



FLORIDA STATE UNIVERSITY  
FACULTY SENATE

MINUTES  
FACULTY SENATE MEETING  
WEDNESDAY, FEBRUARY 16, 2022  
FSU ZOOM  
3:05 P.M.

**I. Regular Session**

The regular session of the 2021-22 Faculty Senate was held on Wednesday, February 16, 2022. Faculty Senate President Eric Chicken presided.

The following members attended the Senate meeting:

G. Adams, T. Adams, A. Ai, P. Aluffi, S. Ballas, E. Bangi, A. Barbu, C. Barry, B. Birmingham, D. Bish, M. Blaber, M. Bourassa, R. Brower, J. Brown Speights, M. Buchler, M. Bukoski, U. Bunz, G. Burnett, J. Calhoun, E. Chassignet, E. Chicken, I. Chiorescu, R. Coleman, E. Crowe, S. Daniels, P. Doan, J. Du, F. Dupuigrenet, D. Eccles, V. Fleury, S. Foo, R. Goodman, T. Graban, S. Grant, A. Gunjan, W. Guo, W. Hanley, P. Hoeflich, A. Huber, R. Hughes, P. Iatarola, K. Ishangi, E. Jakubowski, K. Jones, H. Kern, D. Kim, E. Kim, J. Kimmes, S. Lester, E. Loic, I. MacDonald, A. McKenna, A. Muntendam, E. Murphy, I. Padavic, J. Palmer, E. Peters, Q. Rao, A. Rassweiler, K. Reynolds, L. Rinaman, N. Rogers, E. Ryan, C. Schmertmann, H. Schwadron, J. Sobanjo, T. Somasundaram, D. Soper, J. Standley, E. Stewart, B. Stults, B. Stvilia, M. Swanbrow Becker, G. Tyson, A. Vanli, A. Volya, D. Whalley, Q. Yin, I. Zanini-Cordi.

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

I. Alabugin, T. Albrecht-Schoenzart, E. Alvarez, D. Armstrong, C. Barrilleaux, P. Berrli, T. Bradley, E. Cecil, M. Duncan, C. Frederiksen, J. Geringer, M. Gonzales-Backen, D. Gussak, K. Harris, E. Hilinski, C. Hofacker, J. Ingram, C. Kelley, E. Klassen, T. Lee, C. Madsen, T. Mariano, G. Martorella, M. McFarland, C. Moore, R. Morris, M. Nair-Collins, C. Patrick, D. Peterson, R. Stilling, Z. Yu.

**II. Approval of the Minutes, January 20, 2022 meeting**

The minutes were approved as distributed.

**III. Approval of the agenda, February 16, 2022 meeting**

The agenda was approved as distributed.

**IV. Announcements by President McCullough**

- President McCullough confirmed they were contacted by a group of faculties who were concerned with issues about mold in the Sandels building. The building was tested and they can confirm there was mold. Remediation started immediately as well as cleaning out the HVAC system.

- The report about a filter not being changed since 2003, was not an air filter, it was a fridge filter. President McCullough had the filter tested, and it did have some mold particles.
- The large black particles that came from vents and staff found on desks, are common in buildings that have mold. President McCullough explained that the mold eats the insulation and parts in the HVAC system, it combines with debris and dust and makes these particles.
- Two experts have been hired to help us interpret the results: a mold expert and a radon expert.
- Sandels has been tested and measured for radon. President McCullough proceeded to explain what he was told by the experts. President McCullough explained that the building was tested under less than normal operating situations, which is not standard. He confirmed the test did find one of the floors had elevated radon levels, and it measured a seven. President McCullough explained according to the experts if a home is measured at a four, then they ask you to remediate. But, there is no real commercial standards. OSHA standards are 100 and below before remediation and the EPA is 35.
- President McCullough confirmed they moved everybody out of the building for an abundance of caution. The provost and administration are working on finding new space for faculty.
- A second radon test will be conducted. Also another company will look at mold in the building.
- President McCullough has met and now has regular meetings with the four faculty leaders from the college, as well as with the Dean. President McCullough and the experts also met with the faculty of the college. There are plans to have the same meeting with the graduate students, the Faculty Senate group, and another for all faculty and staff across campus.
- The administration and experts are also looking at the Williams building. People in that building have been allowed to work remote.
- President McCullough stated they are developing a process to do radon testing on all the buildings at the university and they will do what's necessary to remediate those.
- An industrial hygienist has also been hired to look at Sandels and take a different sweep to see if there is anything else that we are missing.
- President McCullough stated they want to do everything he can to develop trust with the faculty and to be transparent. He would like to hear any criticism that the Senate has for him and his administration.
- President McCullough then asked if Provost Jim Clark would like to speak.
- **Jim Clark, Provost** – Thanked President McCullough. There is a website called <https://sandelsresponse.fsu.edu/> for anybody who wants information about this situation. Provost Clark also added there is an email link available for people that want to privately reach out with questions, concerns, or a desire to meet with anybody.
  - Provost Clark stated he, along with Kyle Clark, met with the Dean Delp. Dean Delp is fully satisfied with this second round of radon testing. Vice President Clark, Interim Vice President Fulkerson, and Provost Clark have a meeting scheduled for next week, with some of the faculty to talk about where we are with moving labs and people into other office space.
  - Provost Clark then addressed the Williams Building. Provost Clark is in constant touch with Dean Huckaba and Dr. Gary Taylor, who is the Chair of the English Department. Provost Clark confirmed they are starting testing on that building as well.
  - Confirmed they are putting together a plan to test other buildings across campus.
  - Immediate action was taken in response to requests to go to remote teaching.
- **President McCullough** – In response to reports of people having cancer in the building, the Florida Department of Health as well as a medical unit have been contacted to review the building.
- **Faculty Senate President Chicken** – opened the floor for responses and questions.

- **Nancy Rodgers, College of Music** – Inquired about the time frame of when President McCullough was alerted about the concerns of the Sandels building.
  - **President McCullough** – confirmed he was alerted about it two to three weeks ago. In January 2020 the Dean contacted past Provost Sally McRorie about the building, and the Dean was going to contact EH&S. VP Janet Kistner was notified around August 2020. President McCullough stated that at this time the information was not passed along to him, and that it was possible other people may have heard about that at that time.
  - **Senator Rogers** – She was presented with concerns in September and notified the administration. She was surprised that this was new to him.
  - **President McCullough** – confirmed that Senator Rogers did not reach out to him, which Senator Rogers said that is correct, she reached out to Janet Kistner. President McCullough replied that the depth of concern by the faculty was lost in translation somewhere after they received the report. There most definitely was a failure of communication and action by his administration. He also noted that this has been an issue for many years. His administration has not done a full investigation to see where the breakdown occurred.
- **Kathryn Jones, College of Arts and Sciences** – thanked the President for addressing this issue. Senator Jones wanted to let the administration know that she feels like her building situation has improved a great deal in the last year because of renovations. She expressed many faculty struggle to have their concerns be heard by Facilities.
  - **President McCullough** – thanked Senator Jones for her comment. He confirmed that Facilities is something him and Provost Clark have talked about. Environmental Health and Safety as well as Facilities have known about this issue for a while. President McCullough wants to understand and fix where the breakdown occurred. President McCullough asked if Provost Jim Clark would like to add anything.
  - **Provost Jim Clark** – Confirmed and understand there was a breakdown in communication. After they received the report, they had a meeting with the faculty authors, and immediately moved on it.
    - Provost Clark stated he has done walk throughs of most of the buildings across campus. He has meet with Deans, faculty, and staff to hear their concerns with their buildings.
    - The administration's policy moving forward is to respond fully to these issues and to be extremely aggressive in responding to requests, while also looking at larger issues.
- **Ulla Bunz, College of Communication and Information** – Wanted to add that she has been approached by faculty members from a different department, about a different building, with a similar concern about clusters of cancer cases. Senator Bunz has passed it on to the Provost's Office and it was passed on to the Dean of that department as well as passed on to the EPA. However, if anything ever happened, Senator Bunz never heard back. Senator Bunz, wanted to make it clear that this is not an isolated case. There are many examples of significant items being brought to the attention of the administration and faculty and staff do not hear about the solutions. Senator Bunz wanted to stress we should use the lowest number, not the highest when we look at mediation and there is no way to put a value on human life. She concluded with faculty and staff want to feel safe being in our offices.
  - **President McCullough** – responded that they are remediating far below the standards and stressed that they were not trying to minimize the numbers. The administration understands the situation with Facilities, as well as Environmental Health and Safety, and they will do their best to fix them.
  - **Faculty Senate President Chicken** – agreed it is important that the line of communication is kept open, both ways, no matter what the concern is. He added this is another case were faculty and staff know things are being done, but they don't know what is being done. Faculty and staff would like to hear solutions or the status of current concerns.

- **Ian MacDonald, College of Arts and Sciences** – Wanted to share his experience on being housed in lab facilities in the basement of the Rogers building. In 2018 he became aware that radon levels in the basement exceeded OSHA standard for action. Senator MacDonald noted they have since vacated that building. He received communication in October 2018 about radon monitors being deployed, but there was no follow up communication. Senator MacDonald stated he has no idea what was found with those radon readers and what remediation may have been undertaken. He suggested records be kept and be available to faculty and staff. Senator MacDonald stated as far as he knows, in this case, the records were not transferred back to the faculty or made available.
- **President Chicken** – asked if President McCullough had any more updates to discuss with the Senate.
- **President McCullough** – stated he did have a few more updates.
  - The current open searches are Vice President for Research, Vice President for Advancement, Chief Marketing Officer, and a Chief Auditor.
  - Current Dean searches are College of Social Work, College of Engineering, College of Communication and Information, and for the College of Medicine.
  - A new Chief of Police has been hired.
  - President McCullough state he has had good meetings with the BOG and hopes to continue to make good progress there.
  - FSU Day at the Capital with was very successful.
  - President McCullough asked Provost Clark if his emails go out to the full faculty or not.
- **Provost Jim Clark** – responded that he has emailed faculty and staff in Sandels and Williams buildings. He noted one of the complaints his office receives is that there are too many emails coming out and they are not being read. Provost Clark said he tries target emails so that affected faculty receives them.
  - Provost Clark noted the website is so everyone can have access to current information regarding Sandels. This includes, if not mistaken, all the communications that are going out in real time, and historically stored, along with test results and other types of data.
  - Provost Clark stated they continue to communicate as much as possible with different faculty and Deans. This administration is looking at more effective ways of communicating, as well as what they do in response to faculty and staff concerns brought to them.
  - A Q&R with the experts is being set up to answer questions and concerns. He believes this will be very useful to faculty and staff.
  - Provost Clark also reiterated that the mold in the building was common mold you find and breathe in the air. Provost Clark echoed President McCullough remarks that if something horrific is discover in a building, the administration will not run from it, and they would communicate it to faculty and staff. Provost Jim Clark wants to be honest about trying to fix issues.
- **Bridgette Birmingham, University Libraries** – Senator Birmingham wanted to bring to attention the fact that Faculty Senate and Faculty Senate Steering Committee are being given a smaller and smaller role in high-level position searches. She also stated that in the past there were dedicated times with all the top-level searches, on the schedule, and that has become less common. She believes this is especially concerning, considering how little advance notice campus is given for these searches in general. Senator Birmingham wanted to publicly state that Faculty Senate should be given a chance to participate in these high-level searches.
  - **President McCullough** – agreed that Faculty Senate being involved in high-level searches and would work on getting them more involved with the process. As his administration moves forward with searches he will make sure that Faculty Senate is on the schedule, and given time to interview candidates and to provide feedback.

- **Jayne Standley, College of Music** – Senator Standley wanted to speak on this topic from her historical perspective as a former Senate President. She confirmed the perception that the Faculty Senate voice is not as apparent as it used to be. Senator Standley believes, the issue is that in the past there was a Dean of Faculty, and that person was on the executive committee and spoke for faculty on all plans for the university. They were also in charge of the university when the President was away from campus.
  - Senator Standley continued that the second stage the university moved to was, the Faculty Senate President was a member of the Council of Dean's. The Senate President was present, and their voice was available when plans for the university were being made.
  - The Senate President is a trustee and theoretically everything in the University is open to the Senate President but there is a courtesy of not going to a meeting to which you are not invited.
  - Senator Standley concluded with suggesting the President and his administration should consider continuing the Faculty Senate voice on the Council of Deans or other ongoing meetings setting the structure and priorities of the university.
- **Faculty Senate President Chicken** – called for any more questions or comments. There were none. President Chicken thanked President McCullough and Provost Clark.
- **President McCullough** – thanked the Senate body.

#### V. Report of the Steering Committee, Erin Ryan

- The committee met four times since the last Faculty Senate meeting.
- The steering committee has responded to the health concerns raised by faculty in the Sandels building. We were disappointed that concerns about the building sat for so long, but pleased that the administration reacted quickly this month to empty the building and begin remediating problems once receiving the comprehensive report from the Sandels faculty.
- As President McCullough rebuilds his new leadership team, members of the Steering Committee are serving on various search committees for key positions, including the Vice President for Research, the Vice President for University Advancement, and others. All faculty should be receiving email invitations to participate in the listening sessions and candidate interviews. The Steering Committee encourages all faculty to participate to maximize faculty input into these decisions.
- The Senate Steering Committee has been learning more about the various bills moving through the legislature, including two different versions of the anti-CRT bill (one of which bans it from the classroom outright, while the other allows discussion but prohibits indoctrination), together with other bills impacting classroom communication at the K-12 level about LGBTQ issues.
- Of interest to our Senate, two bills, SB 810 & HB 6077, were introduced in November to eliminate the requirements added to the relevant Florida Statutes by HB 233. This is the bill the Senate opposed last year, which created the intellectual diversity survey and student recording entitlement, but which also requires that universities not shield community members from points of view that may make them uncomfortable. The new bills were introduced in November and assigned to several committees, but nothing has happened to them since January. Nevertheless, the HB 233 Anti-Shield provision conflicts with the CRT bills, especially the flat-out ban, it seems one or the other may have to give.
- The presidential search bill from last year has been reintroduced, reducing the period of public disclosure from 21 days to 14 days. It is gaining traction, right as several other SUS institutions are heading into presidential searches. The SUS Advisory Council of Faculty Senates has

convened a Legislative Affairs subcommittee to consider pending legislature, on which we are participating.

- The budget looks promising. Lots of funding is expected for the mag lab. Last year many of the recurring funds were flipped to non-recurring, with a promise that this would be revisited depending on economic circumstances in the future, so there is hope that happens soon. The state is awash in non-recurring money from federal grants and other sources of income. We are asking the legislature for substantial funds for our campaign to raise the University rankings. We asked about raising faculty and staff salaries with non-recurring funds, but bonuses are more likely, though the union and our legislative team continue to seek headway.
- The Steering Committee is working on bylaw revisions and are bringing several proposals to the Senate today, involving new rules for filling committees, assigning the past faculty Senate President as an ex-officio member of the Steering Committee, clarifying which ex officio members of our committees are voting and nonvoting members, and emergency powers of the Senate and Steering Committee.
- Finally, we discussed how the Senate and Steering Committee can return to pre-pandemic participation, such as curricular innovation, teaching evaluation, and many other concerns that we set aside. We hope to assume more normal operations going forward, and look forward to the contribution from Senate members.
- **President Chicken** – opened the floor for questions.
- **Robin Goodman, Arts & Sciences** – thanked Senator Ryan for her report and asked if she could speak a little on the accreditation bill.
  - **Senator Ryan** – unfortunately did not have a lot of information on it. But she confirmed the bill is true.
  - **Matthew Lata, University Welfare** – These bills were introduced by people who were critical of SACS was a mouthpiece of the governor's office. Matthew believes the only motivation of this bill is to punish SACS.
    - These are committee bills; they are assigned but not yet agenda in committee.
    - The bills would require 5 years of recording keeping. We would have to post books and assignments.
    - There would be mandatory change in accreditation agency every time the school is reaccredited. It would also allow Universities to sue that accreditation body.
    - Right now, the bills are sitting in committees and our job is to education legislatures. The BOG is opposed, every high-level university administrator in the state is opposed.
- **Todd Adams, Arts & Sciences** – inquired about Torch Awards which are usually awarded in the Fall, and he hadn't seen anything on these awards.
  - **President Chicken** – the committee decided to postpone the awards.
  - **Jayne Standley, Music** – replied that the date is set for March 3. She confirmed it was postponed due to Covid.
- **Kim Barber, Registrar** – added that the state registrar's and financial aid directors are all aware and concerned about the impact of these accreditation bills.
  - Noted FSU is up for reaccreditation soon, and the bill reads as effective immediately. That means FSU would need to find a new accreditor and the concern is that no accreditor is required to take FSU on.

- There is real concern about implications and cost, having to map processes to align with a new accreditor.
- Theoretically all the SUS could each have different accreditors.

## **VI. Reports of Standing Committees**

### **a. Charles Hofacker, Technology Committee**

- Senator Hofacker said he planned to speak on ITS, ODL, and a few other topics. Citing the “great resignation,” he stated IT talent is hard to come by and expensive.
- ITS convinced the BOG that we should not change our passwords every 120 days. In place of this we have Duo, the two-factor authentication app. Even with its quirks, it instantly solved a major issue with accounts being hacked. The university went from 7,000 accounts to 300 accounts hacked. The Duo app is better suited to today’s security environment. It also reduced the university on the cost of calls and text. Duo also has a device you can use in place of the app and just wanted to note that the FSU bookstore has it available for purchase.
- Discussing email, students now lose email at a certain point after they graduate. Before this policy, we were paying for unused email accounts. We have standardized campus on Microsoft Office 365 for email. Senator Hofacker confirmed that Microsoft does scan emails for reasons of productivity. The good news is that the contract we have with Microsoft has been reviewed by our legal staff. Student and employee email systems are due to be merged in about three months.
- FSU now relies on Microsoft OneDrive for backup and that gives him some worry, in that it is a single point of failure. Senator Hofacker would like to keep looking into it and talking about it over the next year.
- ODL went from supporting a small group of faculty in distance learning, to supporting every single class in a two-week period. He wanted to note how impressive and what a stunning testament it was to this organization.
- Senator Hofacker has 3 topics to discuss relating to Canvas: the reliability of Canvas, the behavior of canvas, and the Testing Center.
- Canvas has been pretty stable, but it crashed during finals. A piece of Amazon cloud went down and many students were not able to complete their finals at their designated time. Again, he noted we have a single point of failure.
- Canvas’s default behavior is one thing as a committee receives a lot of emails about. He then proceeded to read a few of the concerns in these emails and asked how we can change these defaults to be of better use for us at FSU. He noted there is no real way for us to make our issues known to the Canvas organization.
- The testing center has gone away from what we considered normal operations. Students who must take national tests utilize this area.
- The library has created a pilot program that will set up containerized hosting, where you can set up your own WordPress, Drupal, and Wiki server, etc.
- Senator Hofacker’s final topic was Faculty time. He gave an example of the amount of emails faculty and staff receive. Even though it only takes a second to delete, those seconds add up. He calculated that amount of time is about 26 hours.

- Another example he provided was in the month prior to the start of the fall semester. He said this may vary a little from college to college. He received 112 emails. This is just another pain point.
- Senator Hofacker noted that the people that buy the software and the people that use it are two different things. It feels like no one looks out for us on the user level.
- **President Chicken** – opened the floor up for questions and comments.
- **Bridget t Birmingham, University Libraries** – Inquired about if there will be an open search for an CIO.
  - **Interim CIO Rick Burnette, ITS** – replied that with the new Provost, and the active searches currently going on, he believes with him being here for 34 years there is a certain stability that brings to ITS right now. It seems there isn't quite the urgency.
  - He continued that ITS is part of FSU and FSU is part of ITS. Part of what we need to do as an organization is empower people through technology. We should be making your job easier. We also want to empower research technologies.
  - For a long time, ITS only had a CIO for ERP. The previous CIO moved us toward a broader landscape. This provided some stability and hopefully improved in a lot of areas.
- **Michael Blaber, College of Medicine** – Inquired if there be more rigorous protection across campus with concerns to protected health information.
  - **Rick Burnette** – we have had conversations with Robin Blank, who is our compliance officers, but they have also had conversations with the auditors. ITS is trying to make sure that we are compliant and protecting information that should be protected. We have been doing a lot with cybersecurity as well as looking at how to successfully run research enclaves. There is no decisions yet in terms of how to move towards how certain things should be protected.
- **President Chicken** – opened the floor for more questions. None were posed.

## VII. Old Business

### a. Course Loads – GPC, Ulla Bunz (Addendum 1)

- The goal of this change is to make understandable, language clarifications regarding underloads. The current bulletin only allows international students to drop down during their final semester. If they drop down during other semesters, they are in conflict of federal law. Currently the Dean of the Graduate school has given several exceptions to this. The GPC has worked on this for about a year and hope to make a few language changes to allow graduate international students to drop down if they meet certain criteria.
- The GPC worked with Kristen Hagen from the Center for Global Engagement. Together we clarified the language, while still following the federal law. The Center for Global Engagement supports this change, and we hope that provides confidence that is in the best interest of our international students.
- The language needed structural changes. The GPC believes having the policy all in one paragraph was part of the problem. They reorganized existing language and created subsections. It is now broke it down by all the different types of students.



- The language is still flexible enough to continue to allow each Dean's office to decide how hands on or hands off the department chooses to be with this policy.
- Ulla Bunz then pointed out several other minor changes, e.g., grammar changes. She noted that some language is repetitive, but she believes that it helps to clarify. She went page by page through the document showing exactly what language they moved and where.
- **President Chicken** – After the November meeting, when this was first proposed, several senators asked that the Senate invite members from the Center for Global Engagement. President Chicken reached out to them, and the Center for Global Engagement had planned to come to this Senate meeting. However, because of the work that the GPC and Center of Global Engagement accomplished, they believed that they didn't need to come; They also stated that the GPC proposal has their support. Since this is a proposal from a standing committee, it doesn't need a motion or a second.
- **President Chicken** – made a call for questions, none were asked.
- A vote was called for. **Proposal was passed.**

## VIII. New Business

### a. Textbook Affordability – PIRG, Graceanne Hoback, Student

- Ms. Hoback was speaking on behalf of FSU's PIRG (Public Interest Research Group) textbook affordability campaign team. A nonpartisan student run advocacy organization on FSU campus. They aim to tackle issues that the students body find important. PIRG works to achieve equity for students in regard to educational resource availability.
- Ms. Hoback proposed several statistics through surveys amongst FSU students with 90% claiming that the textbook price has negatively impacted them. Disproportionately impacted by these policies of requiring textbooks and access codes for courses is the students of the FSU community who are first generation students, low income, and transfer students.
- PRIG wants to speak up for students who have been silently suffering academically and financially because of the steep prices of textbooks and the rising popularity of expiring access codes.
- PRIG would like faculty to consider adopting Open Educational Resources for their classes, which are teaching, learning, and research resources that are open on a public domain or are released under an intellectual property license that permits their free use and repurposing by others.
- OER can increase stability of course enrollment and result in higher grades for students. OER can be one of the solutions to the gap in performance between students who cannot access the textbooks and those who can, while also alleviating the financial stress on students.
- OER also offers benefits to professors, one being the ability to modernize the material. In fields where new information constantly updated, this is a more efficient way to get this material into textbooks without having to wait for textbook companies to put on new versions. OER also gives the professor the ability to revise, remix, or design and materials they would like to use their course.

- Ms. Hoback wanted to note that there are resources available to help with OER transition, the FSU library sponsors an alternative textbook grant which offers professors mini grants and personalized support to help them transition to OER format. These grants offer \$1,000 to professors adopting existing resources and \$3000 for instructors publishing new or adaptive textbooks. More support is provided by the FSU library subject librarians, the Centers for Advancement of Teaching, as well as the Online Distance Learning.
- Ms. Hoback continued this program designed by the FSU library, saved students an estimated total of \$468,339 since 2016, and behind that number are hundreds of students were better able to focus on their performance in class.
- PIRG's textbook affordability campaign team are proposing faculty take a deep consideration to taking part of the transition to OER in years to come. PRIG would like to better understand the concerns, comfortability, and recommendations that professors have regarding implementation of OER on campus. PRIG asked for faculty to share their insight on the survey they generated, as feedback is crucial. Ms. Hoback also noted when filling out the survey if faculty are interested in implementing OER, to indicate in the comments and someone will get back to them.
- Ms. Hoback thanked the senate for the opportunity.
- **President Chicken** – thanked Ms. Hoback and opened the floor for questions.
- **Kathryn Jones, College of Arts and Sciences** – Senator Jones wanted to share her experience with Ms. Hoback from faculty side of things. She mentioned in STEM they receive pushback from the textbook companies if faculty want to use an older addition, rather than upgrade, but also, they receive pushback from the bookstore. Senator Jones noted if there was any way to stop the pushbacks from bookstore, that would help.
  - **Ms. Hoback** – responded that these issues are probably influenced by the textbook companies. New additions every year also creates the issue that the re-sell value of the book declines at a higher rate. She agreed this issue needs to be addressed by the campaign team.
- **Will Hanley, College of Arts and Sciences** – Expressed concern that often, required class material/s textbook and access codes must be bought together, but then only the access code is used for online quiz and test features. Senator Hanley asked if anyone can offer guidance and recommendations to faculty about particular textbooks that seem especially exploited.
  - **President Chicken** – replied that senators can share this information with their departments. He noted that this is a BOG issue as well. Suggested that a committee could be formed to battle these issues.
  - **Senator Hanley** – inquired if the access code issue should be separate from the broader issue of textbook affordability?
  - **Ms. Hoback** – replied that access codes are becoming more threatening than the textbook. Students can get around using a textbook, but they can't get around not having the access code. Textbook companies are using the leverage of access codes and additional materials, homework, and tests.
  - **President Chicken** – often textbook companies will negotiate with individual faculty to receive the access code without the book or the other way around. He noted this doesn't solve the problem of affordability, they textbook companies are still in charge.

- **President Chicken** – opened the floor for more questions. There were none. He thanked Ms. Hoback and noted he would share the links and the slides.

**b. Diversity, Equity, and Inclusion Update – Roxanne Hughes**

- Senator Bridget Birmingham and Senator Hughes serve on the FSU President's Council on diversity and inclusion. This council along with the Equity Diversity and Inclusion Office at FSU are responsible for monitoring progress and advancing the work related to the FSU Diversity and Inclusion Strategic Plan.
- The Council are also tasked with working on the initiatives set forth by the President's Task Force on anti-racism, equity, and inclusion, which was created by former President John Thrasher. This taskforce met during the 2021 academic year after which they made their recommendations to the President.
- Currently the council is co-chaired by Michelle Douglas, Chief Diversity Officer for FSU and Dr. Maxine Montgomery, Professor of English.
- The council members have been assigned to implementation teams on issues affecting the entire campus population. Senator Hughes wanted to bring forward some items to the Faculty Senate's attention. Those include but are not limited to faculty mentoring, recruitment and retention, undergraduate/ graduate recruitment and retention, EDI research efforts and EDI sustainability.
- Senator Birmingham and Senator Hughes serve as the liaison between the council and the Senate. They will report to the council on any Senate items that might intersect.
- Senator Hughes concluded with she wanted to introduce themselves as well as let the Senate know what is currently underway across campus that supports and builds on Faculty Senate work. She mentioned faculty could reach out with question. When new items become available, they will announce them during the new business section of the Faculty Senate meetings.
- President Chicken was disconnected for a few, so Gary Tyson, from Arts & Sciences, Faculty Senate Steering Committee, called for any questions. No questions were posed.

**c. Bylaws Changes – Erin Ryan**

- Senator Ryan started with noting the meeting had gone over the allotted time for the, and that there is no time to wordsmith the bylaws. She would like to give the Senate short introductions to what they are about. Senator Ryan started to have technical difficulties, President Chicken took over.
- **President Chicken** – the first change is on modifying the bylaws for four committees with college specific requirements for seats. One of the issues is that it has become difficult to fill these college specific seats. A line as been added to say the college will forfeit their seat until the next year. President Chicken noted there are several vacant seats on committees currently.
- **Erin Ryan** – There are five different bylaw proposals. Some are debatable some are just housekeeping.
  - The first proposal is to make the past senate president an ex-officio non-voting member of the steering committee, provided they are still a senator. The idea behind this is to create and preserve institutional memory.

- The second proposal is to modify the Order of Business. They need to change the bylaws to reflect what we do currently.
- The third proposal has to do with, ex-officio members who serve by virtue of their position. This needs clarification on who are non-voting members.
- The fourth proposal is the one President Chicken mentioned, putting the burden on the college to staff the committee. If they cannot staff it, they forfeit their seat for the year.
- The final bylaw is the emergency powers bylaw. It is important to recognize what emergency circumstances are and what our powers would be under those emergencies.
- Senator Ryan stated she is happy to answer questions, but her proposal is they don't discuss them now, they should take time to review them and discuss them at the next meeting.
- **President Chicken** – Advised the proposed bylaws will be in circulation to everyone so that they can be discussed in the March meeting. President Chicken asked if anyone wanted to discuss now. No discussion was posed.
- President Chicken accidentally called on University Welfare when we still had a topic of new business via Arda Vanli. Matthew Lata from University Welfare spoke up saying he needed to go first, if possible, because he had another meeting. President Chicken approved this (see below).

**d. Election Committee - Arda Vanli**

- Currently the specialized faculty nomination window is open for two weeks. Please contact the election committee if you haven't received this email. There are five open seats for elections. Elections will be held via Qualtrics.
- **President Chicken** – asked if there were any questions, none were posed.
- **President Chicken** – asked if there were any more items of new business. None were posed.

**IX. University Welfare**

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

- Mr. Lata will send a full legislative update to all faculty.
- Currently University Welfare needs faculty help with contacting members of the two committees on the anti-accreditation bill. Faculty input is needed because the bill is at risk of moving.
- A town hall is being held to discuss environmental issues and we are asking all faculty to join. The President, Provost, and VP Clark, as well as experts will be in attendance.
- The annual poll will be out later this week. We encourage all faculty to participate in that.
- At the request of administration, the start of bargaining has been postponed until the middle of March and we'll keep faculty updated.
- **President Chicken** – thanked Matthew and jumped back to Arda Vanli (see above).
- **President Chicken** – asked if there were any items of University Welfare, none were posed.

**X. Announcements by Deans and other Administrative Officers**

- a.** No announcements presented.

The meeting adjourned at 5:30 p.m.

Eric Chicken  
Faculty Senate President

## GPC: Graduate Bulletin Changes

**Yellow** highlight – changes approved by GPC

**Green** highlight – changes by Kristen Hagen, approved by GPC

To see all changes in detail compared to the current bulletin, open document in Word and go to Review >> “Simple Markup” (select drop down arrow) >> select “All Markup”

### Student Course Load (p. 68)

Recipients of stipends from the University, whether holders of fellowships or assistantships, must be full-time students as defined below. Non-degree seeking students are not required to obtain underload permission.

The University reserves the right to determine full-time status based on course and/or research load and stage of degree completion.

For graduate assistantship holders of a quarter-time or greater appointment, nine credit hours per semester is defined as a full-time load for those university policies that require a student to be considered full-time. Academic deans **or designees** may grant exceptions to this policy for teaching assistants in those departments which conform to national course load policies in their disciplines.

For graduate students receiving a university or externally-funded fellowship **as defined by the Office for Graduate Fellowships and Awards**, twelve credit hours per semester constitutes a full-time load.

The **maximum** number of credit hours which a graduate student may carry without special permission is fifteen. A heavier load may be permitted by the student's academic dean **or designee**. Included in the calculation of student load are **individualized credit hours of** graduate credit **hours** other than formal coursework, **e.g., such as** credit hours in thesis or dissertation, in directed individual study, in supervised research, and in supervised teaching.

**As** students who wish **es** to register for fewer than twelve credit hours per semester must **initiate the request, have it approved by the student's faculty advisor, and it may require** have written approval from **his/her/their** academic dean **or designee** prior to registration. **Guidelines for dean's level approval vary by college and are available at respective Dean's Offices.**

To be eligible to receive financial aid, all graduate students must be enrolled for at least six **graduate** credit hours per semester.

### **Standard Full-Time Load and Underload Definition**

The standard full-time load for graduate students for certification purposes is twelve credit hours per semester, unless otherwise noted.

Some departments may permit ~~such~~ students to register for less than full-time enrollment, also called an underload. ~~This~~ ~~enroll on a part-time basis~~. A student who wishes to register for fewer than twelve credit hours per semester must have written approval from his/her underload registration may consist of individualized graduate credit hours and must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval vary by college and are available at respective Dean's Offices, prior to registration.

~~For federal immigration reporting requirements, international (F-1 or J-1) students meet the full course of study requirement with enrollment of a minimum of nine credit hours in the Fall and Spring semesters, prior to completion of coursework. Departments may require additional enrollment, depending on department policy. After completion of required coursework, the standard university policy applies. An F-1 or J-1 student who wishes to reduce enrollment below the required levels must request permission, in advance, from an advisor at the Center for Global Engagement. For more information, visit <https://cge.fsu.edu>.~~

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### F-1 and J-1 Students

The "Standard Full-Time Load and Underload Definition" and the "Doctoral Students" sections do not apply to F-1 and J-1 students, except where specified. ~~F-1 or J-1 international students meet federal enrollment requirements with enrollment in a minimum of nine credit hours in the fall and spring semesters while completing required course work and the university's required minimum number of thesis (6), project (6), or dissertation (24) credit hours. After completion of required course work and the required minimum number of thesis, project or dissertation credit hours, F-1 or J-1 graduate students may be able to register for the university minimum enrollment requirement of two credit hours per semester until completion of degree after consulting with the academic advisor or the major professor as to the proportion of time to be devoted to thesis, project, or dissertation work. For F-1 and J-1 doctoral students, the minimum enrollment requirement of two hours per semester or term must be fulfilled by registering for a minimum of two dissertation hours per semester or term until graduation. F-1 and J-1 master's students should follow the "Master's Students" section above. Minimum enrollment registration requests must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval vary by college and are available at respective Dean's Offices. The student's academic advisor, academic dean or designee, assistantship, department of scholarship may require additional enrollment.~~

### Master's Students

~~A~~ Master's students completing a coursework-only program need to meet full-time or minimum enrollment requirements as described in the other sections. Master's students on the thesis or project track must complete a minimum of six thesis or project hours for the master's degree. ~~They~~ ~~who enrolls in thesis hours~~ need not be enrolled in thesis or project hours continuously thereafter ~~completing six thesis or project hours as long as in thesis hours~~ if they meet the minimum University requirement for full-time enrollment through other coursework. ~~A~~ Master's students may be able to register for the university minimum enrollment of two credit hours per semester. The decision to register for two credits must be

Commented [UB1]: Paragraph moved from the "Thesis" section on p. 77.

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initiated by the student, approved the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval vary by college and are available at respective Dean's Offices. Before registering, the student must consult with the major professor as to the proportion of time to be devoted to thesis or project work. A master's student must meet requirement of must be enrolled in a minimum of two thesis or project hours in the semester of graduation.

### Doctoral Students

A student who has After completing the required coursework, passing the Preliminary Examination, and submitting an Admission to Candidacy form to the Office of the Registrar, and continuing to use campus facilities and/or receiving faculty supervision, but has not yet having been cleared by the Manuscript Clearance office, a full-time student shall include in the required full-time load register for a minimum of two credit hours of dissertation per semester, including Summer term, plus additional credit hours adding up to the required full-time load, until completion of the degree. A student also must be enrolled in a minimum of two hours of dissertation in the semester of graduation as part of any full-time load or underload.

Commented [UB2]: Paragraph moved from the Dissertation section on p. 80.

Some students may be eligible to register for an underload. Such an underload may consist of Those with underload permission must register for at least two credit hours of dissertation per semester (or term) until completion of degree, plus any additional credit hours deemed necessary by the student's major professor, adding up to less than a full-time load. Such an underload constitutes minimum enrollment on a part-time basis and does not equate to full-time enrollment. Underloads requests must be initiated by the student, approved by the student's faculty advisor, and may require approval by the academic dean or designee. Guidelines for dean's level approval vary by college and are available at respective Dean's Offices. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.

### Thesis (p. 77/78)

The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Students should consult the "Course Load" section for thesis hour enrollment requirements.

A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. A student must be enrolled in a minimum of two thesis hours in the semester of graduation. The minimum number of thesis hours required for the master's degree is six. Those with underload permission must register for at least two credit hours of thesis per semester. Underloads must be approved by the student's academic dean. Before

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registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.

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Before writing the thesis, the student should become familiar with the University's manuscript formatting and clearance requirements. The thesis should be in the hands of the major professor and the examining committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's Website. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise, and Dissertation.

After approval by the oral examining committee, which includes or may be the same as the supervisory committee, the student should electronically submit the final version of the thesis to the Manuscript Clearance Advisor. The post-defense, final content-approved version of the thesis must be submitted electronically to the Manuscript Clearance Advisor in The Graduate School within sixty days of the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the *Registration Guide* for the manuscript submittal and forms deadline dates.

As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School. The electronic thesis also will be archived by ProQuest; the student will select an access condition that concurs with the access condition in the University Libraries system. If the student wishes ProQuest to register the copyright, an additional fee must be paid.

Publication of the thesis through standard media for scholarly work is encouraged.

## Dissertation (p. 80)

A dissertation must be completed on some topic connected with the major field of study. To be acceptable it must be an achievement in original research constituting a significant contribution to knowledge and represent a substantial scholarly effort on the part of the student.

It is the responsibility of the major professor to supervise the preparation of the prospectus and the dissertation. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format. Before writing the dissertation, the student should become familiar with the University's manuscript formatting and clearance requirements. The dissertation should be in the hands of the major professor and the examining committee at least four weeks before the date of the oral examination. At the same time, the dissertation should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to the Graduate School's formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

~~A student who has completed the required coursework, passed the Preliminary Examination and submitted an Admission to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but **has not been cleared by the Manuscript Clearance office** shall include in the required full-time load a minimum of two credit hours of dissertation per semester, including Summer term, until completion of the degree. A student must be enrolled in a minimum of two hours of dissertation in the semester of graduation. Those with underload permission must register for at least two credit hours of dissertation per semester (or term). Underloads must be approved by the student's academic dean. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time to be devoted to dissertation work.~~

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Prior to degree conferral, all doctoral students must have completed a minimum of twenty-four credit hours of dissertation. For more information on ~~the full-time load for doctoral students enrollment requirements related to dissertation hours, including during the final-semester registration~~, see the "Student Course Load" section of this *Graduate Bulletin*.

As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

## Other Bulletin sections: (p. 58)

~~The Center for Global Engagement (CGE) provides immigration advising and support services to international students. Upon arrival at Florida State University, international students must immediately check in with the CGE. An orientation for new international students is required. In addition to the International Student Orientation, the Graduate School and most departments hold orientation sessions for new graduate students the week before classes start. Incoming international students are **not** allowed to register until they arrive in Tallahassee, report to the CGE, attend the International Student Orientation, obtain health insurance coverage, and submit their medical health history form to University Health Services.~~

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Federal reporting requirements make it essential for international students to enroll in a full course of study. For information about regulations that govern both F and J visas, international students should refer to <https://cge.fsu.edu/>.

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The Center for Global Engagement (CGE) provides immigration advising and support services to international students. The CGE is responsible for issuing the I-20 Certificate of Eligibility for students who will study with an F-1 visa and a DS-2019 for some students who will study with the J-1 visa. Outside agencies issue DS-2019 forms for sponsored J-1 students enrolling at FSU.

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New international students must confirm their arrival at FSU following instructions provided to them by the CGE.

For information about the CGE and specific requirements of F-1 and J-1 nonimmigrant status, international students should refer to <https://cge.fsu.edu/>.