



FLORIDA STATE UNIVERSITY

FACULTY SENATE

MINUTES FACULTY SENATE MEETING NOVEMBER 16, 2016 DODD HALL AUDITORIUM 3:35 P.M.

I. Regular Session

The regular session of the 2016-17 Faculty Senate was held on Wednesday, November 16, 2016. Faculty Senate President Susan Fiorito presided.

The following members attended the Senate meeting:

T. Adams, S. Aggarwal, A. Askew, H. Bass, K. Bearor, L. Beitsch, B. Birmingham, D. Bookwalter, M. Buchler, E. Chicken, J. Clark, P. Conway, B. Cox, A. Darabi, J. Dawkins, V. DeBrunner, J. Delp, P. Doan, K. Erndl, J. Fadool, B. Fennema, A. Figueroa, J. Fiorito, S. Fiorito, R. Gainsford, J. Garibaldi, J. Geringer, J. Gomariz, T. Graban, J. Grzywacz, K. Harper, E. Hilinski, C. Hofacker, E. Jakubowski, K. Jones, I. Junglas, T. Keller, A. Kim, E. Kim, S. Lewis, J. Linford, J. Lo, C. Madsen, V. Mesev, M. Messersmith, , P. Osteen, I. Padavic, S. Park, E. Peters, K. Peterson, A. Rhine, V. Richard Auzenne, N. Rogers, D. Rohlinger, E. Ryan, T. Siegrist, D. Slice, N. Stein, L. Stepina, G. Tyson, Col. M. Vanwert, D. Von Glahn, W. Weissert,.

The following members were absent. Alternates are listed in parenthesis:

T. Abichou, J. Adams, T. Albrecht-Schmitt, E. Aldrovandi, K. Brummel-Smith, M. Burr, A. Clarke, R. Coleman, H. Flynn, M. Gross (**L. Hinnant**), J. Hellweg, K. Hufferberger, E. Hull, R. Jackson (**R. Brower**), B. Landing, W. Li, S. Losh (**A. Roehrig**), T. Mariano, C. Marzen, P. Mason, U. Meyer-Baese, D. Moore, R. Morris, Z. Musslimani, D. Poey, V. Salters, P. Sharpe, J. Standley, O. Steinbock, N. Stoltzfus, B. Stults, U. Sypher, O. Vafek, A. Vanli, E. Walker, Y. Wang, C. Wood, K. Yang, T. Zuehlke.

II. Approval of the Minutes

The minutes of the October 19, 2016 meeting were approved as distributed.

III. Approval of the Agenda

The agenda was amended to move announcements by the President and Provost to the beginning and then was approved as amended.

IV. Announcements by President Thrasher

President Thrasher gave the following updates:

- The next Florida legislative session is coming up. The next president will be Joe Negron and the next Speaker of the House will be Richard Corcoran. Both have an interest in higher education. Negron said higher education was his number one

priority when designated president of the Florida Senate. FSU has hired a new staff member who knows the legislative process to help us communicate our goals to the Legislature and work with them to get FSU to the top 25.

- The Legislature has asked FSU to present the ultimate package of what is needed to meet the University's goal of getting into the top 25. The administration thinks it will take \$70 million to do this. The Legislature probably won't give FSU all of that money right away, but we can begin working toward it. The Legislature wants to see a return on investment, so we can hopefully sell this proposal to them by using our move up five places in the US News and World Report evaluation of top public universities.
- The Guns on Campus proposal will be back in the Legislature. President Thrasher is opposed to it. He is not sure he can be successful this year because of the changes in the House, and he asked for the senators' help weighing in with the Florida legislators. All of the SUS presidents and chiefs of police will be making their cases against Guns on Campus to the Legislature.
- In regards to fundraising, FSU is getting close to the goal of a billion dollars which is supposed to be achieved by June of 2018. The \$100 million gift from the Moran's is being utilized to develop curriculum and look at faculty for the School of Entrepreneurship. FSU will begin renovating the building downtown on Monroe Street for the School of Entrepreneurship in December. FSU recently broke ground on the Earth, Ocean, and Atmospheric Science building on Woodward Street. The Legislature gave us \$42 million of the \$65 million needed for that building.
- President Thrasher has finished two years as president of FSU, and he said we've made progress in those two years: last year was the largest fundraising year FSU has ever had; we had the largest single gift last year; we had the best class of freshman on paper; we're hiring new faculty; and we're doing incredible things in research. We still have a lot to do such as in the areas of market equity and diversity and inclusiveness. FSU has created a student-centered Inclusiveness and Diversity Council to work on the goal of diversity and inclusiveness. Other positive things President Thrasher mentioned are the Strategic Plan, enhancing the footprint of the University, and UFF negotiations.

There was a question from Katherine Jones from Biological Sciences about how to best focus efforts to convey to the Legislature what faculty see on the front line with the issue of immigration and international students. President Thrasher responded by saying that the Florida Legislature will form committees in which those issues will arise, and when they do FSU can work with faculty to have people testify about what they are seeing on the frontline. He asked the senators to reassure international students that if they have questions they can come to the President's Office. President Thrasher said he wants all international students to feel comfortable and safe.

There was a comment from Erin Ryan from the College of Law about recommendations for the infrastructure of the Inclusiveness and Diversity Council. President Thrasher responded by saying the council would like that suggestion. Inam Sakinah is the chairman of the student group. FSU just started this council five months ago and it is just now taking off. Fiorito said that she would ask Sakinah to speak in front of the Faculty Senate.

V. Announcements by Provost McRorie

Provost McRorie discussed the following topics:

- Many other institutions are in a state of unrest and do not have a method for encouraging students to talk together critically and civilly to lead to understanding rather than more anger. FSU has a strong history of structuring spaces for our faculty and students to have those conversations. We need to make our students feel confident and brave to speak out in a civil and respectful way and listen as well as speak. Provost McRorie said she is proud of FSU for instilling these values in our classrooms and on campus. If students have a concern to report they can do so at report.fsu.edu. So far the site has gotten 80 reports, and there were very few that rose to the level needing to be handled at a departmental or college level.
- The Board of Trustees finally approved FSU's Strategic Plan. Different from the previous plan, the current Strategic Plan is shorter, was a collaboration, and is a five-year plan rather than a ten. The six goals laid out in the plan are:
 - Deepening our distinctive commitment to continuous innovation
 - Amplifying excellence across our academic and research programs
 - Realizing the full potential of diversity and inclusion
 - Ensure student success on campus and beyond
 - Preparing our graduates for 21st century careers
 - Investing strategically in our institution and our reputation

There will be implementation committees and milestones for each of these goals to evaluate what we do. The Academic Affairs Committee of the Board of Trustees will present an annual evaluation of where we are. The University is going to do things to make the plan come alive.

There was a comment about looking at student/faculty ratio and the importance of focusing on that metric.

Provost McRorie said she meet with the academic deans that morning to talk about college requests for next year. Any college request must be tied to both performance and preeminence goals and the Strategic Plan goals so there is evidence of return on investment since the University does not get much new money. Recruitment and retention of faculty is the number one need. Provost McRorie and President Thrasher told the BOG they wanted to hire 250 new faculty. That was part of the \$70 million. It probably won't happen soon, but they asked and we communicated what we needed.

There was a question about whether or not the \$70 million is new money the University would like to see from the Legislature every year. Provost McRorie said some was nonrecurring but the bulk of it would be recurring. There was a question about how large of a percent increase that money is for our budget. Kyle Clark said that our operating budget is between \$300-500 million dollars so it would be a substantial increase.

VI. Report of the Steering Committee, Todd Adams

“Since the October Senate meeting, the Steering Committee has met twice. Last week we met with President Thrasher who discussed a range of issues and events around campus. We met with Carol Darling and Marilyn Young from the Association of Retired Faculty. You may remember that Carol came to a Senate meeting last year as President of ARF. In addition to serving as Past President, Carol is now designated as the liaison between ARFF and the Faculty Senate. As a reminder the annual Christmas party in honor of the Faculty Senate and the Association of Retired Faculty will be held Thursday, December 1 at 5:30pm at the President’s House. If you are retiring or know colleagues who are retiring, encourage them to consider joining ARF. The dues are inexpensive and they organize interesting activities. We met with Daniel Pertwee from the student group Divest FSU. They are working to get FSU to divest from the fossil fuel industry. The Student Senate recently passed a resolution in support. Divest FSU has a well-researched set of arguments. They have made presentations to the FSU Board of Trustees and the Foundation Board. They have asked the Faculty Senate to pass a resolution in support. You will likely hear more about this at future meetings. The steering committee met with Annette Schwabe to discuss the path forward with the approval of a permanent Liberal Studies curriculum. A survey has been prepared and will be sent to faculty to facilitate wide ranging input. We encourage everyone to participate to provide feedback about positives aspects and areas of concern. A reminder that the next Faculty Senate meeting will be held December 7. We will meet at the Turnbull Conference Center. President Thrasher will give the annual State of the University address and the Senate meeting will follow.”

VII. Reports of Standing Committees

a. Mr. Kyle Clark, Budget Committee

See addendum 1 for Mr. Clark’s presentation.

Kyle Clark shared the finance and administration updates concerning facilities which he presented to the Board of Trustees:

- Phase Two of College Town has begun which provides more apartment and retail space. The Seminole Boosters are about to start Phase Three, which would include 300 additional beds and 500 parking spaces. The Boosters have a lot of equity investors in Phase One, and right now it is more affordable for them to take out those investors and issue debt, so they are going to take out \$15 million and buy out the private investors and put the equity into Phase Three. Phase One is a \$15 million loan, and Phase Three is a \$30 million project. The Board of Trustees has heard this and approved it, and they are just waiting on the Board of Governors and Division on Finance to finish their review. Hopefully it will all be approved by January 2017.
- FSU recently opened a Four Rivers location on campus. It has been popular, and FSU is looking for ways they can expand in the future.
- FSU just took over the food service at the FAMU-FSU College of Engineering.
- The Sci-Quest Procurement System has been expanded.
- We are not compliant with all the laws and regulations involving safe credit card usage.

- FSU will be implementing a new travel management system.
- FSU is building a new residence hall at the Panama City Campus.
- The University is currently negotiating with Aramark and interviewing other food service providers for FSU.
- The Fair Labor Standards Act changes will all be implemented by November 18.
- FSU is now sharing services with Ringling, New College of Florida, and University of South Florida Sarasota to be more efficient.
- FSU is working with Fitch, Moody's, and Standard & Poor's on ratings.
- The university hopes to expand parking with the \$750,000 in savings.
- FSU has about \$515,000,000 of active capital contracts right now.
 - The University Housing Replacement project is a one-time budget and will finish in July 2017.
 - The Earth, Ocean, and Atmospheric Sciences building is a \$70 million project, which we just broke ground on.
 - The Interdisciplinary Research and Commercialization building is an \$85 million project which will be a 50/50 funding split between the State of Florida and the Research Foundation which they are going to raise private funds for. It will be built at Innovation Park.
 - The College of Business building is about \$88 million and will be built across from the Civic Center. FSU is hoping to finalize the plan soon to begin looking at architects. It is a 50/50 split between the State and private funds.
 - The Student Union expansion is a \$52 million project that will involve knocking down Subway to Four Rivers starting in May 2018.
 - The Jim Moran School of Entrepreneurship is an \$8.2 million project which will be on Monroe Street.
 - Private and FCO money were raised for the Black Student Union/African American Study Center project, which will break ground in January and be built on Jefferson Avenue.

There was a question about the impact the College Town housing will have on University Housing. Kyle Clark responded by saying that these additional beds will have no negative impact on it because University Housing usually has a one hundred percent occupancy rate with a thousand person waiting list, so there is a demand for more housing that the university cannot fulfill. The last residence halls on Tennessee Street will be knocked down around Spring Break, and then FSU will be looking for additional revenue structures to add more beds there. Another challenge for expanding housing is that there is talk of the Board of Governors designating room and board rates, which would prevent FSU from adjusting those rates to have funding for housing expansion.

Katherine Jones from Biological Science asked how FSU room and board rates compare to other universities. Kyle Clark responded by saying that's a difficult question to answer because residence halls on our and other campuses have a different configuration. FSU looks favorable when comparing room rate with the market. Students living on campus, however, are offered many more services.

Research suggests that students living on campus benefit from it through better academic performance, higher retention and graduation rates, and more credit hours taken each term.

Sandy Lewis from the School of Teacher Education asked if the new buildings are architecturally similar to the existent FSU buildings. Clark said that they are all the Jacobean style architecture which is consistent with the existent buildings.

Michael Buchler from the College of Music asked about renegotiating with Aramark about meal plan prices. Clark said he has had lots of conversations with food service providers about that issue and that meal plan rates will not increase. Over fifty percent of FSU students pay less than \$10,000 out of pocket for their degree, but it's the living experiences that are so costly, so Clark is looking for ways to help alleviate some of that cost for students. Buchler made an inaudible suggestion. Fiorito responded by saying that she thinks housing is hearing the message that students don't want a meal plan and are working on addressing it. Clark added that FSU has signed a letter to the Governor's Office saying the university will not require any more residence halls to have a meal plan and that FSU is looking at ways to get rid of the ones students have now.

b. Dr. Annette Schwabe, Liberal Studies Committee

Fiorito reminded the senators that the Faculty Senate needs to vote on the Liberal Studies Program because the temporary implantation time that the Senate voted on previously is ending. She also stressed the importance of faculty feedback on the survey being sent out about the Liberal Studies Curriculum (LSC).

Schwabe talked about the survey that she was asked to send out. It will have ten Likert-style questions which were designed based on the feedback Schwabe has received about aspects of the LSC that matter to faculty. In particular, there are questions about curriculum content and structure and student learning objectives. At the end of the survey there are a few open-ended questions where faculty can provide more information about what is working or not working and any recommendations they have.

Schwabe mentioned the importance of communication of the LSC, saying that there has not been as much time to work on updating the website and other aspects of communication. She showed them, however, the new website and invited the faculty to provide any videos or images of the LSC in action they have so she can share them on the website.

Gary Tyson commented upon the history of the new LSC saying that the Faculty Senate passed it three years ago as an experimental program which would need a re-vote. The Senate had to vote quickly at the time because the State Legislature mandated that FSU change liberal studies. He explained that the E-series courses were an attempt to counter homogenizing the entire state's liberal studies program. He called the faculty to consider the restriction of the legislative mandate when providing feedback on the curriculum as well as think about how FSU could cultivate its own concept of a liberal studies program.

c. **Dr. Elizabeth Jakubowski, University Curriculum Committee**

See **addendum 2** for Dr. Jakubowski's presentation.

Jakubowski talked about the University Curriculum Committee (UCC), explaining what it does and offering some insights into the curriculum request process. The committee members are appointed by the Steering Committee and then approved by the Faculty Senate. The committee tries to have a broad representation of colleges and departments among its members. The committee meets eight times during the year and looks at undergraduate and graduate curricular policies and procedures. The committee looks at course proposals, but does not deal with program development. The department initiates course proposals and it is then reviewed by faculty through a departmental and/or college committee and is then reviewed by the UCC. As part of this review, the UCC looks for the names of the faculty approving the proposal in the curriculum request system to ensure faculty governance. The UCC reviews all new courses being taught for credit. The committee works with the Liberal Studies Committee and the UPC on approving courses that fulfill the liberal studies requirements. Typically, lower division classes are reviewed by the Liberal Studies Committee and upper division and graduate classes by the UCC. If a pre-existing course is being revised to include e-series, experiential learning, or scholarship in practice requirements, it is reviewed by the Liberal Studies Committee rather than re-reviewed by the UCC. If a new course is designed to be offered in a non-traditional instructional delivery mode, the course is first approved by the UCC as a course and then must get alternative mode approval. The UCC also approves changes in the course hours or objectives of a previously approved class. Jakubowski suggested that departments don't tie their objectives to professional standards so that they don't have to revise them every time the standards change. In regards to special topic courses, those syllabi should be submitted to the Registrar's Office, and after the third time a special topic course is taught, it should be given a regular course number. Jakubowski showed the faculty the online curriculum request submission system. This past year the UCC reviewed over 400 proposals in part because of new programs. Jakubowski ended with some information for the Senators to take back to their faculty regarding frequent problems with curriculum requests. When creating syllabi, faculty should:

- Create measurable objectives for what the students should be able to do
- Differentiate between undergraduate and graduate assignments and requirements in combined courses
- Include the University Attendance Policy, Academic Honor Policy, and ADA statements in syllabi
- Include a clear statement about how unexcused absences factor into attendance if students are being evaluated on this
- Ensure all sections of a course have the same topics, objectives, and evaluation criteria
- Create clear and unambiguous evaluation policies and scales
- Provide topics or a weekly schedule
- If it's an online course, include evidence of contact with students

Jakubowski said that the UCC will begin working on revising a document approved in by the Senate in 2008 to make sure all the policies are consistent. The UCC is also

willing to provide presentations and assistance to departments and colleges regarding syllabi development and submission. Jakubowski also let the Senators know that a few of the member positions on the UCC would be open soon if anyone is interested in serving on the committee.

d. Dr. Eric Chicken, Undergraduate Policy Committee

See **addendum 3** for Dr. Chicken's handout.

"Everybody got a copy of this. It was on the table as you came in. There are four proposals here to change the existing policy for undergraduate final exams. The first one: right now students can be granted an exam to be made up during finals week if they have four or more exams in a twenty-four-hour period. The UPC would like to change that to three or more."

Fiorito: "Is there a discussion?"

Senator: "I'm wondering why 'twenty-four-hour period' is not a day. Because twenty-four-hour period could be--"

Chicken: "Right. Noon-to-noon for example. That seems fine to me. That seems reasonable. It did not have any contention or discussion in the UPC."

Senator: "I like the day idea. In our very large sections where we have a large number of students we have a considerable amount who within a twenty-four-hour period [inaudible]."

Lewis: "Sandi Lewis from the College of Education. You could have a student who has a seven to ten o'clock final one night and then one at seven the next morning and then again at ten. That's a lot of finals all at one time for that student. So I would promote the 'twenty-four-hour period' wording."

Chicken: "Right. That's the proposal. I don't know if we want to change that. The UPC never even brought that up."

Senator: "Just one questions. If we move from four to three exams, how many more instances of students [inaudible]?"

Chicken: "We don't know that. We're going to assume that it's not a huge amount. We have an idea. Karen McGinnis from biology – she's a UPC member – looked at what the schedule actually was for all the finals and the only way that you could have three exams in a twenty-four-hour period is if you only had Tuesday/Thursday classes. So if you had fifteen credits and you were Tuesday/Thursday only, then you are looking at three in a twenty-four-hour period."

[Inaudible question/comment]

Chicken: "Right. Then they would be given the opportunity to be given a make-up without any questions asked and we would be obligated to take that schedule into account."

Fiorito: “Chicken’s group did talk a lot about this at the UPC. But if you are concerned about it and you would like us to wait on voting for this, we can also do that. We can table it.”

[Inaudible question/comment about Take 15]

Chicken: “Only to the extent that if you are taking five classes, the only way that you could have three exams in a twenty-four-hour period was if all your classes are Tuesday/Thursday. And there will be people like that.”

[Inaudible question/comment]

Todd Adams: “The next point discusses priority based on how large your class is so you’d be less likely to be effected.”

[Inaudible discussion]

[Somewhat inaudible question about how many students are affected]

Chicken: “No. That’s impossible to do because most of this is done informally. It’s not like there is a process to go through and say, ‘I have three or four exams.’ This is typically done between instructor and student on a really informal basis.”

Fiorito: “Students get enough questionnaires; they are not going to respond to another one. We are not going to find those data. And faculty sometimes don’t give exams when they are scheduled to give exams because they give projects instead of exams. This is a moving target. The reason why this was brought up is because we heard some complaints from some students and some faculty, and we felt there had not been revisions on the final exam policy in forever. So the UPC looked at it and talked about it several times and deliberated about this for several months.”

Chicken: “The overall feeling was that maybe it would be tougher for faculty but it’s better for the students. So if you think about it in terms of student success, getting a buy on an exam when you have three or more should make it easier on them.”

Fiorito: “I think we’ll call for the question and then vote.”

The motion for the policy to be modified to allow for make-up examinations if students have three exams in a twenty-four-hour period passed with a majority vote.

Chicken: “The four to three was all that was brought to our attention but when we began to read it we found some other issues. So the four to three tries to take into account what happens with larger classes. It will be more likely to have move people asking for obligatory make-ups for having three in a twenty-four-hour period. So we’ve added this bold text: ‘higher enrollment classes take precedence over lower enrollment classes.’ The idea is that higher enrollment classes have more people needing make-ups and therefore it will be more of a struggle for them so we gave precedence.

Senator: "How does one figure out? Does a student tell you [inaudible]?"

Chicken: "Instructors coordinate like they do now. Somebody says, 'I have a conflict because I have four other exams.' One of those four people has to say who is going to do it. What has happened with me is just communicate with the other instructor and someone just moves it. And that's when you could point to my class has 800 people and your class only has 790 so... That's something that is just informal communication. It's not something that is going to go through the Registrar's Office."

Jennifer Buchanan: "I think this language applies when the exams line up on top of each other per the schedule. So a block exam lands on top of an exam a student has that's based on the time of day of that exam. So it's not directly talking to that instance when a student has too many exams in a twenty-four-hour period."

Fiorito: "Any further discussion? Hearing none, call the question."

The motion for the policy change to give precedence to higher enrollment classes for conflicting examination times passed unanimously.

Chicken: "The next one is a minor change. It just says that conflicts not recognized a month in advance must use the established make-up time from the Registrar's Office. This changes the wording "recognized" to "resolved" at least one month in advance. Right now they can recognize it one month in advance but not do anything about it until finals week. So this says now that they need to fix it one month in advance. So it's just making sure that if there are issues they are taken care of in a timely fashion. We also feel like this wording makes it clear that it's the students responsibility."

There was no discussion.

The motion for the policy change to say that conflicts not "resolved" at least one month in advance must use the set make-up examination time passed unanimously.

Chicken: "And finally. Right now the policy says: 'Final exams in undergraduate courses are discretionary within any given department, but all students, including graduating seniors and graduate students, who are enrolled in an undergraduate course having a final examination are required to take the examination.' We propose to just eliminate that. It does not match current practice. Right now you can have a final exam scheduled, and if the student does not take it, that does not necessarily mean they failed. That means they lose the credit that the final exam is worth. If the student does fail, that's often a requirement right in the syllabus and those will be specifically said that you fail. But for many of us if students don't take the final they just miss out on 20% or so. We feel that by removing this we are just making the policy reflect current practice."

Senator: "Is this perhaps the famous [Inaudible] rule?"

Chicken: “I talked with Kim Barber, and she said she vaguely remembers that this initially said student athletes. So this paragraph initially said student athletes but people said it was picking on student athletes so they just said everybody. But as I said, it doesn’t match what we do.”

Fiorito: “You can still fail them if you want. It just has to be in your syllabus.”

The motion to eliminate the statement from the Undergraduate Course Examination Policy passed unanimously.

VIII. Special Order: Information and Technology Services, Mr. Michael Barrett

Mr. Barrett’s presentation was deferred to the December 7th Faculty Senate meeting.

IX. Old Business

There were no items of old business.

X. New Business

There were no items of new business.

XI. University Welfare

a. United Faculty of Florida, Matthew Lata

Lata announced that the UFF would be soliciting input from faculty for upcoming negotiations. They are trying to get a student committee organized to keep guns off campus. That issue will probably not be stopped in committee this year and will likely come down to a floor vote in the Senate.

Lata also shared a few thoughts about what has been going on post-election. He said his students have responded to the election by not being able to concentrate in class. He challenged the faculty to mentor students to move ahead with confidence. He said that we must remember that even if we do not agree with others, everyone has a right to their opinion, and if you do not agree with it, you have a right to try and change theirs. He paraphrased Leonard Bernstein’s speech at the death of John F. Kennedy to provide some insight into how we can respond to the election. The speech suggests that hatred and ignorance are antonyms of learning and reason and therefore our world should focus on making art, teaching, and researching in our response to this hatred and ignorance.

XII. Announcements by Deans and Other Administrative Officers

a. Dr. Joe O’Shea, Assistant Provost, “Take 15”

Dr. O’Shea’s presentation was deferred to the December 7th Faculty Senate meeting.

XIII. Adjournment

The meeting adjourned at 5:15 p.m.

A handwritten signature in blue ink that reads "Andrea White". The signature is written in a cursive, flowing style.

Andrea White
Faculty Senate Coordinator

Finance and Administration Updates

KYLE CLARK ■ VICE PRESIDENT FOR FINANCE & ADMINISTRATION
NOVEMBER 16, 2016

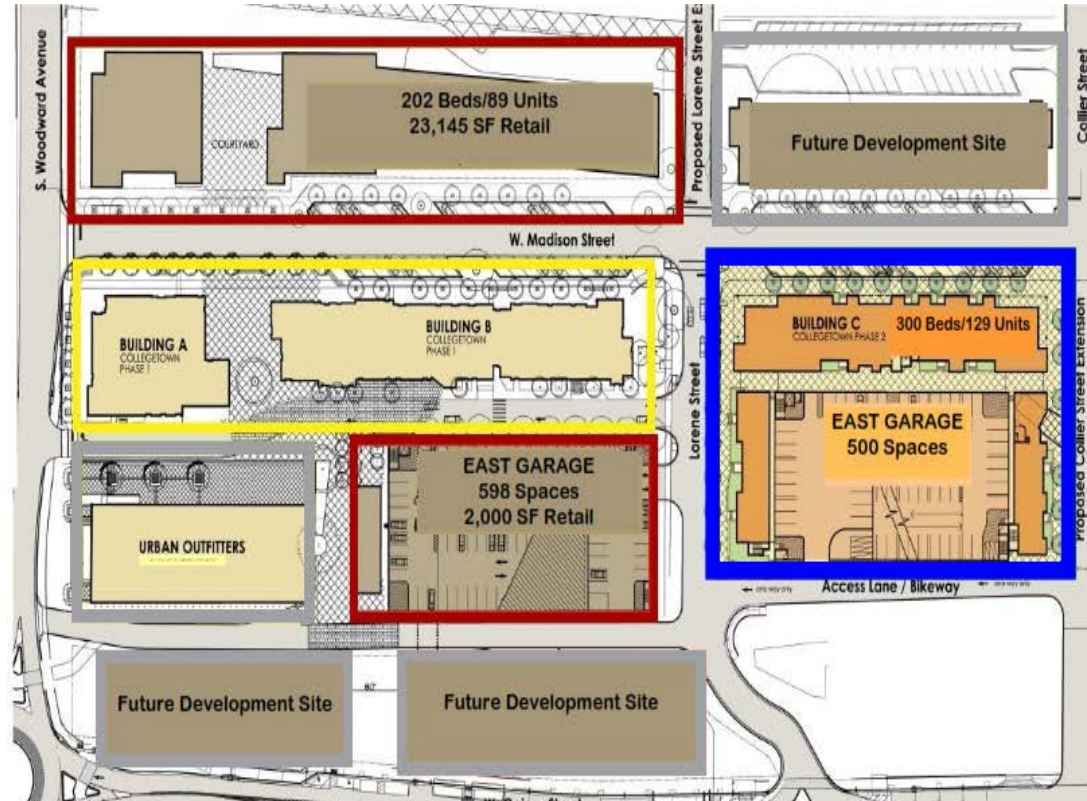
CollegeTown

CollegeTown Sight Map

PHASE I

PHASE II

PHASE III



CollegeTown III Rendering



CollegeTown I

Pro forma

	2016 (Projection)	2017	2018	2019	2020
<i>Revenues</i>					
Rental Income	\$ 3,013,086	\$ 3,088,413	\$ 3,165,623	\$ 3,244,764	\$ 3,325,883
Total Revenues	3,013,086	3,088,413	3,165,623	3,244,764	3,325,883
<i>Expenses</i>					
Operating Expenses	\$1,518,568	\$1,556,532	\$1,595,446	\$1,635,332	\$1,683,710
Operating Expenses	1,518,568	1,556,532	1,595,446	1,635,332	1,683,710
Net Operating Income	1,494,518	1,531,881	1,570,178	1,609,432	1,642,174
Debt Service	36,875	442,500	442,500	493,314	1,052,262
DSC Ratio	3.38	3.46	3.55	3.26	1.56
DSC Required Ratio	1.30	1.30	1.30	1.30	1.30

CollegeTown III

Pro forma

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues					
Garage Revenues:	678,592	695,557	712,946	730,769	749,039
Housing Revenues	3,074,820	3,151,691	3,230,483	3,311,245	3,394,026
Total Potential Gross Income	3,753,412	3,847,247	3,943,428	4,042,014	4,143,065
Less: Estimated Vacancy	(151,941)	(155,740)	(159,633)	(163,624)	(167,714)
Total Gross Revenue	3,601,471	3,691,508	3,783,795	3,878,390	3,975,350
Expenses					
Garage Expenses:					
Estimated 28% Expenses	190,006	194,756	199,625	204,615	209,731
Housing Expenses:					
Estimated 29% Housing Expenses	883,868	920,282	957,964	996,955	1,037,298
Replacement Reserve 3% (year 5)	-	-	-	-	100,927
Operating Expenses	1,073,874	1,115,038	1,157,589	1,201,571	1,347,955
Net Operating Income	2,527,597	2,576,470	2,626,206	2,676,819	2,627,395
DSC Ratio	2.24	1.38	1.41	1.44	1.41
DSC Required Ratio	1.30	1.30	1.30	1.30	1.30

CollegeTown III Financing Terms

- **COLLEGETOWN I FINANCING**
 - Loan amount: up to \$15,000,000
 - Purpose: To buyout original investors in CollegeTown I (Ten G&G) and apply remaining available proceeds to CollegeTown III.
 - Maturity Term: 36 months
 - Interest Rate: 2.95% fixed rate
 - Closing costs: \$15,000
 - Collateral: Assignment of Seminole Boosters revenues, accounts receivable, and furniture, fixtures & equipment.
 - Covenants: Maintain a debt service coverage of 1.30; and pledge all available revenues from the CollegeTown I project to debt repayment.

CollegeTown III Financing Terms

- COLLEGETOWN III FINANCING
 - Loan amount: up to \$30,365,136
 - Purpose: To finance construction of CollegeTown III buildings.
 - Maturity Term:
 - Construction periods: 3 year, interest only
 - Stabilization: 7 year mini-perm amortized at 25 years.
 - Interest Rate:
 - Construction: 3.50% fixed rate
 - Stabilization: 3.69% estimated (7 year US Treasury + 218 bps)
 - Collateral: First real estate mortgage on the real estate to be developed as CollegeTown Phase III.
 - Covenants:
 - Review and Approval of Seminole Boosters, Inc. audited financial statements by Ameris Bank;
 - Minimum deposit relationship of \$1.0M established with Ameris Bank;
 - Phase I Environmental Report reviewed and approved by Ameris Bank;
 - New appraisal completed and reviewed by Ameris Bank;
 - Debt Service Coverage ration of 1.30, tested annually.

CollegeTown III - Timeline

- Inform Board of Trustees of Project – *June 2016*
- Approval by DSO Board of Directors – *September 2016*
- Recommendation from FSU Real Estate Foundation Board – *September 2016*
- Approved by DSO Investment Committee – *October 2016*

CollegeTown III - Remaining Approvals

- Board of Trustees Approval – *January 2017*
- Board of Governors Approval – *January 2017*

Finance and Administration Updates

Finance & Administration Initiatives

- New 4Rivers location on campus
- FAMU/FSU Joint College of Engineering food service location
- Compliance with the Payment Card Industry Data Security Standard
- Expanding use of our SciQuest Procurement System (SpearMart)
- Travel Management Services and System
- FSU Panama City Branch Campus P3 Student Housing Facility
- Food Service ITN
- Fair Labor Standards Act
- Shared services with Ringling, New College of Florida, and University of South Florida Sarasota
- Rating Agency visits with Fitch, Moody's and S&P
- Proposed refunding of \$7.6 million of long term debt with approximately \$750k in savings
- Revenue contract negotiations

Finance & Administration Initiatives

SUS Efficiency Summary July 2016

FSU Projected Savings of \$36.27 Million

Highlights

- | | |
|---|---------------|
| • Enterprise software licensing agreements | \$9.3 Million |
| • Procurement Savings – Cooperatives/Consortiums | \$7.8 Million |
| • Procurement Savings – Competitive Solicitations | \$6.2 Million |
| • Recurring Savings from July 2015 Report | \$2.2 Million |
| • Prudential Productivity Awards | \$1.9 Million |
| • Grainger MRO Program | \$1.8 Million |
| • Student Health Ins. Payroll Deduction | \$1.3 Million |

Facilities Updates

Facilities Design & Construction Active Major Projects

Project Number	Project Description	SCHEDULE				BUDGET			
		Architect/ Engineer	Bid/Guarantee Max Price	Construction	Substantial Completion	Planning	Construction	Equipment	Total
FS-221	University Housing Replacement Phase 2 including 1851 Dining Concept	9/29/2014	02/20/2015	05/15/2015	06/01/2017	4,830,355	62,382,899	2,450,000	69,663,254
FS-259	Earth Ocean. & Atmospheric Sciences Building (EOAS)	09/05/2013	12/15/2016	02/15/2017	02/15/2019	3,504,462	61,000,000	5,345,538	69,850,000
FS-218	Doak Campbell Stadium Improvements	09/01/2014	01/15/2015	02/01/2015	09/02/16	7,000,000	87,500,000	2,500,000	97,000,000
FS-275	Interdisciplinary Research & Commercialization Bldg (IRCB)	04/10/2015	06/15/2017	08/15/2017	06/15/2019	5,000,000	63,000,000	17,000,000	85,000,000
FS-253	Donald L. Tucker Center	Varies	Varies	Varies	Varies	2,823,931	18,046,792	6,404,445	27,275,168
31780 / 31954	Tucker Locker Room Improvements	10/18/14	05/18/2015	05/25/2015	12/30/2016	422,846	3,577,154	300,000	4,300,000
FS-321	College of Engineering (FSU\FAMU)	02/01/2015	06/01/2015	09/02/2015	09/02/2016	1,650,000	9,162,196	250,000	11,062,196
FS-232	Jim Moran School of Entrepreneurship/Jim Moran Institute	TBD	TBD	11/17/2016	08/15/2017	1,350,000	6,500,000	4000,000	8,250,000
FS-263	Student Union Renovation/Expansion	01/15/17	01/15/2018	02/15/2018	07/15/20	5,000,000	45,000,000	2,500,000	52,500,000
FS-206	College of Business	TBD	TBD	TBD	TBD	7,500,000	73,500,000	7,000,000	88,000,000
	BSU/African American Study Center	07/01/2016	01/07/2017	01/25/2017	10/01/2017	250,000	2,000,000	250,000	2,500,000

Projects Underway

\$ 515,400,618

University Housing Replacement Phase II

Substantial Completion Date: 6/1/2017

GSF: 209,000 (Buildings 3 & 4); 19,300 GSF for Urban Eateries

Total Cost: \$ 69,663,254

Fund Source: University Funds

Project Information:

A 912-bed facility will be constructed in a suite style configuration. Magnolia Hall (Building 3), Azalea Hall (Building 4) consists of 912-bed suites and the 1851 Dining concept which were ready for Fall 2017 semester. Common areas for study, lectures, recreation, and laundry are all included, as well as landscaped courtyards. 1851 Dining Concept is a unique food service venue located along Jefferson Street.

Consultants:

Architect – Gilchrist, Ross, Crowe Architects, Tallahassee, FL

Contractor – Culpepper Construction, Inc., Tallahassee, FL

University Housing Replacement Phase II



University Housing Replacement Phase II



Earth, Ocean & Atmospheric Sciences

Substantial Completion Date: 02/15/2019 (If funding is received)

GSF: 130,000 +/-

Total Cost: \$69,850,000

Fund Source: FCO

Project Information:

Located at the prominent corner of Woodward Avenue & Tennessee Street, the new EOAS building will provide state of the art classrooms, teaching labs, research labs, and offices for the Earth Ocean & Atmospheric Sciences Department which has been created from the recently merged departments of Geology, Oceanography, and Meteorology.

Consultants:

Architects – Bohlin Cywinski Jackson Architects, Pittsburgh, PA

Contractor – Ajax Construction, Tallahassee, FL

Earth, Ocean & Atmospheric Sciences



Earth, Ocean & Atmospheric Sciences



Interdisciplinary Research & Commercialization Building (IRCB)

Completion Date: 06/15/2019 (If funding is received)

GSF: 125,000

Total Cost: \$85,000,000 (including equipment)

Fund Source: University Funds/FCO

Project Information:

This new facility will house interdisciplinary teams by creating a collaborative environment to conduct research and to develop commercialization opportunities to bring products to market. Spaces to be constructed are research labs, imaging/characterization labs, clean room facilities, collaboration spaces, administrative spaces, and building support functions. Researchers in the disciplines of biomedical engineering, chemistry, chemical engineering, condensed matter physics, and device prototyping will be accommodated.

Consultants:

Architect – Wilson Architects, Boston, MA

Contractor – Whiting-Turner, Tampa, FL

Interdisciplinary Research & Commercialization Building (IRCB)



Interdisciplinary Research & Commercialization Building (IRCB)



College of Business

Substantial Completion Date: TBD

GSF: 250,000

Total Cost: \$88,000,000

Fund Source: FCO/Private Funds

Project Information:

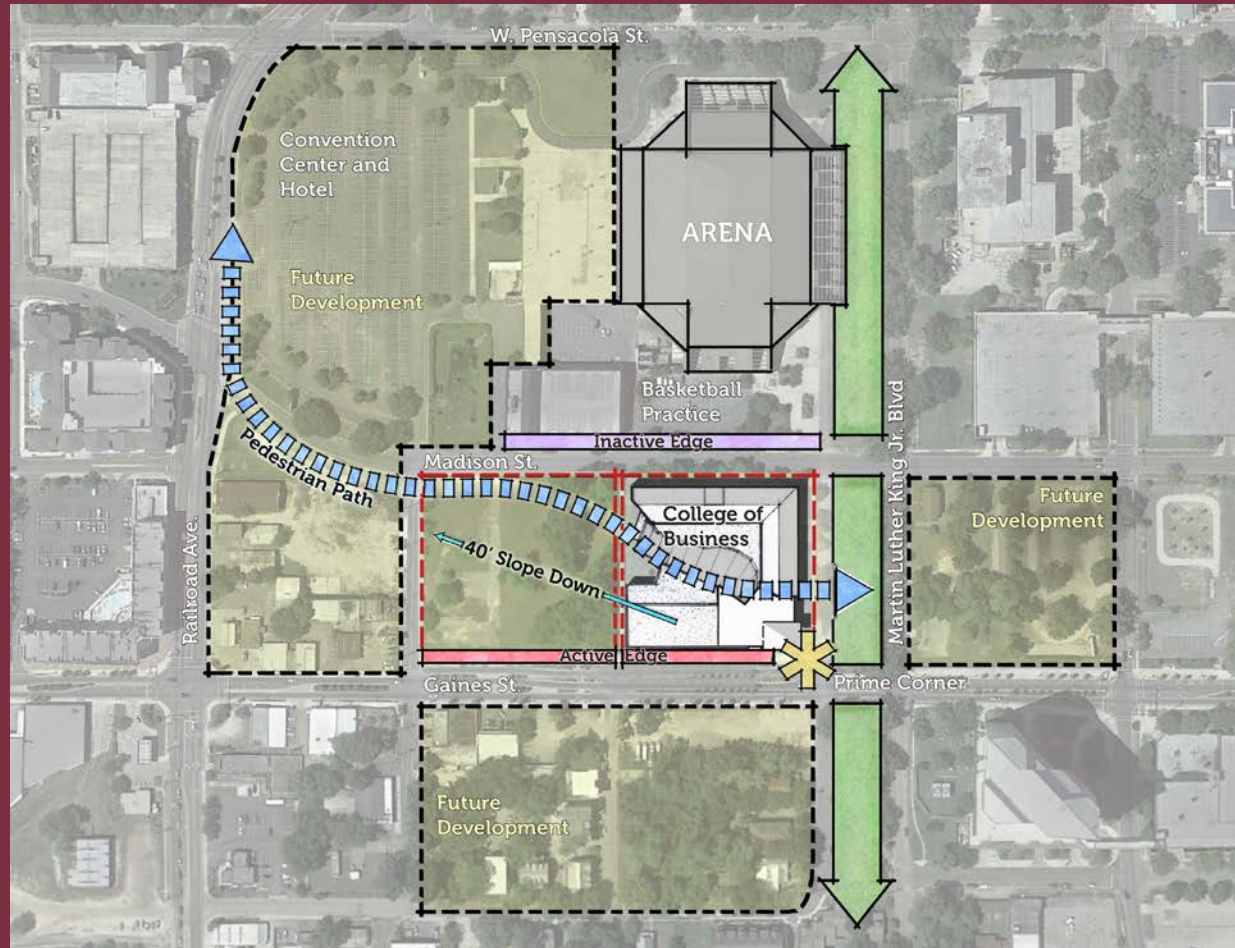
The project completely relocates the College of Business to the O'Connell property south of the Civic Center. This facility will include space for teaching, meeting, collaboration, administration, and event spaces.

Consultants:

Architects – TBD

Contractor – TBD

College of Business



College of Business



Student Union Expansion

Substantial Completion Date: 7/15/2020

GSF: 110,000

Total Cost: \$52,500,000

Fund Source: CITF/University Funds

Project Information:

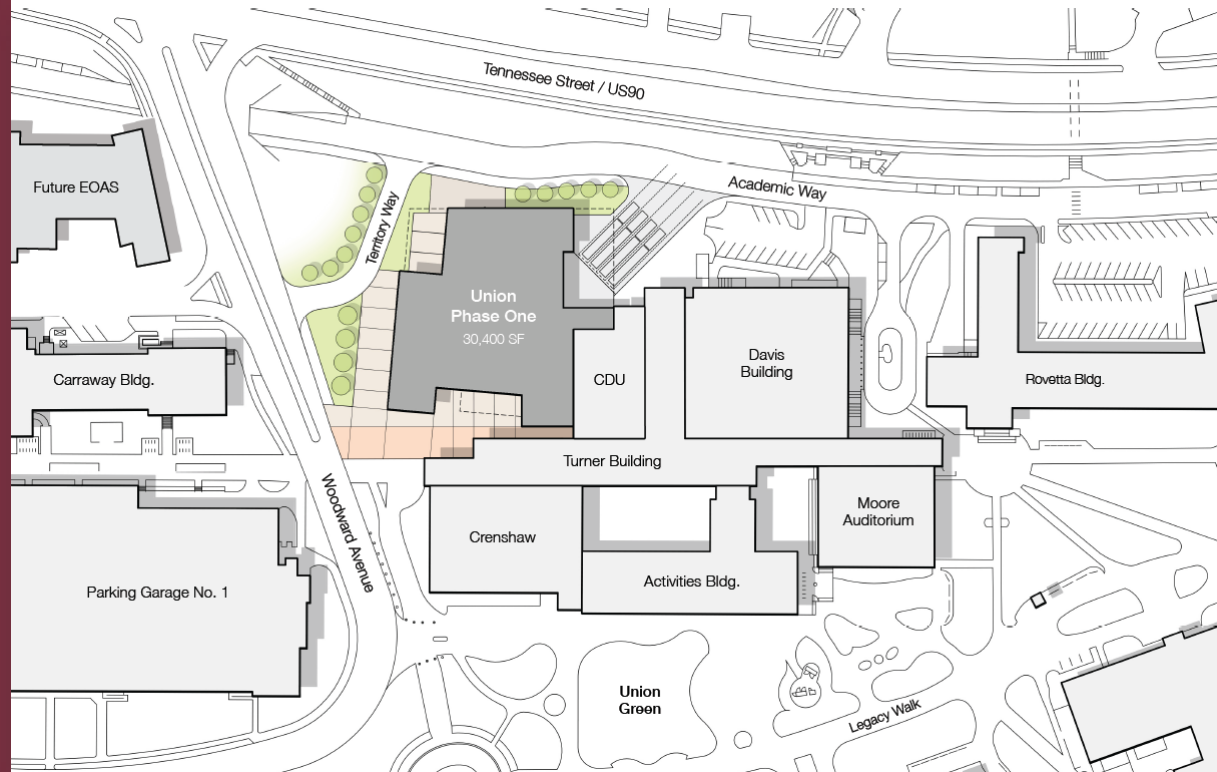
The project consists of new space with a holistic look at the entire Student Union for future expansion. There will be spaces for student activities, student government, a multipurpose ballroom, Greek life, flexible student spaces, retail/dining and patio/hardscape courtyards.

Consultants:

Architects – TBD

Contractor – TBD

Student Union Expansion



Student Union Expansion



Jim Moran School of Entrepreneurship / Jim Moran Institute

Substantial Completion Date: 8/15/2017

GSF: 20,000

Total Cost: \$8,250,000

Fund Source: University Funds

Project Information:

This project renovates the Guaranty Bank Building located at 111 South Monroe Street in Tallahassee. This project will create space for faculty, staff & students. This facility will accommodate collaboration, presentation, reception and event spaces for students to connect with entrepreneurial mentors in a creative environment.

Design-Build Consultants:

Architects – Currently in selection

Contractor – Currently in selection

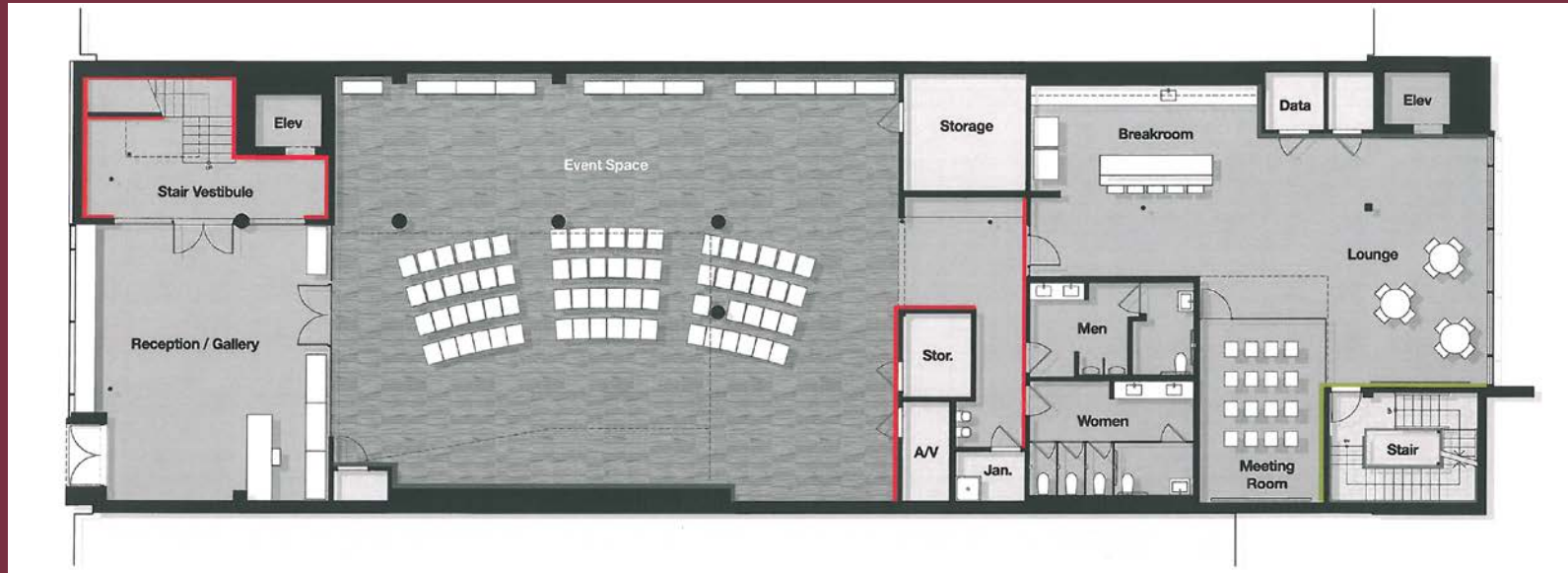
Jim Moran School of Entrepreneurship / Jim Moran Institute



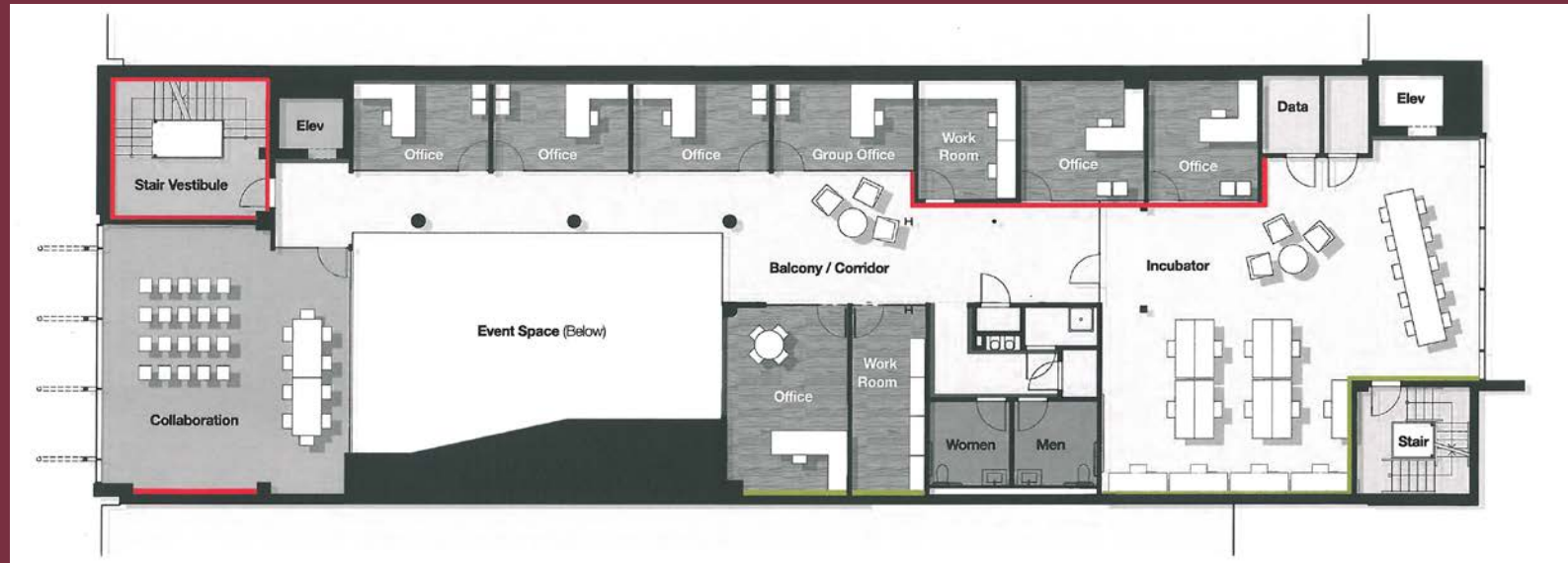
Jim Moran School of Entrepreneurship / Jim Moran Institute



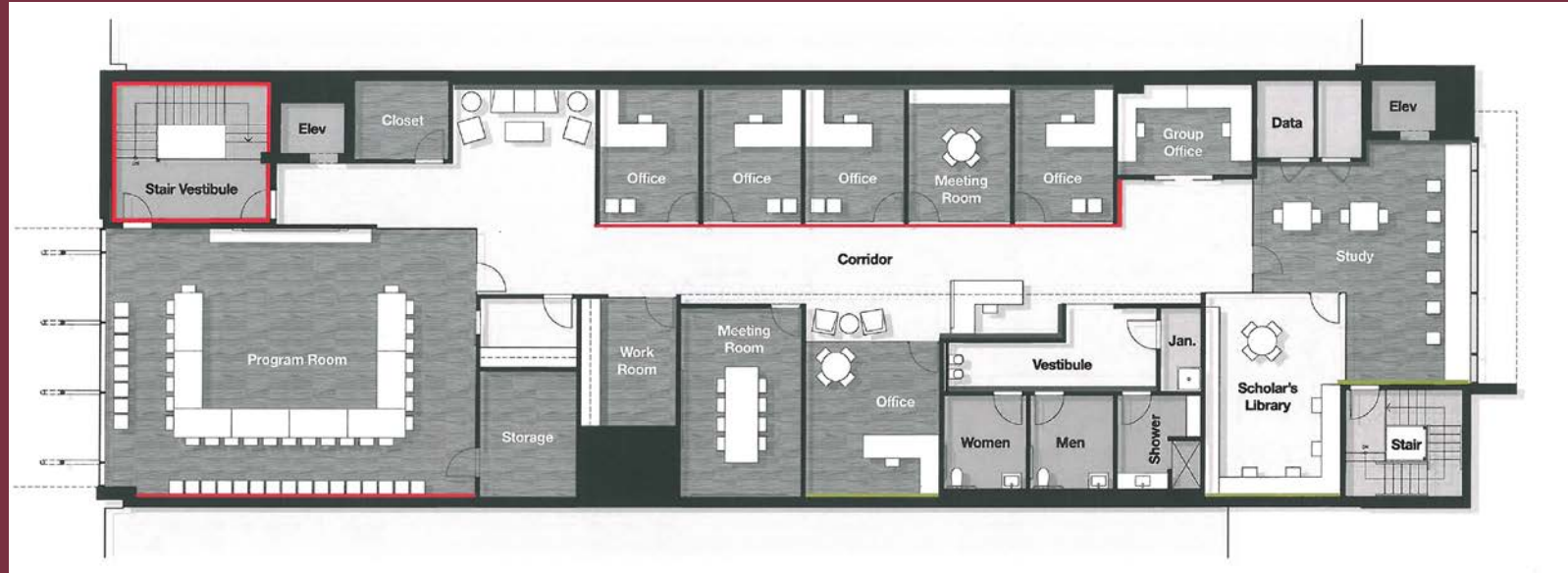
Jim Moran School of Entrepreneurship / Jim Moran Institute



Jim Moran School of Entrepreneurship / Jim Moran Institute



Jim Moran School of Entrepreneurship / Jim Moran Institute



Black Student Union / African American Study Center

Substantial Completion Date: 10/01/2017

GSF: 6,500

Total Cost: Over \$2,000,000

Fund Source: FCO/Private Funds

Project Information:

This project provides new space for the Black Student Union and African American Study Center. This facility will include a gallery, student lounge, multipurpose space, and administrative space.

Consultants:

Architects – Gilchrist, Ross, Crowe Architects, PA,
Tallahassee, FL

Contractor – Mad Dog Construction/One Day Came,
Tallahassee, FL

Black Student Union / African American Study Center

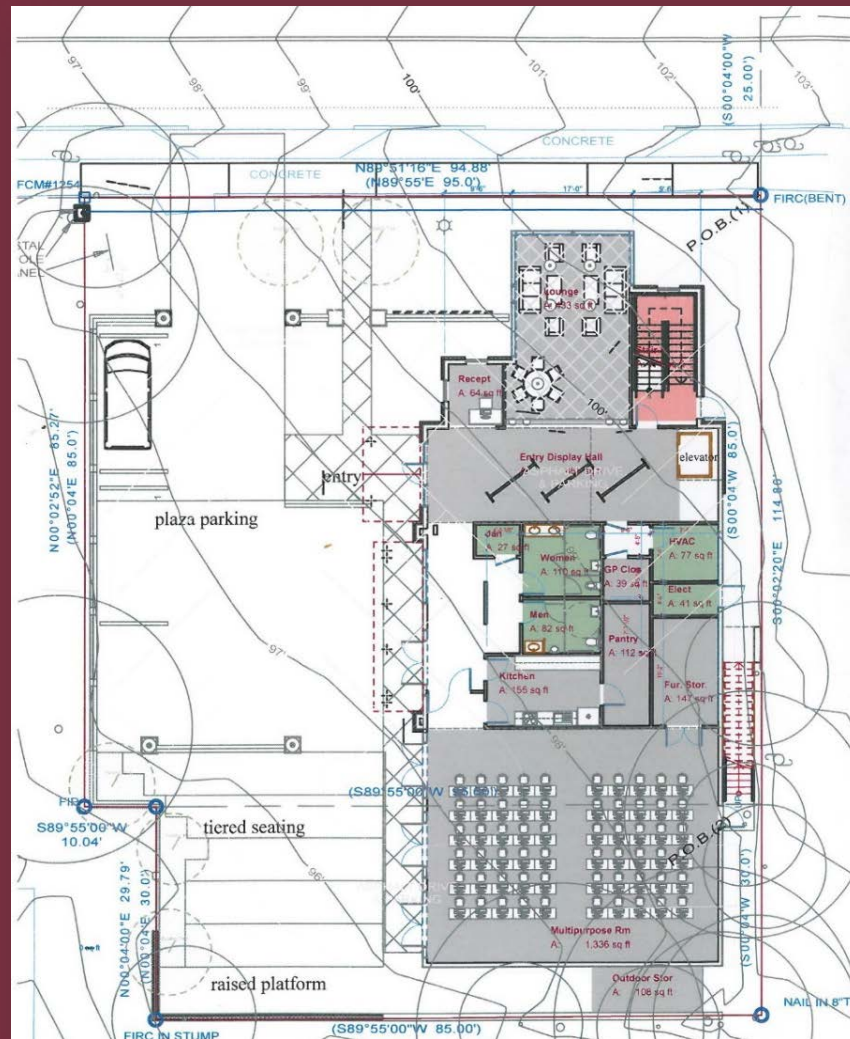


Black Student Union / African American Study Center



Site Plans

Black Student
Union / African
American Study
Center



Finance and Administration Updates

KYLE CLARK ■ VICE PRESIDENT FOR FINANCE & ADMINISTRATION
NOVEMBER 16, 2016



FLORIDA STATE
UNIVERSITY

Addendum 2

University Curriculum Committee

Presentation to Faculty Senate
November 16, 2016



Committee Members

Steve Bailey, Business

Amy Burdette, Social Sciences and Public Policy

Bryant Chase, Arts and Sciences

Dianne Gregory, Music

Kris Harper, Arts and Sciences

Liz Jakubowski, Education, Chair

Piyush Kumar, Arts and Sciences

Don Latham, Communication and Information

Greg Turner, Medicine



- The University Curriculum Committee shall consider curricular policies and procedures at both the undergraduate and graduate levels.



Proposal initiated at
department level

Reviewed by faculty
committee (Department
and/or College)

Names of faculty approving
noted in the CRA

Reviewed by University
Curriculum Committee

FACULTY GOVERNANCE



What we review

- All new courses to be taught at the University, for credit, must be approved by the UCC before being offered. If the course is fulfilling any of the University's Liberal Studies policies it is reviewed by Liberal Studies and/or UPC.
- If a unit intends to offer a new course by an instructional delivery mode other than traditional, the course proposal must first get approved by the full UCC and then it gets alternative mode approval.



- If requesting a change in course hours or objectives from a previously approved course, the old syllabus and the new/proposed syllabus must be submitted.
- Faculty must submit a syllabus to the registrar every time a special topics course is offered. A regular course number for the special topics course must be submitted after the third time the course is taught.



FLORIDA STATE UNIVERSITY

CURRICULAR REQUEST

Welcome, Elizabeth (logout)

[Main](#) | [Admin](#) | [Help](#)

Welcome! This site will assist you with the following:

- Submitting curriculum for a new or existing course
- Checking the status of curricular requests
- Renewing Course Delivery Methods
- Responding to requests that are **pending your review**

Please visit the [University Curriculum Committee](#) website for important deadlines.

For requests that **do not** have an existing course number, please use the **Request New Curriculum** box below. For all other requests, please search for the course under **Search for Existing Curriculum**.

Request New Curriculum

Enter prefix code, course level, course indicator (if any):

Prefix code: Level: **0** Indicator: **None**

Is this request for a Liberal Studies course and/or a Liberal Studies Competency designation? ☐ Yes

SUBMIT

OR

Search for Existing Curriculum

Search the history of curricular requests for a course.

Enter a course number to **start a change request** or to view approved curriculum and any pending requests:

enter course number: ex. ABC1234

SUBMIT

My Curricular Requests

Course	Transcript Title	Status	Date Updated	Remove Request
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You currently have no requests.



FLORIDA STATE UNIVERSITY

CURRICULAR REQUEST

Welcome, **Elizabeth** (logout)[Main](#) | [Admin](#) | [Help](#)

Curricular Request Help

Please visit our support articles for step-by-step instructions:

[Making a Change Request to an Existing Course](#)

[Adding an Online Delivery Method to an Existing Course](#)

[Requesting New Curriculum](#)

[Reviewing a Curriculum Request](#)

[Inactivating \(Deleting\) a Course Curriculum](#)

[UCC Meeting Tutorial](#)

Need Additional Help?

For **Liberal-Studies Courses and Upper-Division Competencies** requests, please contact [Annette Schwabe](#) or [Joshua Mills](#).
Or visit Liberal Studies for the 21st Century website: [Course Information](#) and [Competencies and Rubrics](#).

For **Non –Liberal Studies Course Requests** for the University Curriculum Committee, please contact [Andrea White](#).
Or visit the [Faculty Senate Curriculum website](#).

For **Technical Assistance**, please contact [Blackboard User Support](#), (850) 644- 8004.

Frequently Asked Questions

1. Do I need to have college and/or departmental approval before submitting a Non-Liberal Studies request?
2. How do I make a CHANGE to a course that already exists?
3. How do I change a course into an E-Series course?
4. How do I request a completely new course?
5. Can I assume the baseline information on a course is all correct?



Syllabus

- Course objectives
 - Measurable
 - Reflect the level of the course
- Significant difference between combined undergraduate and graduate courses (e.g., graduate has more in-depth assignments, additional readings, and/or meetings)
- University Attendance Policy, Academic Honor Policy and ADA statements **MUST** be included on every syllabus.



Syllabus

- If attendance is part of the evaluation then the process must be explained to the student regarding **unexcused absences** and how these will be counted.
- All sections of a course must have the same topics, objectives, and evaluation criteria as stated in the file syllabus



Syllabus

- Clear and unambiguous evaluation/grading
- Grading scale provided
- Topics or weekly schedule provided
- Courses approved for a fully online delivery mode must have evidence of contact with students—equivalent to the hours of contact in a traditional (i.e., face-to-face) course. The contact hours have to be beyond office hours and reflect expected instructor-student and/or student-student interactions.



Up next

- Revise a document approved in 2009
 - Reflect guidelines from UCC, LSB, UPC
 - Ensure consistent with policies
 - Align with Curriculum Request Application (CRA)
 - Provide information for successful submissions
- Presentations to departments/colleges
- Members available to assist

Thank you!!!!

emjakubowski@fsu.edu

Proposal to Modify the Undergraduate Course Examination Policy

Proposal 1: The Undergraduate Course Examination Policy currently states

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting exams, four or more examinations in a twenty-four-hour period, or for certain emergencies. Arrangements should be made prior to the scheduled exam.

The UPC proposes to change “four” to “three.”

Justification: Many students experience a major challenge when three exams are scheduled on the same day (or within the same 24 hour period). By allowing them to move one of the three, it will reduce their stress and improve their performance. By spreading out the studying, it should also improve their learning. It is believed this should not be too large of a burden on faculty.

Proposal 2: The Undergraduate Course Examination Policy currently states

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier by day and time takes precedence over a course meeting later.

The UPC proposes this change:

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time **and higher enrollment classes take precedence over lower enrollment classes**. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier by day and time takes precedence over a course meeting later.

Justification: It is expected that larger classes will have more makeup exams and therefore will experience more difficulty in scheduling alternative exam times.

Proposal 3: The Undergraduate Course Examination Policy currently states

It is the student's responsibility to identify if a conflict exists and immediately make special arrangements with the instructor to take the exam at an alternate time. Conflicts not recognized one month in advance of the scheduled exam must be resolved by using the established make-up time.

The UPC proposes this change:

It is the student's responsibility to identify if a conflict exists and immediately make special arrangements with the instructor to take the exam at an alternate time. Conflicts not **resolved at least** one month in advance of the scheduled exam must be resolved by using the established make-up time.

Justification: Emphasizing that this is the student's responsibility, not the instructor's.

Proposal 4: The Undergraduate Course Examination Policy currently states

Final exams in undergraduate courses are discretionary within any given department, but all students, including graduating seniors and graduate students, who are enrolled in an undergraduate course having a final examination are required to take the examination.

The UPC proposes this be removed from the bulletin.

Justification: Some instructors require that their students take the final to pass the course, others do not.