely to be some level of enrollment increase available. She reported that by January 15 there should be an actual proposal. She does not know what will happen with raises. Overall general statements say there will be some modest new revenue for next year – possibly a couple of million.

Dr. Hopkins said UNF's local board is trying something different for its meetings. The members had four 2 ½ hour meetings. They plan to do some conference calls which will be on streaming
audio. Anyone can listen from the campus Web page. There will be preliminary discussions for approval of some new programs.

**Legislative Liaison Report** - Janet Owen

No report. Absent.

**United Faculty of Florida** - Elinor Scheirer

Dr. Scheirer said UFF’s major agenda item is to keep monitoring happenings in Tallahassee. She reported that there will be benefit seminars on January 22 and 23 at noon in FAMA. Stan Swart will talk about long term care and other insurance packages.

UFF is also concerned with monitoring academic freedom challenges and issues associated with the long term health of faculty. She mentioned the impasse that she reported to faculty last week in an email message. She said some of the main concerns had to do with raises and one-time bonuses.

**Safety Committee** - Ted Stumm

Dr. Stumm said the committee is concerned with safety in the parking garage. They are working on crosswalks and other things to ensure safety there and during the construction of the library addition.

**VI. Question and Answer Period**

President Cohen summarized an anonymous question. It will be forwarded to Joanne Campbell.

1. Should some engineering faculty (not in release time) be paid overload when their teaching assignments are often less than the average UNF faculty?

2. How many engineering faculty were paid overloads in the past? What were their teaching loads? And what were the rates at which they were paid?

President Cohen directed attention to information items in the agenda.

**VII. Legislative Items**

None.

**VIII. Adjournment**

The meeting adjourned at 12:30.

Respectfully submitted,

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Barbara Tuck
Secretary