

Book

AGENDA
Faculty Senate Meeting
March 21, 1984
3:45 p.m.
Moore Auditorium

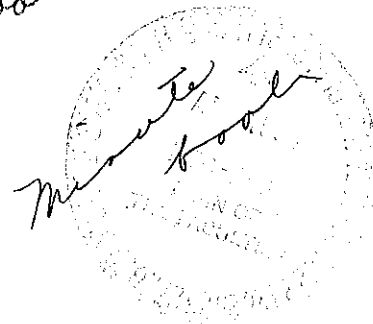
- I. Approval of the minutes of the February 15, 1984, meeting
- II. Approval of the agenda for the March 21, 1984, meeting
- III. Report of the Steering Committee, Patricia Y. Martin
- IV. Reports of Standing Committees
 - a. Elections Committee, S. Douglass Seaton
Nominations for Professional Relations and Welfare, Grievance Committee, and the Committee on Faculty Sabbaticals (Note: Nominees for the Sabbatical must be tenured faculty nominated by tenured faculty with seconds from two tenured faculty.)
 - b. Budget Advisory Committee, Gregory R. Choppin
Status of Academic Budget and priorities for distribution of reserves.
 - c. Professional Relations and Welfare Committee, W. Ross Heck
Annual Report to the Faculty
- V. Unfinished Business
 - a. Proposals for a plus/minus grading system
- VI. New Business
- VII. University Welfare
- VIII. Announcements of Deans and other administrative officers
 - a. Vice President Augustus B. Turnbull, III
Discussion of the Report of the Committee on Academic Support Services (Ammerman Committee) and plans for its implementation
- IX. Announcements of the President of the University



ANNOUNCEMENT: The FSU Foundation and the University Womens Club will host the University Wednesday Social in the Foundation Board Room, Hecht House immediately following the Senate meeting. A fee of \$1.50 will be collected to help defray expenses.

Book

Faculty Senate Minutes
Moore Auditorium
March 21, 1984



I. Regular Session

The 1983-1984 Faculty Senate met in regular session on Wednesday, March 21, 1984, at 3:45 p.m. in Moore Auditorium. Mr. Steve Edwards, Senate President presided.

The following members were absent. Alternates who were present are listed in parenthesis following the member they represent. Doris Abood, Burton Atkins, Jay Baker, Neil Betten, Amy Brown, Edwin Cook, Russell Dalton, Patricia Dean, Galor Edgeworth (Carol Darling), Donna Fletcher, Steve Goodman, Leroy Gould (Alexander Bassin), Norejane Hendrickson, John Hills, Kurt Hofer, Frances James, Robert Kalin, Thomas King, Steven Klees, Curtis Krishef, Anjaneyulu Krothapalli, Claude Lilly, William Long, Clifford Madsen, Clyde Maurice, Robert Neuman, Doron Nof (Allan Clarke), James Orcutt, Paul Piccard (Isaac Eberstein), Robert Reiser, Steve Rollin, Richard RuBino, Patricia Russo, Laurel Schendel (Virginia Walker), William Shrode, William Snyder, DeWitt Summers, Jack Taylor, Walter Taylor, Allan Tucker, Harold Van Wart, Glayde Whitney, William Young.

II. Approval of the Minutes

The minutes of February 15, 1984 were approved with the following correction. On page 8, 1st paragraph, 4th sentence should read "(with F assigned -1.00[minus 1.00] quality point)".

III. Approval of the Agenda

The agenda was approved as distributed.

IV. Report of the Steering Committee, Patricia Martin

"Activities of the Steering Committee and/or issues with which it was concerned over the past month include the following:

1. Names were submitted from among the graduate faculty of Florida State University to Mr. Clinton Hamilton, General Secretary of the Florida Association of Colleges and Universities, for service on the McKnight Foundation's Black Fellowship Program. As you perhaps know, the McKnight Foundation Program is providing a large sum of money over the next few years to Florida's universities, colleges and junior colleges for support of black faculty and students.

2. The Steering Committee remains concerned about recruitment of outstanding undergraduate students to Florida State University and continues to urge the administration to add resources to this effort.

3. Copies of the recently amended Constitution of Florida State University will be printed in the summer of this year for distribution in Fall, 1984.

4. If approved by the Board of Regents at its March 22nd meeting, the plan for redistribution of enrollment monies for the State University System will result in \$829,736.00 additional monies for FSU. Florida State fell within 190 FTS's of its enrollment corridor, a remarkable achievement by any standards.
5. The Legislature has called for a cost-study of instructional activity of faculty in the SUS and the Steering Committee has urged that actual instruction rather than assigned instruction serve as the basis for the analysis. This recommendation has been forwarded to the appropriate committees and persons involved in this effort.
6. The President of the Faculty Senate recently attended a luncheon meeting with Representative Herb Morgan where several important issues relative to FSU were discussed. These included: problems associated with the bi-weekly payroll, particularly for nine-month faculty who also are appointed in summer; lapse money problems associated with the fact that most faculty who leave FSU do so only after completion of the nine-month academic year; and problems with the man-year concept as applied to university appointments and funding.
7. A one-hour meeting was held in late February with Vice-President Turnbull regarding support and procedures for appointing faculty in the summer. The Steering Committee emphasized the negative effects of teaching-only assignments in summer on research and graduate education. We urged that he continue to try to find money for support of research in the summer term. We also discussed problems associated with the bi-weekly payroll system and urged that something be done about this as soon as possible. This topic will be discussed today by the administration. The Steering Committee continued its discussion with VP Turnbull regarding changes in the Office of the Vice-President for Academic Affairs. Dr. Turnbull assured us that plans for this reorganization are still under development and that he will continue to seek involvement of the faculty in deciding what to do.
8. Preliminary information on the budget from the Capitol is good with the governor's budget containing a 9.7% increase for faculty (5.0 for everyone plus 4.7 for top quartile or quality improvement) and the Senate recommending a 5% increase.
9. Vice President Turnbull met in the past month with the Senate Budget Committee and the report of this committee will be given today. Among the topics discussed with the Vice President was funding of graduate student stipends.

10. The Steering Committee met with the architectural firm which is designing the University Union to discuss plans for the new union relative to faculty use of the facility.

11. The President of the Senate participated recently in a meeting of representatives from all personnel offices of the nine SUS universities on the topic of OPS appointments. Mr. Edwards was included to provide a faculty viewpoint on the use of OPS funds and on the proposed procedures governing OPS appointments.

12. Fred Kreimer and Steve Edwards joined members of Florida State University's administration in a meeting with Board of Regents Budget Director Carl Blackwell to discuss the Budget Equity Study that was done recently for SUS institutions.

13. The President of the Senate met with Vice President Turnbull in mid-March at which time several topics were explored. Items which are not reviewed elsewhere in today's Senate meeting include the decision by the Vice-President to appoint a committee to study the use of OPS funds within the University."

V. Reports of Standing Committees

- a. Elections Committee, S. Douglass Seaton
Nominations for Professional Relations and Welfare, Grievance Committees, and the Committee on Faculty Sabbaticals.
Results of Constitutional Amendments

Mr. Seaton reviewed the newly amended Bylaws of the Faculty Senate concerning the Professional Relations and Welfare and Grievance Committees.

The following nominations were received from their respective schools and colleges:

Professional Relations
and Welfare

- R. Conn - Business
- A. Rasher - Business
- L. Schendel - Communication
- C. Hardiman - Communication
- D. Clack - Library Science
- E. Mann - Library Science
- C. Dykes - Visual Arts
- T. Anderson - Visual Arts
- N. Fletcher - A&S
- D. Gruender - A&S
- J. Ice - A&S
- W. Long - A&S
- R. McWilliams - A&S
- G. Moulton - A&S
- W. Oldson - A&S
- F. Standley - A&S

Grievance

- R. Icerman - Business
- G. Boggs - Business
- J. Moore - Communication
- M. Young - Communication
- R. Blazek - Library Science
- C. Conaway - Library Science
- J. Standley - Music
- C. Madsen - Music
- N. Betten - A&S
- D. Balkwill - A&S
- P. Dalton - A&S
- R. Fulton - A&S
- K. Osmond - A&S
- J. Philpott - A&S
- J. Plescia - A&S
- C. W. Swain - A&S

The following nominations were received from the Senate floor:

Professional Relations
and Welfare Committee

R. Short - A&S
M. Ravenell - Law

Grievance Committee

B. Davis - A&S
A. Trezza - Library Science
D. Seaton - Music
L. George - Law

The following nominations were received by ballot for the Committee on Faculty Sabbaticals. No nominations were received from the floor of the Senate.

H. Baker, A&S
D. Behrman, Business
T. Bell, Vis Arts
M. Corzine, Music
L. Cunningham, A&S
R. Fichter, Vis Arts
N. Fletcher, A&S
E. Gerato, A&S
M. Gombosi, Music
W. Kennedy, A&S
W. Leparulo, A&S
P. Martin, Soc Work
P. Mason, Vis Arts

E. McIntyre, Business
C. Nam, Soc Sci
D. Nast, Business
M. Neil, Education
L. Rhodes, A&S
P. Stanley, A&S
A. Stauber, Business
J. Sethuraman, A&S
R. Weller, Soc Sci
G. Whitney, A&S
H. Williams, A&S
C. Zongker, Home Economics

Mr. Seaton announced that ballots for election of these committees will be sent out shortly.

Mr. Seaton also announced that the amendments to the FSU Constitution were approved by a majority of those who voted.

- b. Budget Advisory Committee, Gregory R. Choppin
Status of Academic Budget and priorities for distribution of reserves (report given by Ms. Marie Cowart in Mr. Choppin's absence)

"At the request of the Vice President for Academic Affairs, the Senate Budget Committee met with him to discuss some funding priorities. The various economies that had been effected in the University have resulted in some uncommitted funds that can be used within the remainder of this fiscal year. The meeting resulted in an open and fruitful discussion of a number of budget problems.

After extensive discussion it was recommended to the Vice President that priority funding be given to student recruitment, immediate capital needs (equipment and library books), and the summer term. The second and third items on this priority list reflected those areas in which the committee felt that the severe restrictions of the past two academic years justified unusually high priority status. In addition to discussing these priority items, the committee took the opportunity to review with Vice President

Turnbull several other concerns. Emphasis was placed on the need for appointment of a committee to study the OPS usage and allocation within the University.

The committee wishes to express its pleasure at the openness and directness of the discussions. The Vice President listened carefully to our priority proposals and expressions of concern over different matters and indicated that they would be given full consideration prior to his final decisions about the use of the uncommitted funds."

c. Professional Relations and Welfare Committee, W. Ross Heck
Annual Report to the Faculty

"The Faculty Professional Relations and Welfare Committee met regularly during the year on a number of issues. One of the resolved issues concerned the safety of the faculty teaching at the Panama City campus and those employees leaving the campus late at night. The Panama City faculty now depart from a central location at Campbell Stadium where ample parking spaces are available in close proximity to each other. Upon returning from Panama City, the shuttle driver remains at the stadium until all of the faculty have reached their respective automobiles and have departed from the area. Library employees (as well as employees working late at night) can make use of the University Escort Service (644-1239) which will escort the employees to their automobiles late at night.

A number of changes have occurred in the Faculty Handbook which was last printed in 1979. It is anticipated that a new Faculty Handbook will be forthcoming in the Fall of 1984.

Another issue concerns the unavailability of faculty during orientation (and registration) and during final examination week. Students have also expressed their concern to members of the FPR&W committee relative to final examinations that are given during the last two weeks of the semester as well as the unavailability of faculty during final examination week. The FPR&W committee has requested that the Vice President of Academic Affairs urge the faculty (through their appropriate Deans) to observe university regulations relative to final examinations and to make themselves available to students during orientation, registration and final examination week.

The Committee met with Dean Flory relative to the use of adjunct faculty at FSU. Although the use of adjuncts at FSU is not excessive, the committee will continue to monitor this area to insure that the use of adjunct faculty does not become excessive. As to the matter of academics and athletes, we are awaiting the Sandon Committee Report before proceeding any further on this matter.

An issue which has not been resolved concerns university policies regarding paid maternity/parental leave and other child-related issues.

A subcommittee is looking into this area to determine the practices at other universities. Early responses indicate that more liberal policies are in practice at other universities. Alternative policies include paid leave ranging from eight weeks to six months and a provision for stopping the tenure clock for as much as one year. This project will be carried forward to the next academic year.

Finally, the Committee would like to commend the Administration for slowing down the traffic on Palmetto Way which contributes to the safety of the university community."

VI. Unfinished Business

a. Proposals for a plus/minus grading system

Ms. Elisabeth Muhlenfeld, chairperson for the Undergraduate Policy Committee, explained that the proposal presented last month has two sections to be considered. Section 1 is the plan itself and section 2 would be the implementation of the plan.

Ms. Muhlenfeld moved adoption of section 1 of the proposal. This motion was seconded.

Mr. Roeder moved to amend section 1 to delete the A+ from the grading system. This motion was seconded and passed.

Mr. Roeder also made a motion that the grade ranges be changed, i.e., D+ = 1.50; D = 1.25; D- = 1.00 and that ranges for B and C be raised a quality point. This motion died for lack of a second.

During discussion questions were raised concerning the effect of the C- grade upon degree requirements and the rationale of the committee's choice of the distribution of quality points in 0.25 intervals rather than 0.33 intervals. Mr. Schroeder moved that section 1 be amended to substitute the system using 0.33 intervals for the one proposed. (See addendum in which the two systems are described.) The motion was seconded, and discussion followed. After advice by the Parliamentarian that such motion was proper during discussion of an amendment, Mr. Standley moved to refer the entire proposal back to the committee. This motion was seconded and passed by a vote of 35 to 20.

VII. University Welfare

Mr. Bickley announced that Preview week-end would be March 24-25. All interested faculty were encouraged to attend and host the expected 3,000 visitors to our campus.

VIII. Announcements of Deans and other administrative officers

- a. Vice President Augustus B. Turnbull, III
Discussion of the Report of the Committee on Academic Support Services (Ammerman committee) and plans for its implementation

Mr. Turnbull discussed briefly the above report (Attachment A) that was sent to Faculty Senate Senators. Mr. Turnbull welcomes your comments or suggestions concerning this report. Implementation of the recommendation will be delayed to allow more time for faculty input.

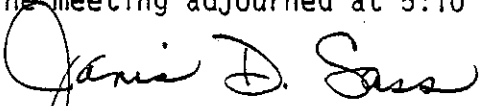
IX. Announcements of the President of the University

Mr. Turnbull announced that President Sliger was involved in a Board of Regents meeting today and could not attend. Mr. Turnbull discussed the following issues:

1. Based on requests from Deans and the needs from the units we have been able to add \$200,000 to that portion of the summer that was paid out of fiscal 1984 dollars. The principle responsibility is to meet instructional demands but as we are slowly able to add dollars to the summer programs we hope that research and other important assignments can also be supported.
2. There has been slight progress (thanks to Steve Edwards efforts) for a change in payroll systems. The newest idea is a monthly payroll with a two-week draw. This would produce a semi-monthly payroll, providing checks on the 15th and the last day of the month.
3. The administration would like to encourage the Calendar Committee to set a fixed calendar for the summer sessions.
4. A meeting of the Board will take place on March 22-23 to discuss distribution of enrollment reserves. FSU will receive twice as much as first indicated.
5. FSU is reported to be at 109% of funding in the equity issue. There are concentrated efforts being made to bring institutions up to the average of about 82%.
6. A detailed report of Program Reviews by the BOR is almost complete. As a whole Florida State University is doing very well.
7. The OPS Allocation Policy Committee has been determined. After reviewing present structures, recommendations will be made.
8. Dean Warren Mazek is conducting a study in Gerontology. More can be done to improve programs for the aged. This report will be presented when completed.

X. Adjournment

The meeting adjourned at 5:10 p.m.



Janis D. Sass
Secretary to the Faculty



The Florida State University
Tallahassee, Florida 32306

Office of the Vice President
for Academic Affairs

March 16, 1984

M E M O R A N D U M

TO: The Faculty Senate

FROM: Gus Turnbull *Gus*

RE: Committee on Academic Support Services

This memorandum provides information on a topic about which questions were raised at the February meeting of the Senate. In the Spring of 1982, Vice President Leach and I appointed a "Committee on Academic Support Services" chaired by Professor David Ammerman. The Committee reported in midsummer 1983 and its recommendations have been given considerable attention since that time. In particular, I asked a task force of the Council of Deans, chaired by Dean Warren Mazek, to determine the feasibility of the suggestions relative to academic administration. That task force reported in December, 1983. Because of the complexity and sensitivity of many of the recommendations, we have been proceeding rather slowly but hopefully toward a consensus.

During the deliberations of the Ammerman Committee and since, the Senate Steering Committee has been kept fully up to date on developments. It now has under advisement several aspects of the Ammerman Committee report which affect policy matters within the jurisdiction of the Senate.

For your information and use, I am enclosing a copy of the Mazek Committee report and an organization chart taken from the Ammerman Committee report. But please note that both committees have avoided a "boxes and lines" approach. They suggest, and I have agreed, that organizational changes should evolve carefully in response to well documented needs.

Specifically, I am not recommending any organizational changes that would move units out of or to academic affairs from other parts of the University. I do believe it is reasonable to expand the functions of the Dean of Basic Studies into a Dean of Undergraduate Studies in keeping with the recommendations of the Ammerman and Mazek committees. Some shifting of reporting relationships within the Office of the Vice President for Academic Affairs can be expected but none which would affect academic policy.

Your counsel on these matters is welcome.

IMPLEMENTATION OF THE REPORT OF THE COMMITTEE ON

ACADEMIC SUPPORT SYSTEMS

ACADEMIC AFFAIRS

We are in agreement with the general tenor of the Report of the Committee on Academic Support Systems. Co-ordination and enhancement of academic advising and improved retention are needed at Florida State University. The Committee makes a number of recommendations which, if implemented, would make these improvements. However, our view is that the organizational structure and policy recommendations made by the Committee are too complex to be fully implemented, at least at this time. The recommendations made in this memorandum are a distillation or simplification of those made by the Committee. Still, we are in basic agreement with the Committee.

The key organizational feature for improved co-ordination and enhancement of academic support systems is the establishment of the Office of the Dean of Undergraduate Studies. The Office of the Dean of Basic Studies would be enlarged by the addition of a number of other responsibilities, while those responsibilities currently handled by Basic Studies would be retained by the new Office. The total responsibilities of the new Office are displayed on the attached table.

1. Academic Advising A number of forces have appeared in the last several years which intensify the need for more and for better academic advising. The Gordon and CLAST rules create hurdles for students that the advising process can not ignore. At the time this memorandum is being written, it is not clear: 1) how tough the CLAST test will be since cut-off points have yet to be established and, 2) whether or not students who fail CLAST and have earned 60 credit hours can remain in school until the exam is eventually (if at all) successfully completed.

Whatever the outcome of these two particular problems, the transition

from lower division student to upper division student will no longer be simple for some (many?) students, and the Office of Undergraduate Studies would have the central responsibility for dealing with those students having such problems.

A somewhat more subtle change that is impacting the advising function is the creation in recent years of limited enrollment programs at the undergraduate level. The result is that many students, particularly community college transfers, find themselves in an academic limbo even in their junior years. Unable to get into the program of their choice, many students simply find a school or college that will let them in (programs with unlimited enrollments, i.e., no GPA requirement exceeding a 2.0 average), and use their new "major" as a temporary home while trying to raise their GPA by taking soft courses (frequently not courses in their "major" area.) These students need a form of advising that probably is not available to them in the major that excludes them or in their temporary "major." This is a principal reason for assigning the new office with the responsibility of advising undeclared majors (this would require loosening the present requirement that all upperclassmen list a definite major). In many cases, these students need to find another (third) major at which they can be productive.

Note that it is not intended that the new Office advise all community college transfers. In the normal case, there would be no change from existing procedures: the student comes to FSU and, if he/she qualifies for the major, is assigned a faculty advisor in that unit. The new Office would work with transfer students who can not get into the major of their choice, or who are not sure what their major should be.

The new Office should also supervise the Special Services Program currently housed in the Student Affairs area. This is consistent with the notion that undergraduate advising functions be the responsibility of the Office of Undergraduate Studies. The Committee Report further recommends that athletic advising be the responsibility of this office, too, and we find their reasoning for this shift compelling.

The report lists a number of suggestions as to specific ways that advising can be strengthened (pgs. 10-11.) It is too premature to make judgments about most of these at this time. Rather, it seems best that decisions on most of these recommendations await the establishment of the Office. However, those recommendations requiring Faculty Senate action (eg. requiring all students to have a trial schedule signed by a faculty advisor) could now be passed on to that unit for action.

While we are suggesting delay on numerous specific recommendations regarding academic advising, we want to make it clear that we strongly affirm the Report's emphasis on improved academic advising. There should be heightened administrative attention to advising, with improved incentives and reward systems for advising. Those of us with administrative responsibilities need to demonstrate unequivocally to faculty that good advising does matter.

2. Co-ordination of Academic Consulting Activities. The Report calls for the creation of an Academic Consulting Center. This Center would have two basic functions: 1) helping students who are experiencing academic problems and 2) assessing and evaluating FTIC and transfer students at the onset of their FSU academic careers so as to anticipate problems and provide corrective measures. The Report asserts correctly that the University has a number of places where help for students in academic difficulty is provided, but there is little or no co-ordination among these offices. A focal point

where dean's offices, departments and faculty can send students for help is sorely needed. Moreover, these offices and advisors typically are not equipped to deal with deficiencies in basic learning skills, study skills problems, emotional problems, etc. which contribute to grade problems.

The University also needs to do a better job of anticipating students' academic problems. Ideally there could be an initial assessment of each student as he/she matriculates at FSU with regards to the prospects of their eventually facing academic difficulties. The Center would then provide or direct students to those campus resources that can provide help to correct the deficiencies. It is often the case that the student has serious grade problems before seeking help (or before advisors direct them to help), but help may come too late to salvage their academic career at FSU.

In our scheme of things, the English and Math labs, LSI, CCIS and the Student Health Center would not report to the Office of Undergraduate Studies. Instead, the interactions would be those of co-ordination. However, the Academic Consulting Center should have staff skilled in study habit counseling, test anxiety counseling, and in "forecasting" which students are likely to have academic difficulties, i.e., assessment.

3. Co-ordination and Enhancement of Scholar Programs. The honors program presently is bifurcated into a Basic Studies Honors Program and an upper division honors program. The advantage of the Office of Undergraduate Studies is that a single, four-year honors program can be developed.

We further contend that students who come here on academic scholarships and honors programs might be mutually reinforcing. We are aware that the office of National Merit/Achievement recruits scholars and advises them once they are on campus. The two functions should be split: the Admissions Office should handle all recruiting at the undergraduate level, including

National Merit/Achievement scholars. The Office of Undergraduate Studies would provide special programs and would provide advising for them once they are enrolled. The same model should apply to other scholar programs such as the Marshall Hamilton Scholars. It is essential that recruiting be a coordinated effort under Admissions, not a diffused effort as it is now.

4. Development and Co-ordination of Interinstitutional Programs:
Florida State University needs to become aggressive in originating and developing programs with other institutions. While existing programs such as the co-op program with FAMU, and the TCC Co-op program will need to be managed and co-ordinated under one office, there is a need to expand these programs to other institutions. Co-ordination with community colleges is particularly important. For instance, some of the other universities in the SUS have integrated their programs with those of a community college so completely that there is a single catalog for students at a given community college that pertains to their entire academic career from the time they enter that community college until they graduate from the university. We believe that the Office of Undergraduate Studies should develop such programs, while the recruiting of community college students would be done by the Admissions Office. Again, it is our belief that all undergraduate recruiting should be done by the Admissions Office.

Steps to Implement the Proposal.

The first step is to establish the Office of Undergraduate Studies by naming an individual to the post of Dean. Simultaneous with this process would be the identification of all existing units and personnel on campus that would become part of the Office. The Faculty Senate could begin the process of reviewing those parts of the Report having to do

Two Systems for Distributing Quality Points

Committee Proposal

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D	1.00	}	.25	}	.50
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AMENDMENTS

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