



FLORIDA STATE UNIVERSITY
FACULTY SENATE

MINUTES
FACULTY SENATE MEETING
WEDNESDAY, JANUARY 20, 2021
FSU ZOOM
3:05 P.M.

I. Regular Session

The regular session of the 2020-21 Faculty Senate was held on Wednesday, January 20, 2021. Faculty Senate President Eric Chicken presided.

The following members attended the Senate meeting:

T. Adams, S. Aggarwal, A. Ai, P. Aluffi, E. Alvarez, J. Ang, J. Appelbaum, A. Askew, J. Atkins, J. Bahorski, E. Bangi, K. Barber, A. Barbu, H. Bass, P. Beerli, B. Birmingham, D. Bish, M. Blaber, M. Bourassa, M. Buchler, G. Burnett, M. Carrasco, E. Chicken, P. Doan, J. Du, R. Duarte, M. Duncan, V. Fleury, H. Gazelle, R. Goodman, T. Graban, S. Grant, A. Gunjan, W. Hanley, K. Harris, E. Hilinski, P. Hoeflich, C. Hofacker, P. Hollis, A. Huber, P. Iatarola, K. Jones, C. Kelley, D. Kim, E. Kim, E. Klassen, T. Lee, S. Lester, V. Lewis, I. MacDonald, P. Marty, C. Marzen, C. McClive, M. McFarland, C. Moore, A. Muntendam, I. Padavic, C. Patrick, E. Peters, D. Peterson, N. Rogers, E. Ryan, G. Salazar, A. Semykina, J. Sobanjo, P. Sura, M. Swanbrow Becker, G. Tyson, A. Vanli, M. Ye, Q. Yin, and I. Zanini-Cordi.

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

I. Alabugin, P. Andrei, R. Brower, J. Brown Speights, E. Cecil, T. Chiricos, I. Chiorescu, F. Dupuigrenet, D. Eccles, S. Foo, E. Hinchman (**Michael Bukowski**), M. Hurdal, J. Ingram, E. Jakubowski, H. Kern (**W. Weissert**), C. Madsen, T. Mariano, R. Morris, J. Munn, J. Proffitt, K. Reynolds, A. Rhine, L. Rinaman, R. Singleton, S. Stagg, J. Standley, L. Stepina (**C. Nyce**), R. Stilling, B. Stults, and T. Van Lith.

II. Approval of the Minutes, December 2, 2020 meeting

The minutes were approved as distributed.

III. Approval of the agenda, January 20, 2021 meeting

The agenda was approved as distributed.

IV. Announcements by President Thrasher

No announcements were given.

V. Report of the Steering Committee, Erin Ryan

- The committee met four times since the last Faculty Senate meeting.
- Faculty Senate meetings have been changed from a 3:35 p.m. start time to a 3:05 p.m. start time due to changes among the university's class schedules.

- A limited number of COVID-19 vaccinations have been made available to faculty members over the age of 65. At the time of the meeting it was apparent that university faculty members will be treated alongside K-12 teachers in terms of vaccination prioritization.
- The Faculty Senate Steering Committee met with Vice President Janet Kistner in December to discuss, among other things, the fivefold increase in Academic Honor Policy violations by students in the Fall semester. While new strategies to manage the increased case flow are being discussed, the Steering Committee reminded the faculty members to make clear to students what constitutes violations of the AHP in their class in the context of the shift to remote instruction.
- The Florida Advisory Council of Faculty Senates met with Chancellor Marshall Criser to discuss budget impacts to the state university system as the legislative session begins. Although little can be said about potential budget changes at this time, the local delegation to the Florida Legislature continues to advocate for the request to rename the FSU Law School classroom building, which has seen support both formally from the Faculty Senate and the Law School as well as informally from students and alumni.
- The Phase III Constitution revisions enacted by the Faculty Senate in the Fall has been ratified by the general faculty, with an 89% approval. The nomination for Specialized Faculty representation in the Faculty Senate is now underway, with the goal of having these representatives seated by April.
- The Sustainability Committee created last fall has reported back after refining its mission statement for the Spring. The Sustainability Committee will serve as an interdisciplinary think-tank to craft a set of specific, actionable proposals to bring FSU in better alignment with the Strategic Sustainability Goals.
- The Steering Committee has continued to work with Faculty Senate committees to continue addressing the concerns of the faculty, including topics previously discussed in the Faculty Senate such as Graduate-level grading by TAs, teaching evaluations, parking policies, and revisions to the computer competency requirements.
- The presidential search process is now underway, and the search firm is now meeting with stakeholders around campus to better understand University needs. These findings will be reported to the search committee and Board of Trustees next month.

VI. Reports of Standing Committees

a. Computer Competency, LSCPC, Jim Fadool (See addendum 1)

- Thanked committee members for their efforts to continue Faculty Senate operations during the pandemic.
- The proposed Computer Competency requirement is a reexamination of the goals and implementation of Liberal Studies Coordination and Policy Committee.
- The current language of the Computer Competency requirement states only a single learning objective, that students learn how to use at least one discipline-useful software. This language has been present since the original draft of the Computer Competency requirements from 1999. The LSCPC felt this objective is outdated and fails to provide tangible improvements to student's use of technology.
- The proposed changes would rename the Computer Competency requirement to a Digital Literacy requirement and establish six learning objectives, three of which must be substantially satisfied by a course to be designated as meeting the requirements.

- The transition to this new language would take place over the timespan of two years, during which the LSCPC will assist with the transition.
- President Chicken clarified that whether a course “substantially satisfies” one of the objectives is determined by both the instructor of the course as well as the appropriate approval groups at the College and/or University levels. President Chicken also notes that a set transition date needs to be established so that there is a clear shift for students.
- Lynn Hogan added that Fall 2023 will be the targeted transition date, and that deviating from this target date is unlikely.
- **John Sobanjo, Engineering** – Inquired about obtaining a brief explanation of each of the objectives on digital literacy. Jim Fadool and Lynn Hogan clarified that “digital technology” refers to resources that are computer-centric, as opposed to other technological advancements in a given field. The learning objectives are broad for the sake of flexibility, as these criteria will apply to a wide variety of courses.
- **Peter Hoeflich, Arts & Sciences** – Expressed concern that the objectives may be so general that they have little functional action. Jim Fadool responded that the current proposal’s vagueness does not prevent departments and colleges from making more precise definitions for their fields.
- **Petra Doan, Social Science & Public Policy** – Noted that the components of the proposal allow for different interpretations of how a department can assess the application of the objectives.
- **Peter Hoeflich, Arts & Sciences** – Disagreed that the proposed language would facilitate the requirement’s goal of better preparing students for modern uses of technology.
- **Tarez Graban, Arts & Sciences** – Commented about the spread of types of objectives in the computer competency requirement and elaborated that two of the proposed objectives are critically evaluative in nature, two are critically reflective in nature, and two are demonstrative. The Senator considered whether the requirement should be that one objective from each of these types be satisfied, rather than any three.
- **Jim Fadool** – Explained that the LSCPC did consider further categorizing the objectives but ultimately chose to require three objectives be met so that courses are guaranteed to branch out to at least two of those types of measurement.
- **Will Hanley, Arts & Sciences** – Expressed concerns about the vagueness and flexibility of the computer competency requirement. Interacting with digital technology is so commonplace that the Digital Literacy requirement could be rendered unproductive if the means of satisfying the requirement are overly broad. The Senator expressed interest in having the proposed language clarify the difference between academic digital literacy and 21st century information literacy.
- **Eric Chicken, Senate President** – Clarified that although Senators have suggested changes to the proposed Digital Literacy requirement, the Faculty Senate is currently in open discussion, and a formal call for amendment to the proposal would need to be made. Erin Ryan suggested that any Senator seeking to propose changes to the proposal should do so orally rather than attempt to do so through the text chat.
- **Jim Fadool** – Stated that the committee is constrained by trying not to increase the number of required courses for a student at the university-wide level.

- **The proposed computer competency requirement was approved.**
- b. **Graduate Preliminary Exams, GPC, Ulla Bunz (See addendum 2)**
 - Highlighted the proposed changes to the preliminary exam policy as defined in Graduate Bulletin. Ulla Bunz clarified for the Senate that the exam in question is not for admittance to a graduate program; rather, it is exam that advances a student to Candidacy, the point at which the student only has to complete their dissertation. The proposed changes to the preliminary exam policy clarify the procedures for allowing a student who fails the preliminary exam to retake it. The new language standardizes the time between the first and second attempts at the preliminary exam to “six full class weeks” upon receipt of first exam results.
 - **Amy Ai, Social Work** – Requested clarification on whether the option for students to retake the preliminary exams is a new policy. Ulla Bunz clarified that the second attempt is not a new option; the change is only to the timeline of administering the second exam.
 - **Patrice Iatarola, Education** – Expressed support of the proposed changes.
 - **Sam Grant, Engineering** – Inquired about the logistics of a second attempt in the same semester as the first attempt. Ulla Bunz responded that the Registrar’s office is able to manually add the relevant course sections to the student’s schedule. This senator also sought further information regarding the decision to use “class weeks” rather than “calendar weeks”. Ulla Bunz responded that class weeks allow for students to have adequate time without things like spring break counting toward the six-week timeline.
 - **Kim Barber, University Registrar** – Noted the concerns expressed by some Senators in the text chat and affirmed that the Registrar’s Office is capable of processing the changes, and that the proposed changes would not represent a substantial increase to workload.
 - **The proposed amendment to the preliminary exams was approved.**

VII. Old Business

There was no old business.

VIII. New Business

- a. **Senate Bylaws, Bridget Birmingham (See addendum 3)**
 - **The Senate Bylaws were approved.**
- b. **Eric Chicken, Senate President**
 - Discussed the votes on the FSU Constitution.
 - Nominations for specialized faculty will begin Monday, January 25. Since Bridget Birmingham will be grandfathered into the new group of ten specialized faculty Senators, there are nine seats up for consideration.
 - FSU began last week to offer COVID-19 vaccines to FSU employees and students 65 and older.
 - Shared the high volume of requests by those eligible to receive the vaccine and encouraged patience while trying to get a vaccine.

IX. University Welfare

- a. **United Faculty of Florida, Florida State University Chapter, Matthew Lata**

- Expressed praise for the care and expertise experience at FSU regarding COVID-19 testing and vaccination.
- The Union is beginning to decide what will be bargained for later in the spring semester. There are multiple bills in consideration at the Florida Legislature which pertain to topics of importance to the University, such as political surveying on-campus, Sunshine laws, and BOG bonuses. Matthew Lata reminded the Senate of the importance of faculty input and that information about how to do so remotely is being sent out through the relevant channels.

b. Questions from senators

- **Kathryn Jones, Arts and Sciences** – Inquired when instructors teaching labs and other face-to-face courses would be prioritized for vaccination. Sally McRorie responded that the current vaccine distribution process has been difficult both at the local and national levels. The State Board of Health has not yet provided the approval to expand vaccine distribution to faculty below the age of 65; furthermore, this approval would need to come from the Governor. For now, the Provost recommends patience and suggests that anyone who receives the invitation to get vaccinated do so as soon as possible.
- **Nancy Rogers, Music** – Inquired if the FSU administration is trying to persuade lawmakers that teachers should be prioritized. Provost McRorie reiterated that although many believe teachers should be of high priority to receive vaccination, the decision remains with the Governor and the State. For now, the University is remaining patient and is working to be ready to continue vaccination when able.

X. Announcements by Deans and other Administrative Officers

a. Sally McRorie, Provost

- Reiterated key points from the previous questions and thanked the faculty for their patience and understanding.
- Expressed thanks for everyone's efforts during all three 2020 semesters.
- There was a 98% retention from the fall 2020 to spring 2021 semester.

The meeting adjourned at 4:30 p.m.

Eric Chicken
Faculty Senate President

Current Language: Computer Competency

Computer Competency courses ensure that students demonstrate competent use of at least one discipline-useful software package.

By the end of the course, student will demonstrate the ability to;

1. Use at least one discipline-useful software package. (Other Learning Objectives should be tailored to the specific experiences in the course.)

Proposed New Language: Digital Literacy

Digital Literacy courses prepare students to critically understand and use digital resources and technologies in personal, professional, and societal contexts.

Courses that meet the Digital Literacy requirement dedicate a substantial component (or components) to at least three of the following six student learning objectives:

1. Evaluate and interpret the accuracy, credibility, and relevance of digital information
2. Evaluate and interpret digital data and their implications
3. Discuss the ways in which society and/or culture interact with digital technology
4. Discuss digital technology trends and their professional implications
5. Demonstrate the ability to use digital technology effectively
6. Demonstrate the knowledge to use digital technology safely and ethically

Bulletin Language

In order to meet the Digital Literacy requirement, students must earn a grade of at least a "C-" in the course and also earn at least a "C-" average on the digital literacy component(s) of the course.

History and Justification

In March 2020, the Faculty Senate asked the Liberal Studies Coordinating and Policy Committee (LSCPC) to review FSU's current computer competency requirement. To address this task, the LSCPC appointed a subcommittee that included representatives from across the university: Beth Boatright (FSU Libraries), Kestrel Charlton (Undergraduate Studies), Liz Dunne (FSU Libraries), Lynn Hogan (Undergraduate Studies), Ron Honn (College of Motion Picture Arts), Don Latham (School of Information), Tracie Mahaffey (Department of Philosophy), Paul Marty (School of Information), and Gary Tyson (Department of Computer Science). This subcommittee met several times during the Fall 2020 semester to review the current requirement and develop recommendations for a new requirement.

History of the Computer Competency Requirement at FSU

The computer competency requirement was first implemented at FSU in the 1980s. The current requirement states:

The specific computer competency skills needed vary from discipline to discipline, and while a minimum level of competency is required, means of assessing such competency must remain flexible. Thus, associated with each major is a required course(s) that provides instruction in the discipline-specific computer skills, and students passing this course(s) with a grade of "C–" or higher will be considered to have completed the requirement. The list of required courses for each major will include at least one course flagged as satisfying the computer skills requirement. Students should check with their major department to identify the course(s) designated by the department as satisfying the computer skills competency in the major. (2020-2021 Undergraduate Bulletin, https://registrar.fsu.edu/bulletin/undergraduate/information/undergraduate_degree/)

According to the "Computer Competency" section on the *Liberal Studies for the 21st century* website (https://liberalstudies.fsu.edu/faculty/computer_competency.html), in order for a course to be approved as meeting the computer competency requirement,

- The course must require the student to demonstrate competent use of at least one discipline-useful software package.
- The course must include a capstone activity or assignment.

While these requirements are laudable, the subcommittee believes that they are no longer adequate for preparing 21st-century students to be responsible digital citizens with the digital literacy skills that they will need in order to live and work in modern society.

College Students and the Importance of Digital Literacy

Digital literacy has been defined in various ways by various groups, but generally speaking, most definitions agree that there are three key components to digital literacy: 1) information literacy, 2) technology competency, and 3) an understanding of the sociotechnical context and ethical implications of information and technology use. The American Library Association's Task

Force on Digital Literacy, for example, defines it as “the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills” (ALA, 2013). The Brookfield Institute defines it as “the ability to use technological tools to solve problems, underpinned by the ability to critically understand digital content and tools” (Huynh & Do, 2017).

Research shows, however, that college students are often deficient in one or more of these three key components. For example, they tend to greatly overestimate their information literacy skills, i.e., their ability to find, evaluate, and use information effectively and ethically (Gross & Latham, 2012). They also overestimate their ability to use technology to engage in critical thinking and problem-solving (Murray & Perez, 2014). In an era of proliferating technology and [misinformation](#), lacking these skills can be a serious detriment not only to engaging in a meaningful career, but also to fully participating in a democratic society.

There is a need, therefore, to help university students develop their digital literacy skills to work with information, to use technology, and to understand information and technology in context. To meet this need, this proposal would replace the current computer competency requirement with the proposed digital literacy requirement as detailed above.

Suggested Implementation

Once approved, the Office of Liberal Studies will contact departments currently offering approved Computer Competency courses. This communication will outline the new course expectations and ask if the unit is interested in continuing to participate in fulfilling the requirement.

Units interested in continuing to offer a course will be asked to submit the following information to the Office of Liberal Studies:

- A revised course syllabus including: 1) the new requirement language 2) the selected student learning outcomes (at least three of the six learning outcomes must be included), and 3) the associated assignments for each learning outcome.
- A brief explanation of how the course has been or will be modified to fulfill the identified student learning outcomes.

These documents would be submitted directly to the Office of Liberal Studies, not through the course approval system. The Director of Liberal Studies will review the courses to see if they fulfill the new requirements, and work with departments to adjust any deficiencies found. This will be an expedited process not involving any additional faculty reviewers. Approved courses would remain in the inventory. The Director will submit a list of approved courses to the LSCPC at each meeting as a motion to approve.

Units not wishing to continue offering courses would need to submit a requirement termination through the Curriculum Request Application system.

Depending on when the new requirements are approved, the Office of Liberal Studies would need between 18 and 24 months to ensure that a sufficient number of approved courses are available. Thus, the implementation target date would be Fall 2023.

Administrative Considerations

These changes might affect currently-approved courses as follows:

- Some units currently offering courses may choose not to pursue the revised designation. In those instances, the unit would lose the student credit hours generated by the current designated course. Additionally, students in units that choose not to pursue the revised designation would need to take an additional course to meet the requirement.
- While the proposed student learning outcomes are intended to be inclusive, some units may feel that they cannot fulfill three of them. The Office of Liberal Studies would try to work with these units to identify methods for fulfilling three outcomes before the unit seeks to terminate the designation entirely.
- The potential exists for not enough courses to be available to fulfill the requirement for all students. The Office of Liberal Studies will evaluate associated enrollments as courses are approved and regularly report enrollment potential to LSCPC.
- The possibility exists that departments may elect to use a combination of required courses to meet the Digital Literacy requirement. The Office of Liberal Studies will coordinate with the department to identify the content from the courses that satisfies the learning outcomes and determine whether that content would constitute a majority of content in a single course.
- Students in units that accept CGS 2060 may meet the Digital Literacy requirement by earning a [passing grade](#) (50 or higher) on the [CLEP Information Systems exam](#).

References

American Library Association. (2013). *Digital literacy, libraries, and public policy: Report of the Office for Information Technology's Digital Literacy Task Force*. Retrieved from <https://tinyurl.com/y4wcs8qa>.

Gross, M., & Latham, D. (2012). What's skill got to do with it?: Information literacy skills and self-views of ability among first year college students. *Journal of the American Society for Information Science & Technology*, 63(3), 574-583.

Hyunh, A., & Do, A. (2017). *Digital literacy in a digital age: A discussion paper*. Brookfield Institute. Retrieved from <https://brookfieldinstitute.ca/digital-literacy-in-a-digital-age/>.

Murray, M. C., & Perez, J. (2014). Unraveling the digital literacy paradox: How higher education fails at the fourth literacy. *Issues in Informing Science & Information Technology*, 11, 85-100. Retrieved from <http://iisit.org/Vol11/IISITv11p085-100Murray0507.pdf>.

Preliminary Exam Policy

The first four paragraphs of the Preliminary Exam policy as listed in the Graduate Bulletin (2020-2021, page 86) shall remain unchanged.

Currently, the fifth and last paragraph of the policy reads,

“If a student fails the preliminary examination prior to admission to candidacy, a re-examination may be requested, but it must be recommended by the student’s supervisory committee and approved by the Academic Dean’s Office. Students can take the preliminary examination for admission to candidacy only two times. At least one semester of additional preparation is needed before the re-examination. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.”

The fifth and last paragraph is to be replaced by the following language, as approved by the Graduate Policy Committee on January 11, 2021:

“If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student’s supervisory committee or other relevant decision making body within each department or unit, per that department or unit’s doctoral student handbook. The Academic Dean’s office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “pass” or a “fail” grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean’s Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process. The full preliminary exam policy as listed here must be added to all doctoral student handbooks.”

Additional Explanations for Discussion Purposes only (not to be included in the Graduate Bulletin):

“six full class weeks after the results of the first attempt are shared with the student” portion

- *Comment: This count EXcludes semester time before classes start, as well as the weeks including Labor Day, Veterans Day, Thanksgiving, Christmas/winter holidays, a partial first-week during spring semester, the week with Martin Luther King Jr. Day, spring break, Memorial Day, Independence Day, final exam week, and any natural disaster weeks such as hurricanes, which shouldn't be held against students anyway. This does NOT require classes to be held in person.*
 - *Fall 2020 has 12 “full class weeks” in a 16-week session.*
 - *Spring 2021 has 13 “full class weeks” in a 15-week session (would be 16 if there was spring break).*
 - *Summer 2021 has 9 “full class weeks” in a 12-week session.*
- *This allows students to take it twice in the same semester, which may be needed to avoid a 9-month delay (from early spring semester to early fall semester in units where prelims are not given during the summer). At the same time, it gives students more time to prepare due to the not-full class weeks (helping students who must prepare while also taking and/or teaching courses), or even push the second attempt into the next semester, but not immediately and against their will (as in the December/January case we heard about).*
- *Also note that it specifically states “after results are shared with the student” because it might take a couple of weeks for those results to be determined. For this reason it says “six” and not a higher number such as “eight.”*

“if necessary within the same semester” portion

- *Comment: Departments will/may have to change their prelim course coding to be repeatable in the same semester. By working with the Registrar's office we should be able to do that without syllabus submission. Doctoral programs can indicate to one central person whether they want this changed by a certain date, as we did with the “creative project” track option.*

THE BYLAWS OF THE FACULTY SENATE

Section A. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer. The regular meetings shall be scheduled on Wednesdays. At the April meeting of the Senate, the Steering Committee shall present for confirmation by the Senate the dates for regular meetings of the Senate during the following academic year.
2. Special meetings may be held at any time at the call of the President of the University, the Steering Committee, or at the written request of ten voting members of the Senate, representing at least four colleges.
3. When necessary, any meeting, whether regular or special, may be conducted through videoconference or internet-based technology consistent with § 286.011 F.S. When necessary, a vote may be taken electronically. Special rules may be developed to govern meetings that are conducted electronically. Any such rules shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Senate. Any vote conducted through the designated Internet meeting service shall be deemed a valid vote, providing the provisions of § 286.011 F.S. and quorum requirements are met.
4. All meetings of the Faculty Senate shall be open provided, however, that by a majority vote the Senate may go into closed session with only General Faculty members present.
5. The presiding officer of the Senate shall be elected by the Senate from its membership and shall serve as the Chairperson of the Steering Committee. In the absence of the presiding officer, the Vice Chairperson of the Steering Committee or a person designated by him or her shall preside.
6. Any member of the General Faculty may be recognized to speak, but the time of a non-member may be limited at the discretion of the presiding officer subject to the authority of the Senate to extend or curtail a non-member's time by a majority vote.

Section B. Quorum

A majority of the voting members of the Senate shall constitute a quorum at any regular or special meeting, whether held in person or via Internet technology.

Section C. Order of Business

1. Minutes
2. Report of the Steering Committee
3. Special orders
4. Reports of special committees
5. Reports of standing committees
6. Unfinished business
7. Response of the President of the University to previous Senate action
8. New business
9. University welfare
10. Announcements of deans and other administrative officers

Section D. Procedure

1. All meetings of the Senate shall be conducted in accordance with the current edition of *The Standard Code of Parliamentary Procedure*, except as otherwise provided in the Florida State University Constitution or in these Bylaws.
2. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty, to all administrative officers, and to all members of the Professional Staff.
3. A roll call vote for recording in the minutes may be taken on request of fifteen (15) members.
4. The Steering Committee shall appoint annually a parliamentarian **from among the General Faculty**.

Section E. Election of Specialized Faculty Senators

Specialized Faculty shall elect their representatives for two-year terms. The Faculty Senate Elections Committee shall conduct the election process of the Specialized Faculty Senators. All voting shall be by secret ballot. Ties shall be broken by a fair random mechanism. Nomination lists and election ballots shall identify faculty by unit and include a reminder of the requirements for Specialized Faculty membership in the Senate as given in the Constitution of the Florida State University.

1. Eligible Specialized Faculty

Eligible Specialized Faculty are those faculty whose titles are specified in the Constitution of the Florida State University.

2. Nominations

A nominating ballot listing all eligible Specialized Faculty shall be circulated by February 15 to the eligible Specialized Faculty with a two-week return requirement.

Each eligible Specialized Faculty may nominate as many candidates from this list as there are open at-large Specialized Faculty Senator seats in the Faculty Senate.

Eligible Specialized Faculty in one of the four largest units may nominate one additional candidate from within their unit from the list. An eligible Specialized Faculty member may nominate the same candidate twice: once for the within unit and once for the at-large seats.

3. Elections

Elections take place after the return of the nominations.

For eligible Specialized Faculty in one of the four largest units there will be a unit ballot consisting of the two candidates from that unit who received the most nominations, including any candidates tied for last position in the nomination process. Each eligible Specialized Faculty in one of the four largest units may vote for one candidate on this unit ballot. The election shall take place as soon as the nominating process has completed.

The at-large election takes place after the large unit election is completed. There will be an at-large ballot consisting of twice the number of at-large senators to be elected. The names on the ballot are those who received the most nominations, including any candidates tied for last position in the nomination process. Candidates elected in the large unit election will not be included on this ballot. Each eligible Specialized Faculty may vote for as many candidates as there are open positions.

4. Alternate Senators

In the event an elected senator cannot perform the duties of a senator, an alternate will take their place. For a large unit senator, this will be the candidate who received the second most votes. For at large senators, this will be the candidate with the most votes who was not elected. The requirements for Specialized Faculty membership in the Senate as given in the Constitution of the Florida State University will be maintained.

Section F. Steering Committee and Senate President

1. Election
 - a. As soon as the elected membership of the Senate has been certified by the Faculty Senate Coordinator, a nominating ballot listing all voting members of the Senate shall be circulated to the Senate membership with a two-weeks return requirement. Each member may nominate as many candidates from this list as there are positions on the Steering Committee to be filled.
 - b. The March meeting of the Faculty Senate shall be the last regular meeting of that Senate for the academic year. Members of that Senate shall hold office until the first meeting of the new Senate. The new Senate shall be seated at the April meeting date, with the previous Senate President presiding until the new Senate shall elect its President from its ranks. A majority shall be required for election. The new Senate may receive reports and conduct business during elections for both the Senate President and the Steering Committee.
 - c. As soon as the Senate President has been elected, the new Senate shall proceed to elect its seven-member Steering Committee. The Elections Committee shall prepare and circulate to the Senate membership two weeks in advance of the meeting a slate of nominees. The slate shall consist of twice the number to be elected, including any members tied for last position on the ballot. Additional nominations may be taken from the floor of the Senate with four seconds. Nomination and election ballots shall remind Senators that at least one person from each of four colleges shall be represented on the Steering Committee and that no more than two Specialized Faculty may serve on the Steering Committee. Names of Senators shall be listed by college or unit. Four members shall be elected for two-year terms in even years and three members for two-year terms in odd years.
 - d. Each member of the new Senate may vote for as many nominees as there are positions to be filled. On the first two ballots a majority shall be required for election. On the third ballot a plurality vote shall suffice. The Senate President shall withhold his/her ballot to break any possible ties on this third ballot. All voting shall be by secret ballot.
2. Organization and Jurisdiction of Steering Committee
 - a. Immediately following their election at the April meeting of the Senate, members of the Steering Committee shall convene and elect their Vice Chairperson for a one-year term.
 - b. The Committee shall meet regularly, at least once a month, and on special call of the Chairperson. A majority of the Committee shall constitute a quorum. **When necessary, any meeting, whether regular or special, may be conducted through videoconference or internet-based technology consistent with § 286.011 F.S. When necessary, a vote may be taken electronically.**
 - c. The Committee shall consider and advise regarding all matters which are within the jurisdiction of the Senate. In consultation with the President of the University, the Committee shall prepare the agenda for each Senate meeting and distribute it to the membership of the entire faculty at least two days before the Senate meets. Items may be added to the agenda at any meeting of the Senate under new business by unanimous consent or by majority vote. On request of the President of the University, the Committee shall advise and consult with him or her on any matter which he or she may call to its attention.
 - d. The Committee may request information from any member of the faculty or any administrative officer and may invite any such person to sit with it for consultation or advice on matters within its jurisdiction.

- e. The Steering Committee may establish special committees to facilitate its work.
3. President of the Senate
 - a. The President of the Senate shall be elected at the first meeting of the new Senate in April of each year. Notice of this election shall be provided by the Faculty Senate Coordinator to all members of the new Senate at least two weeks prior to the meeting. A list of the members of the new Senate and their college affiliation shall accompany the notice.
 - b. The President of the Senate shall serve as liaison between the President of the University and the Senate and shall communicate to the President of the University the recommendations of the Steering Committee. The Vice Chairperson of the Steering Committee shall serve as liaison between the Senate and the Steering Committee, shall present the agenda at Senate meetings, and report the opinions and actions of the Steering Committee to the Senate membership.
 - c. If the President/presiding officer of the Senate is unable to complete the elected term of office, the Vice Chairperson of the Steering Committee shall become President of the Senate for the remainder of that term. The candidate with the next highest number of votes in the most recent election to the Steering Committee shall become a member of the Steering Committee for the period that the Vice Chairperson fulfills that term of office as President. The Steering Committee shall then elect a new Vice Chairperson.
 4. Nominations or recommendations by the Steering Committee for committee members and other positions subject to election or consent by the Faculty Senate shall be distributed to the Senate in advance.

Section G. Standing Committees

1. Budget Advisory Committee

The Budget Advisory Committee shall consider University budget policies, procedures and practices, with special emphasis on the academic budget. The Committee shall consist of the President of the Faculty Senate, a member appointed annually by the Steering Committee and who shall serve as chair, and the four faculty members appointed by the President of the University to the University Budget Committee. It shall consult regularly with the President of the University and the Vice President for Academic Affairs; it shall report on its deliberations at least each term to the Faculty Senate.

2. Committee on Memorials and Courtesies

The Committee on Memorials and Courtesies shall represent the Faculty Senate and General Faculty on appropriate occasions. The Committee shall consist of three faculty members appointed as needed by the Steering Committee, with the advice and consent of the Senate.

3. Distance Learning Committee

The Distance Learning Committee shall provide policy development, oversight, and academic advice specific to the design and implementation of Distance Learning courses and degree programs. In particular, the committee will have the following responsibilities.

- (1) To propose to the Senate procedures and standards for authorization to offer courses and programs by delivery methods other than standard classroom delivery, and for enduring quality control of such course and program offerings.
- (2) To monitor the effectiveness with which the procedures and standards and standards adopted are being implemented.

- (3) To propose to the Senate modifications to existing standards and procedures as appropriate.
This committee will supplement, not supplant, the functions of other existing committees.

The committee shall consist of the following members: the Chairs of the Undergraduate Policy, Graduate Policy and University Curriculum Committees; three additional faculty members appointed by the Steering Committee, with the advice and consent of the Senate for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member. The Director of the Office of Distance Learning and the Provost and Executive Vice President for Academic Affairs or his/her designee shall be ex-officio members. The Faculty Senate Steering Committee shall appoint its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

4. Elections Committee

The Elections Committee shall conduct Senate and University elections involving faculty. The Committee shall consist of three Senators appointed annually by the Steering Committee, with the advice and consent of the Senate; each appointee shall come from a different college.

In March, the Elections Committee shall prepare the ballots for the Grievance Committee and circulate them to all members of the General Faculty, allowing two weeks for the return of ballots. A majority vote shall be required for election. At the April meeting, the Elections Committee shall prepare the ballots and conduct the election of the Senate President and the Steering Committee.

The chairperson shall be appointed by the Steering Committee.

5. Graduate Policy Committee

The Graduate Policy Committee shall consider University-wide policies relating to graduate education. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of The Graduate School, or his or her designee, shall be ex-officio members; and membership shall include two graduate student representatives from different colleges appointed for a one-year term by the President of Student Government.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

6. Grievance Committee

The Grievance Committee shall have jurisdiction, through its hearing panels, to hear grievances, as defined by University rules, brought to its attention by any faculty member in relation to the University practice in professional relations, professional ethics, academic freedom, conditions of employment (including the termination or suspension of tenured and nontenured faculty), and general faculty welfare.

The Committee is empowered to create hearing panels for the consideration of individual cases. The Grievance Committee will report each term to the Faculty Senate. Action by a Grievance Committee hearing panel in no way precludes a faculty member from seeking redress through other official means; however, no other University committee shall serve as an appeals committee for cases initially heard by the Grievance Committee.

The Chairperson of the Elections Committee shall, through the Faculty Senate Coordinator, notify each college scheduled to nominate candidates for this Committee. The faculty of that unit shall,

through procedures it shall determine, nominate from its ranks at least twice the number of faculty members to be elected. Additional nominations shall be taken from the floor of the Senate. Election shall be by the General Faculty for three-year staggered terms to begin July 1. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have an additional representative; and the College of Arts and Sciences shall have four additional representatives.

The Steering Committee shall appoint the chairperson.

7. Honors Program Policy Committee

The Honors Program Policy Committee shall consider curriculum and related policies and procedures for the University's Honors Program and Honors in the Major Program. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Dean of Undergraduate Studies, or his or her designee, and the Director of the University Honors Program shall be ex-officio members. The President of Student Government shall appoint annually two undergraduate students from among present or past participants in a Florida State University honors curriculum.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

8. Liberal Studies Coordinating Committee

The Liberal Studies Coordinating and Policy Committee shall promote liberal education and provide oversight for the liberal studies curriculum. The Committee shall consist of nine faculty members, appointed by the Steering Committee, who shall serve for staggered three-year terms, including one representative each from the Undergraduate Policy, Honors Program Policy and University Curriculum Committees. The Dean of Undergraduate Studies and Provost and Executive Vice President for Academic Affairs or their designee shall serve as ex-officio members. The Committee may invite to its meetings representatives of administrative offices and others with responsibility for implementing policies that have direct bearing on the Liberal Studies program. The Steering Committee shall appoint the chair annually from among the faculty representatives.

9. Library Committee

The Library Committee shall consider University-wide policies on general library operations. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences and Public Policy shall each have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, the Vice President for Faculty Development and Advancement, or his or her designee, the Dean of University Libraries, and the directors of the College of Music Allen Music Library, the College of Law Research Center, the College of Medicine Maguire Medical Library, the Harold Goldstein Library, the Dirac Science Library, and the head of Scholars Commons, shall be non-voting ex-officio members; and membership shall include a graduate student and an undergraduate student from different colleges appointed for a one-year term by the President of Student Government.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

10. Student Academic Relations Committee

The Committee on Student Academic Relations shall hear appeals from students who think that

decisions about their academic work have been made improperly or unprofessionally in colleges. The Committee shall consist of five persons appointed annually by the Steering Committee, with the advice and consent of the Senate, for staggered two-year terms; an undergraduate student member and a graduate student member shall be appointed annually by the President of the University.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee shall report its findings and recommendations to the Provost and Executive Vice President for Academic Affairs. It shall also report each term to the Faculty Senate.

11. Teaching Evaluation Committee

The Teaching Evaluation Committee shall consider University-wide policies and procedures relating to the evaluation of teaching, which includes but is not limited to the use of student surveys. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, a representative from the Office of Distance Learning and the Assistant Director, Assessment and Testing shall serve as ex officio members.

The chairperson shall be appointed by the Steering Committee from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

12. Technology Committee

The Technology Committee shall consider how University-wide technology related infrastructure may impact on academic issues. Members of this committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the College of Arts and Sciences shall have two representatives. University Libraries shall also have a representative. The Associate Vice President for Technology and Chief Information Officer shall serve as an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives. The Committee will make its recommendations to the Steering Committee, which will transmit the recommendations to the Senate for action.

13. Torch Awards Committee

The Torch Awards Committee shall consider and recommend recipients for the Torch Awards: VIRES, symbolizing moral, physical, and intellectual strength; ARTES, symbolizing appreciation of beauty; MORES, symbolizing respect for customs, character, and tradition. These awards are presented annually by the Faculty Senate on behalf of the Faculty to recognize those persons who have made significant and sustained contributions to the University's ability to fulfill its academic mission.

The committee shall consist of no fewer than 7 and not more than 10 members, including ex officio members. Members of the committee shall be appointed by the President of the Faculty Senate and shall include a mix of active and retired faculty. At least one member of the committee shall be a member of the Faculty Senate Steering Committee; the President of the FSU Foundation, or his/her representative, shall be an ex officio voting member. In order to protect the historical memory essential to the committee's function, with the exception of the member from the Faculty Senate Steering Committee, terms of service for committee members shall be 3 years. The committee membership may recommend candidates to fill any vacancies that occur; vacancies shall be filled by the Faculty Senate President.

The chair of the committee shall be appointed by the Faculty Senate Steering Committee from recommendations provided by the Torch Awards Committee membership. If possible, any new chair

shall be appointed the Spring preceding the Award selection process.

The committee will accept nominations for the awards and shall recommend recipients for the awards to the Steering Committee, which shall have final confirmation. The letter of nomination should document the nominee's accomplishments and contributions to the University's ability to fulfill its academic mission. There may be multiple recipients for any or all 3 of the awards in any given year; it is also possible that not all 3 categories of award will be given each year. A Torch Award shall not be awarded to current employees of the university.

The Committee may adopt additional procedures and standards as appropriate for fulfilling its charge.

14. Undergraduate Policy Committee

The Undergraduate Policy Committee shall consider University-wide policies on undergraduate academic affairs. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have a representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or his or her designee, and the Dean of Undergraduate Studies, or his or her designee, shall be ex-officio members. The President of Student Government shall appoint an undergraduate student member annually.

The Committee shall elect its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

15. University Curriculum Committee

The University Curriculum Committee shall consider curricular policies and procedures at both the undergraduate and graduate levels. The Committee shall consist of nine faculty members appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. The Vice President for Faculty Development and Advancement, or his or her designee, shall be an ex-officio member.

The Committee shall annually elect its chairperson from the faculty representatives.

16. Standing committees and special committees shall arrange with the Chairperson of the Steering Committee to have their reports placed on the Senate agenda.

17. A committee report, which is on the agenda, should be distributed to the Senate membership at least two days before the Senate meets. Except by unanimous consent of the Senate, a committee report which is not on the agenda shall not be considered for action.

18. Vacancies in standing committees shall be filled by the Steering Committee with the advice and consent of the Senate. In case of elected committees, the Steering Committee shall consider first those from the affected college who fell just short of election on the most recent usable ballot.

Section H. Amendments

The Bylaws may be amended by a majority vote at any meeting of the Senate provided that the amendment has been introduced at a prior meeting.

Current: October 17, 2007; March 20, 2013; November 12, 2014; October 21, 2015; November 18, 2015; March 21, 2018; December 2, 2020.