



The Florida State University
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**MINUTES
FACULTY SENATE MEETING
MARCH 16, 2005
DODD HALL AUDITORIUM
3:35 P.M.**

I. Regular Session

The regular session of the 2004-05 Faculty Senate was held on Wednesday, March 16, 2005. Faculty Senate President Valliere Richard Auzenne presided.

The following members attended the Senate meeting:

J. Ahlquist, M. Allen, R. Atkinson, V. R-Auzenne, J. Baker, T. Baker, C. Barrilleaux, C. Beeler, S. Blumsack, A. Boutin, J. Bowers, D. Clendinning, J. Clendinning, P. Coats, J. Cobbe, M. Cooper, D. Corbin, T. Crisp, C. Darling, L. Dehaven-Smith, L. Edwards, L. Epstein, J. Geringer, P. Gielisse, C. Greek, M. Guy, H. Hawkins, L. Hawkes, C. Hofacker, W. Landing, S. Lewis, E. Madden, C. Madsen, N. Mazza, D. Moore, P. Orr, A. Payer, D. Peterson, J. Peterson, P. Rikvold, D. Schlagenhauf, D. Seaton, M. Seidenfeld, K. Stoddard, Jeanette Taylor, John Taylor, G. Tyson, E. Walker, C. Ward, J. Whyte, J. Wulff, M. Young.

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

N. Abell (**C. Figley**), A. Arnold (**J. Georgen**), G. Bates, M. Bonn, B. Bower, F. Bunea, M. Childs, S. Carroll, R. Coleman, C. Connerly, F. Davis, J. Dexter, P. Doan, J. Dodge (**M. Crossley**), R. Fichter, S. Fiorito, L. Flynn, R. Glueckauf, J. Grant, N. Greenbaum, D. Gussak, V. Hagopian, T. Hart (**J. Gathegi**), R. Herrera, E. Hilinski, D. Houle, D. Jordan, A. Kalbian (**K. Erndl**), B. Kemker, D. Kuhn (**J. Fiorito**), W. Leparulo, S. Losh, V. MacDonald, T. Matherly, R. Navarro, D. Odita, S. Palanki, S. Pfeiffer), D. Pompper, D. Rice, A. Sang, S. Sirmans, S. Southerland, J. Standley, N. Thagard, Q. Wang, B. Warf, K. Yang.

II. Approval of the Minutes

The minutes of the February 16, 2005 meeting were approved as distributed.

III. Approval of the Agenda

The amended agenda was approved with one change so the President may be moved up in the order.

IV. Report of the Steering Committee, J. Cobbe

The steering committee has met three times since the last Faculty Senate meeting, including our monthly meeting with the President and Provost. In the latter, we had an extensive briefing from President T.K. Wetherell on the prospects of the State budget for universities, which in the short term are not good. However, he hopes that an agreement on faculty salaries with UFF for the 2004-2005 academic year can be implemented before the legislature finalizes next year's budget; the latter may require some hard choices for the University.

We expressed our continuing concern about the implementation of OMNI, and specifically appointment procedures for graduate assistants and problems with health insurance. We were assured that rapid progress was being made on a modified procedure for OPS appointments, and the difficulties with health insurance are largely the fault of the State's benefits contractor, not OMNI as such. Corrections of errors in insurance programs are being pursued very actively by the administration, and it is believed that the situation is better than it was.

We have been asked to suggest names of faculty for membership on a committee that the Provost is establishing to pursue membership in the AAU, (American Association of Universities), and will do so. We discussed with the Provost some issues that have been raised regarding the library. It is imperative that faculty who have matters regarding the library that they want raised, in the first instance communicate with this Senate's Library Committee rather than either the Steering Committee or the administration; the Senate's ability to participate effectively in shared governance is enhanced by the appropriate use of our established committee structures.

We also discussed with the Provost the initiative to have grade reporting done over the web rather than on paper bubble sheet grade reports. Faculty will be hearing more about this later this afternoon and in due course, and it appears that the Senate's views on implementation will be taken into account.

Earlier, we had a long meeting with Bob Bradley, Dianne Harrison, and Anne Rowe, on accountability measures and "State Mandated Academic Learning Compacts," the administration's preferred acronym for them being SMALC. The Steering Committee on the Senate's behalf agreed to ask the chairs of the UPC, GPC, and Curriculum Committee to meet with Bob Bradley and others as an ad hoc task force or committee to help plan the University's strategy for complying with the mandate to implement State Mandated Academic Learning Compacts for all undergraduate programs by this Fall. Efforts are being made to integrate the process with the reporting on learning outcomes required for SACS, and much of the initial implementation activity will occur early this Summer, making use of an improved version of the IEP Portal developed for SACS last year.

The administration appears to share the Steering Committee's concern that the burdens of the process on faculty be both minimized, and commensurate with the anticipated educational benefits for students, but faculty will have to be involved. The ad hoc committee will be drafting a University policy on SMALC, which will need to be approved by the Faculty Senate before being submitted to the Board of Trustees and then the State. It may – or may not – be possible to fully discuss the draft policy at Faculty Senate before the end of this academic year, but be assured that the Steering

Committee will be following this closely and will ensure that there is opportunity for full discussion of the proposed policy before it goes to the Board of Trustees. The initial work on identifying the learning outcomes, assessment processes, and related matters that will make up the SMALC for each baccalaureate degree will need to go forward this Summer, even if the overall University policy is still only in draft.

V. Reports of Standing Committees

a. Elections Committee, D. Seaton

Senator Seaton opened the floor for additional nominations for the University Committee on Faculty Sabbaticals. There were no additional nominations.

Senator Seaton opened the floor for additional nominations for the Professional Relations and Welfare Committee. There were no additional nominations.

Senator Seaton opened the floor for additional nominations for the Grievance Committee. There were no additional nominations.

The elections for Faculty Senate President and Steering Committee will take place at the April meeting. Melissa Crawford will be circulating a roster of next years Senate membership with a nominating ballot. At the April meeting, the first thing we will do is take nominations from floor for the Faculty Senate President and conduct that election by secret ballot. Once that is done we will immediately proceed to the election of the Steering Committee. Nominations will be taken from the floor with four (4) seconds.

b. Budget Advisory Committee, C. Madsen

Several years ago we combined the Faculty Senate Budget Committee with the overall University Budget Committee and that has worked very well over the past several years. On this committee is myself, Carol Darling, Jim Cobbe, Vall Auzenne, Joe Beckam and Pam Coats. The total budget for this institution is almost a billion dollars. I have asked Ralph Alvarez to come and present an overview.

Ralph Alvarez: The Legislative Budget request really begins about 6-7 months before the session starts. In July of last year all Universities were asked to come up with their special issues. We submitted a number of things such as faculty salaries, graduate waivers, ERP, utilities. In September the Board of Governors (BOG) puts that together for all the Universities and submits a Legislative Budget request (LBR) to the legislature. The BOG did their LBR by cutting a lot but they did include more enrollment money. The Governor's budget came out in January and he did not recommend a very strong budget for the State University System. There is about 2-4 billion in non-recurring money around but it mostly being used by Medicaid and the class size amendment. The Governors recommendations for enrollment were only about 25% of the dollars that were requested. The state has a lot of gaps between recurring and nonrecurring money. We are guardedly optimistic in putting back some of the salary increases into the legislative process. The session began March 8 and it is still very early. The Governor recommended a 7.5% tuition increase for instate undergraduates and left the rest

to the Board of Trustees. We are already very high at the out of state graduate level so it would not benefit us to raise it at that level. The President, Provost, and Kathleen Daly are working very hard to get something else into this budget for the State University System, but we are not terribly optimistic.

c. Undergraduate Policy Committee, S. Lewis

I have two items of business on which I'd like to briefly report today. First, the Undergraduate Policy Committee has approved the following course as meeting the Computer Skills Competency requirement: IND 3xxx: Computer-Aided Design II.

Second, the Undergraduate Policy Committee is recommending to the Faculty Senate that undergraduate students be permitted to wait until the end of the seventh week of classes to change from or to a pass-fail grade. Current policy requires that students make this decision at the end of the 4th week of classes. This change will align the S/U grading policy with the other university deadlines, such as the last day to drop a course without receiving a grade and the last day to withdraw without grade liability. It will also allow undergraduates more time to determine their grade status prior to requesting such a change. George Bates, Chair of the Graduate Policy Committee, has indicated to me that the GPC is also recommending that this change apply to graduate students, as well.

So, on behalf of both the Undergraduate Policy Committee and the Graduate Policy Committee, I move that this recommendation be adopted.

The motion passed unanimously.

VI. Special Order, University Identity, F. Murphy

See Addendum 1.

VII. Old Business

There were no items of old business.

VIII. New Business

There were no items of new business.

IX. University Welfare

a. On-line Grade Submission, K. Barber

There is a handout on the table out side (Addendum 2). You may have heard rumors that we are working on developing an online grade submission process to replace the bubble sheets. I am announcing to you officially today that we are ready for you to review that tool and to collect some additional feedback from you. We can implement it this spring or delay until the Summer of Fall. Monday, March 21 this will be available out there for you to log into for any courses that you are listed as the instructor of record. You can go into the system and enter

grades, change grades, recall grades. None of the work you will do is real, this is a test environment. I would be interested in hearing any comments or suggestions to improve it. We will have a separate archiving tool that will not be available on Monday. The archiving tool will replace the pinks sheets that you are currently using.

b. Updates on Bargaining and Related Matters, J. Fiorito

First, on the legal front, FSU and University of West Florida attorneys have appealed last month's unanimous appellate court decision favoring faculty bargaining rights. UFF's attorney believes that appeal will be unsuccessful.

Second, on collective bargaining for our first FSU contract, the teams representing the faculty and the administration have met four times since our previous Senate meeting, and have made considerable progress. Tentative agreement has been reached on six more articles, bringing the total agreed to 30 of the 32 expected in the complete contract. The two unresolved issues are faculty union rights and salaries.

There were at today's session, substantive discussions on salary. At this time, neither side has offered a new proposal since those initially put on the table last year, that is, the faculty team proposal of June and the administration team proposal of October. Both proposals are posted at the UFF-FSU web site (www.uff-fsu.org). Our faculty team does not believe the administration's proposal is acceptable to the faculty. Discussions on salary will continue. Our next bargaining session is scheduled for April 4th.

Finally, I'd like to encourage Senators who are UFF members to complete and return their ballots for our UFF-FSU Chapter elections by tomorrow's deadline. If you have already voted, thank you.

X. Announcements by Deans and other administrative officers

There were no announcements by Deans or other administrative officers.

XI. Announcements by the Provost

Senator Cliff Madsen presented the following resolution:

Whereas Marilyn J. Young, the Wayne C. Minnick Professor of Communication, has for almost two decades served The Florida State University in such diverse capacities as Debate Coach and Chair of the Department of Communication, and

Whereas in addition to serving on many university committees she has maintained an enviable scholarly record within her specific discipline and held important positions within her professional organizations, and

Whereas she embodied the ideal of faculty service, having served on almost every standing committee of the Faculty Senate, and

Whereas she has been a long-standing member of the Faculty Senate Steering Committee and served two terms as Faculty Senate President from 1994-1996.

Therefore be it resolved that upon her retirement we commend her for her outstanding service at The Florida State University and recognize her with the Fred L. Standley Distinguished Service Award.

Provost Abele presented Marilyn J. Young, with the Fred L. Standley Distinguished Service Professor Award.

XII. Announcements by the President

Dr. Machen and I spent yesterday and today working the legislature. We are making some progress. We believe there will be about 4 billion dollars in non-recurring money. They are trying to warehouse some of that money for the coming years. We will probably not win that fight. One of the solutions that is being proposed is this issue of governance. By the end of the session there will probably be a Governance Bill passed that will make State Universities state agencies again. The legislature is very concerned that a fourth branch of government, the Board of Governors, would be created. They are trying to solidify their legal position. There is a Bill working its way though the House and will make its way to the Senate and will set up a clear delineation between what the Legislature does, what the BOG responsibility is and what the Board of Trustees are to do. If this does occur, as a state agency we would be back in administered funds so we would receive pay raises as other state agencies do.

We are drifting further apart from the city not only with condo issue but with other issues as well. Those issues range from utility costs to master plans, to special activities. I don't think the city understands how important FSU is to the city economically. We are going to try to make them understand better. The land between here and Macomb was in our minds FSU land for us to begin an expansion program. The price just doubled overnight because of one condo project with a new density. We are rethinking where we will build programs. Where we would once build a dorm, the land has become too valuable not to put an academic program there and move the dorm out to some of the out parcels that we own. We are not going to get a lot of help from downtown so we are going to formulate a plan and move ahead to help ourselves.

The semester is moving along pretty well. We are moving into Parents' weekend. A number of organizations are holding their annual graduation type awards ceremonies. It is a fun semester.

There is a conference call for the Board of Trustees next week. We will set the budget at the BOT meeting on May 24 in Tallahassee.

XIII. Adjournment

The meeting adjourned at 5:00 p.m.



Melissa Crawford, Secretary to the Faculty

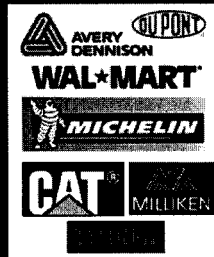
FSU -- the Brand

Identity Expressed In Words and Symbols

- Symbols must be consistent to create a brand in the marketplace. Consider the DuPont, WAL*MART, Mercedes Benz or Nike marks or logos.
- It is the quality of the services or the products or some other distinctive feature that builds the reputation of the brand.
- At Florida State University our mission is teaching, research and public service -- but that is the mission of most public universities.

Company's Mark Is Built Upon Its Reputation

- DuPont -- Quality products
- WAL*MART -- Price discounts -- large, multi-department stores
- Michelin -- Specific Quality Product -- Tires



Universities Are Not Commercial Entities

But they still have to sell to remain competitive

What We Have to Sell:

- Quality of the education offered to prospective students
- Quality of our faculties to attract both the best students and other great faculty
- Quality of our research and researchers to attract government and private funding
- Quality of our leadership and administration to assure a bright future for our university and its programs

But What Makes Us Unique?

What differentiates us from other public universities that often have very similar missions and goals?

FSU -- the Brand

We need your help to identify what makes us unique among universities and to communicate that to the world

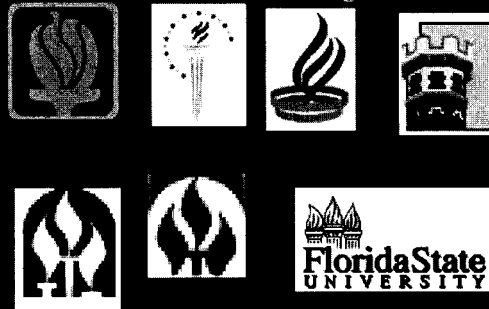
FSU -- the Brand

Brand building is both an internal and external initiative.

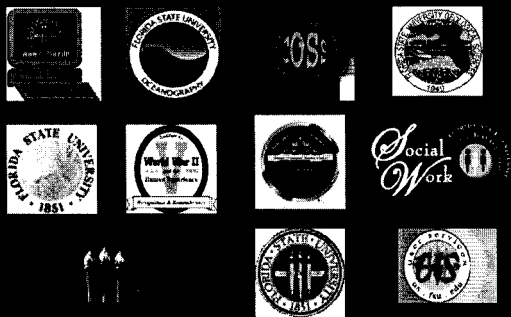
Mixed Messages

- Some academic symbols Florida State University uses often send mixed messages
- Schools, colleges, departments, institutes and other units of the university create their own logos or identity marks.

Mixed Messages



Mixed Messages



Need To Create A Unified Graphic Message:

- Through consistent use of university's official academic mark and typeface
- Through acceptance and use of graphic standards manual or guidelines

Unified Graphic Message

- The purpose of a Florida State University graphics standards manual would be to provide guidelines that help support a consistent and cohesive visual identity within FSU's decentralized environment.
- The manual should apply to both print and electronic publications (Web sites/video) of all kinds as well as to imprinting on any kind of material
- The manual should stipulate exactly how the symbols, colors and all typography should be displayed

Benefits of Unified Graphic Message:

- Consistently printing or electronically publishing the university seal (or logo) within color schemes of the graphic standards guidelines will reinforce Florida State University's identity.
- Consistency in the use of our graphic symbols builds a strong visual awareness for our programs, faculty and research.

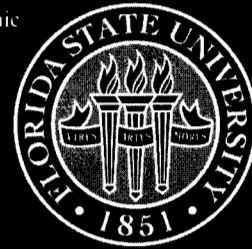
Current Academic Mark

Official Seal of
Florida State University:



Re-designed Academic Mark: Sharp, modern and versatile

New Official Academic
Mark or symbol:



Florida State University The College of Information



Seal as Academic Mark

Berkeley
The University of
California



Seal as Academic Mark

Yale University:



Seal as Academic Mark

Brown University:



Seal as Academic Mark

Northwestern University:



Berkeley Identity Resources

Chancellor's Endorsement
UC Berkeley Guidelines

"The University of California, Berkeley is broadly recognized as the world's most distinguished public teaching and research university. A strong and coherent identity for our great University is one significant way we can communicate the excellence of Berkeley to the world..."

Chancellor's Endorsement (continued)

"Another Berkeley hallmark -- and one of its great strengths -- is the independence of our decentralized organization. Within this diverse context, the University as a whole benefits when the units that comprise our organization use consistent design and editorial standards. Individual units can also benefit from a strong association with the University's identity..."

Chancellor's Endorsement (continued)

"I ask your support in using Berkeley's editorial and design style guidelines. Working together, we can strengthen Berkeley's public image, increase awareness of our many contributions, and build loyalty among our many constituencies."

Thank you,
Robert J. Birgeneau
Chancellor

From

<http://identity.berkeley.edu/chancellor.html>

Hollister, Trubow & Associates' Study of FSU's Reputation:

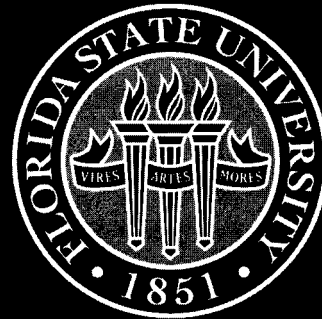
- 1. Completed review of qualitative and quantitative data from external audiences on FSU's reputation -- opinion surveys by Dr. Rayburn and others
- 2. Completed qualitative study of "internal reputation" of FSU -- deans and other leaders interviewed
- 3. Completed review of FSU marketing and communications materials -- recommends reestablishment of a visual graphic identity

HT&A Next Steps:

- 4. Quantitative internal opinion survey of FSU's reputation and competition -- based on the results of the qualitative interviews
- 5. Development of a strategic communication plan -- working with University Communications and others

Branding Campaign Will Be Part of the Strategic Plan:

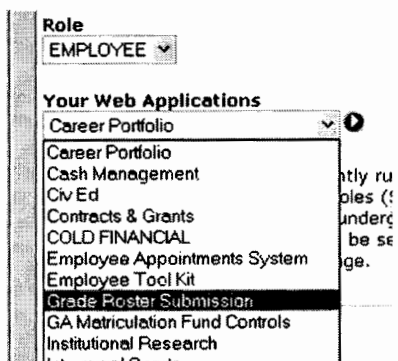
- Establish Strong graphic identity
- Support it with a limited number (usually 3 to 5) key messages that define FSU's competitive edge and differentiate it from other public universities



Online Grade Roster Secure Login Instructions

The Office of Admissions and Records is in the process of developing a Grade Roster Submission tool to replace the current bubble roster collection. We would like to receive faculty comments on this tool starting March 21 through April 8. Below are instructions to help you through the login process. Please send questions or comments to registrar@admin.fsu.edu.

1. In your internet browser (i.e., Internet Explorer, Netscape, Mozilla, Firefox, etc.), go to the FSUID Secure Login main page:
 - a. From the FSU homepage (www.fsu.edu), select **Faculty and Staff**.
 - b. On the Faculty and Staff page, click on **Administrative Services**, then Select **Administrative Applications**.
 - c. Once on the toolkit menu, select **Login to Secure Applications**.
 - d. Or you may navigate directly to the Secure Login at <https://apps.oti.fsu.edu/SecureLogin/login>.
 - e. Be sure to bookmark this page!
2. Enter your FSUID and password.
 - a. If you do not know your ID or password, or have not set one up in the past, follow the links to receive your ID.
 - b. If you still have difficulty logging in to Administrative Applications, call the ACNS Help Desk at (850) 644-8502 or e-mail: helpdesk@us.fsu.edu.
3. Once you are logged in, the Administrative Applications Personal Page should load.
 - a. Select Employee in the **Role** dropdown box.
 - b. In the dropdown of **Your Web Applications**, select Grade Roster Submission.



4. Read the Online Grades Policy security advisory and click the “Proceed to Grade Entry” button to see a list of your rosters.
5. You have reached the main page for grade roster submission. To begin entering grades, click the **Add/Edit** button. You will be requested to confirm your identity by typing in your Social Security number. Remember that this is for identification verification purposes only. Your Social Security number is not saved or stored anywhere. Additional help and instructions are provided from the HELP link in the upper right hand corner of each page within the grade submission application. Below, we have provided a brief explanation of the different functions available from the main roster menu.

ACG2021 - 10			
Status: Ready To Be Graded	30 out of 37 total	Add/Edit	Review Summary
BSC1005 - 1			
Status: Ready To Be Graded	84 out of 1255 total , 2 new students	Add/Edit	Review Summary
HFT4866 - 1			
Status: Recalled, Ready for Submission	0 out of 35 total	Add/Edit	Review Summary Submit

Shows number of students who need grades and total number of students in each section.

Add/Edit:
Enter grades or change previously-saved grades

Review:
View a list of grades entered for a course

Summary:
View a grade distribution and course GPA

Submit:
“Hand-in” final grades. **Must be clicked for grades to post**

**Report to the Faculty Senate
From the
University Curriculum Committee 2004-2005**

The University Curriculum Committee (UCC) consists of the following members:

Susan Fiorito, Chair

Beverly Bower

Pam Coats

Jim Cobbe

Howard Goldstein

Rodney Jordan

Andy Payer

Sanford Safron

Cheryl Ward

Non-voting members include:

Melissa Crawford, Secretary to the Faculty

Erika McVoy, Coordinator of Curriculum Publications

Since our report to the Faculty Senate in March 2004 the UCC met nine times: March, April, June, September, October, November, December, January and February.

During these nine meetings, we reviewed:

256 New courses

49 Course changes, and

59 Courses to be deleted

364 Courses Reviewed

In addition, for the College of Medicine we discussed and reviewed procedures for 11 new courses, 124 elective course changes, and 5 deleted courses.

At the September meeting the UCC revised the letter sent to Deans, Department Chairs and Curriculum Coordinators regarding procedures for the successful completion of forms related to new and changed courses. This revised letter describes several new sources of information (links on the Faculty Senate web site: <http://www.fsu.edu/~fasenate/forms.html>) that should help faculty and department curriculum coordinators complete the required forms with efficiency and ease. These new additions include: How to write Course Objectives (a brief 2 page summary with examples written by Walt Wager), Department Codes, Major/Advising Codes, and sample ADA and Honor Codes. Web links are also provided for faculty information in requesting Liberal Studies, Multicultural, and Gordon Rule, Oral Communication Competency, and Computer Skills credit.

The curriculum committee will accept **only** the new forms that now reside on the Faculty Senate web site for review. Forms are now available in Word format for ease in completing and electronically the forms. Any syllabus without course objectives, an ADA statement or Honor code will be returned before it is reviewed by the committee, thus delaying the review process.

Respectfully Submitted,

Susan S. Fiorito

March 16, 2005

Computers and Information Resources Committee Report to Faculty Senate, March 16, 2005

OMNI

The implementation of this \$25 million project - an action forced on the University by state government - has been difficult. Notable problem areas include the labor intensity required to make OPS appointments, and 9 month salary withholding. In general, this is a complex system which has required a lot of modification and user training.

Update Wireline Networking Infrastructure

The campus backbone is being upgraded from 1 to 10 gigabits. The hope is that this can be completed in the next fiscal year.

The Tallahassee Fiber Loop will be completed at the end of May. This will yield savings as we will be able to reduce our connectivity charges.

The Florida LambdaRail system will be operational by the end of March, 2005 at 10 gigabits. In turn, this will connect to the national LambdaRail ring which will be ready by Oct 2005, also at 10 gigabits.

FSU Wireless Initiative

At this time, 75% of the outside campus space is covered by wireless. Creating wireless infrastructure for inside space is more challenging both in terms of cost, and in terms of policy, but 35 campus units already have some inside wireless investment.

CIRC spent time discussing issues related to exams.

Technology Enhanced Classroom Initiative

About 85% of the centrally managed classrooms (there are 220 of them) are equipped with multimedia capabilities.

The new classroom building is budgeted for wireless access.

Student Computer Requirement

All new students will be required to have a computer by Fall of 2005.

A Laptop will be required for all incoming freshman by the Fall of 2006.

Note that roughly 90% of incoming students already have a computer and 80% of FSU Computer Store sales for Fall semester were laptops.

Printing in ACNS computer labs

ACNS began charging for printing this (Spring 2005) semester. The price is \$.05 per page. There have been SGA complaints, but the price is low in comparison with other campuses and printing has been reduced by 75%.

Security

There is a relentless increase in break-in attempts, in spam, and in scams. There is a need to be more proactive but this will require some changes to how we users do things.

Spam

The campus battle against spam goes on. One front being looked at is to "certify" campus e-mail servers to prevent them from being used by spammers. Another front is to keep spam from FSU inboxes. ACNS uses Spam Assassin to filter for spam and in fact throws away some email that is clearly and obviously spam. At this time approximately 2/3rds of incoming email is identified as spam, and 90% of this subset is not delivered.

A new service is being worked on that will allow you to "whitelist" addresses.

The best way to avoid spam is to use a graphic instead of a text email address on a Web page, and to insert a phrase in the middle of an email address when posting, for example chofack[remove this part to email me]@cob.fsu.edu

Viruses

It is important that users in all departments apply the most recent security updates for their operating system. Viruses are being fought at two levels: at the desktop using the most recent security updates as well as anti-virus software, and also at the level of the email server where viruses may be caught and deleted.

Social Security Numbers

Some campus units are still using Social Security numbers. This is being eliminated.

FSU Meta-Directory

OTI has as a goal a single authentication service for all university services, including wireless network access. Departments will be able to tie their services into the overall FSU login.

Supercomputer

THE SCS IBM Supercomputer will probably be shut down this Summer for lack of funding.

FSU Web Site

The redesign for the FSU Web site was implemented 03/04/05.

Computer Purchase Cycle

There are perhaps 20,000 computers on campus. We have no lifecycle funding mechanism, so every purchase is ad hoc and dependent on non-recurring funds. This is also true of important network infrastructure. It would be a positive development for faculty quality of life if we had a computer lifecycle funding plan.

Submitted

Charles Hofacker

Computer and Information Resources Committee Chairman