

Faculty Senate Meeting

November 5, 1980

*Agenda*

- I. There will be a special meeting of the Faculty Senate on Wednesday, November 5, 1980, at 3:35 p.m. in Moore Auditorium.

- II. Agenda

Conversion of academic policies from the quarter system to the semester system. Please bring to the meeting the 1980-81 University catalog.

- III. Addendum to recommendations from the Graduate Policy Committee (attached to the agenda for the October 29, 1980 meeting of the Faculty Senate).

- a. Page 56 Readmission  
Fifth line from bottom of section, change "quarters" to "semesters."
- b. Page 62 Diagnostic Examination  
Third line, change "fourth quarter" to "second semester."

- IV. Recommendations from Undergraduate Policy Committee

- a. maximum credit hours for each full co-op work assignment and for each part-time co-op work assignment (see page 19, 1980-81 catalog)

We recommend that there be no change in this policy, except to change the phrase "per quarter" to "per semester."

- b. credit hours allowed in CEEB Advanced Placement Program (see pages 34 and 35, 1980-81 catalog)

We recommend that the current hours be extended to semester hours without change, except that we feel that the individual Departments should be polled to determine whether they wish to make changes in the policy.

- c. credit hours for short courses (see page 40, 1980-81 catalog)

We recommend that this policy read "Credit shall not be given for any short course or institute or similar program having less than two full weeks duration.

Credit shall not be awarded in excess of the equivalent of one credit hour for each week of the program, provided that each week contains the equivalent of fifteen contact hours."

- d. time allowed for changes in schedule(see page 41, 1980-81 catalog)

We recommend that this item be changed to read "After the first week of classes no course may be added. During the posted Drop-Add period individual courses may be added or dropped, or sections changed with official approval of the faculty advisor for those students in Lower Division or new transfer students; however, special approval must be obtained from the Academic Dean in order for a student to reduce the academic load below 12 semester hours. Courses may be dropped during the remainder of the Change of Schedule period, with the approval of the advisor; however approval of the Academic Dean is required in order for a student to reduce the academic load below twelve (12) semester hours. Courses dropped during this period will not appear on the student's transcript.

After the fourth week of classes courses may be dropped only in exceptional circumstances. Approval is required from the advisor and the Academic Dean. Such courses will appear on the student's transcript with the notation "WD." Students who register for courses but do not attend classes will receive grades of "F" if the courses are not dropped officially.

- e. policies regarding academic warning, retention, probation, and dismissal of undergraduate students (see pages 43 and 44, 1980-81 catalog)

We recommend that "quarter" be replaced by "semester" wherever it appears.

In paragraph five on page 44 we recommend that "110 quarter hours" be replaced by "75 semester hours," and that in the preceding paragraph 180 quarter hours be changed to 120 semester hours.

In the last paragraph, dealing with transfer students, and on page 52 we recommend that the material read: "Transfer students who enter The Florida State University with junior standing are assured retention for their second semester. At the conclusion of the second semester the student must have achieved an overall 2.0 (C) average on work attempted at the University.

- f. requirements for granting Associate in Arts certificate (see page 45, 1980-81 catalog)

We recommend that "90 quarter hours" become "60 semester hours," that "30 of the last 45" become "20 fo the last thirty semester hours," and that the phrase "the fifty-nine quarter hours" be replaced by "all."

In addition we recommend that the requirements specifically state that completion of the Liberal Studies program is required for the Associate in Arts certificate.

- g. policies regarding eligibility for transfer from Basic Studies to upper division program (see page 45, 1980-81 catalog)

We recommend that number 1 be changed to read "45 semester hours" from "75 quarter hours."

We recommend that Item 2 be changed to read "at least half of the required hours" from "at least thirty quarter hours."

- h. special University-wide requirements for the Bachelor of Arts degree (see page 46, 1980-81 catalog)
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We recommend that the language be changed to read: "nine semester hours in the fields of humanities and/or history."

- i. policy concerning student who has attempted a certain number of hours without fulfilling requirements for transfer from Basic Studies (see page 49, 1980-81 catalog)

We recommend that 110 quarter hours be changed to read 75 semester hours, with regard to retention in Basic Division.

- j. policies regarding transfer students in relation to retention, dismissal, and readmission (see page 52, 1980-81 catalog) (See item e.)

- k. definition of provisional graduate student and policies relating (see page 55, 1980-81 catalog)

See attachment to September 24, 1980 memorandum from Senate President Fred Standley.

- l. policies concerning retention, probation, and dismissal of graduate students (see page 58, 1980-81 catalog)

See attachment to September 24, 1980 memorandum from Senate President Fred Standley.

## Faculty Senate Minutes

November 5, 1980

- I. The Faculty Senate met in special session on Wednesday, November 5, 1980, at 3:35 p.m. in Moore Auditorium. Mr. Fred Standley, Senate President, presided.

The following members were absent: Jayne Alley, Forrest Aurentz, Stuart Baker, James Cobbe, Jim Delisle, Patricia Dore, Donna Fletcher, Karen Glendenning, Joe Hiatt, Ting-jui Ho, Irwin Jahns, Frances James, Ray Jeffery, Robert Kromhout, Clifford Madsen, Patricia Martin, Marion Neil, William Oldson, Barbara Palmer, Peter Spencer, Douglas St. Angelo, and Lynette Thompson.

### II. Stricture I

Mr. Fred Standley stated that he had many telephone calls on Stricture I adopted at the October 29th meeting. According to Mr. Standley it was not a carte blanche invitation to departments to submit courses for inclusion in the various Liberal Studies areas.

Mr. Kaelin said that his substitute motion was not a policy motion but a procedure motion. This interpretation of the motion was not understood by the Faculty Senate President.

Mr. George DeVore moved to reconsider Stricture I. The motion was seconded and adopted.

Mr. Eugene Kaelin moved to table the motion. The motion was seconded and defeated.

Mr. Eugene Kaelin requested a reading of his motion on Stricture I. The motion was not available for reading. (Note: The Senate action on Stricture I on October 29 included in agenda for the November 12 meeting and in the minutes of October 29 meeting.)

It was moved to postpone reconsideration of Stricture I until the next meeting. The motion was seconded and adopted.

### III. Re-examination of Liberal Studies

Mr. Irvin Sobel moved that the Undergraduate Policy Committee review the entire CLEP program and after consulting with individual departments, present a proposal to the Faculty Senate at a future Senate meeting during this academic year.

The motion was seconded and adopted.

Mr. Fred Standley reminded the Senate that The Florida State University cannot act unilaterally in some matters. The University is bound by the Articulation Agreement and Board of Regents regulations.

IV. Consideration of Simple Conversion Items

- Resolving by  
BOR = 9 hrs*
1. Mr. Martin Roeder moved that the items suggested by the Conversion Committee for simple conversion of quarter hours to semester hours be considered item by item. (September 24, 1980 Communication to Senators.) The motion was seconded and adopted.
  2. Maximum credit hours for each full-time co-op work assignment and for each part-time work assignment (see page 19, 1980-81 catalog.) Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that there be no change in this policy, except to change the phrase "per quarter" to "per semester." The motion was seconded and adopted.
  3. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that authority be granted to effect simple conversion from quarter hours to semester hours on the following:
    - a. Number of hours that may be earned by examination for credit towards Liberal Studies requirements and for credit towards meeting degree requirements (page 34, 1980-81 catalog). (45 quarter hours for Liberal Studies and 90 quarter hours toward degree.)
    - b. Number of CLEP hours in each Liberal Studies area (pages 35-36, 1980-81 catalog). (Nine quarter hours in each area.)
    - c. Maximum of CLEP hours to be accepted for transfer credit (page 36, 1980-81 catalog). (67½ quarter hours.)The motion was seconded and adopted.
  4. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that the minimum semester hours for graduation be 120 semester hours (Page 46, 1980-81 catalog, converted from 180 quarter hours).  
The motion was seconded and adopted.
  5. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that sixty semester hours be required in a senior institution (page 46, 1980-81 catalog, converted from 90 quarter hours).

The motion was seconded and adopted.

6. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that 30 semester hours be required for final hours in residence and 6 semester hours be the maximum number of final hours allowed for completion by correspondence or residence at another accredited senior institution (page 46, 1980-81 catalog, converted from 45 and 9 quarter hours).

The motion was seconded and adopted.

7. ~~Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved to change the number of hours required for admission to upper division from a simple conversion of fifty (50) to forty-five (45) semester hours providing half the Liberal Studies requirements have been completed and the English and mathematics requirements fulfilled. The motion was seconded.~~ *52 hrs*

Mr. Roeder stated that the reason for the recommended change from 50 to 45 semester hours is that the average load will probably be 15 semester hours and the 45 semester hours would permit a student to enter (if accepted) an upper division in the middle of the sophomore year.

Dean Stephen Winters objected vociferously and urged that the Senate accept his recommendation of 52 semester hours. Mr. Winters' recommendation was based on an objection to the paper work involved in students transferring from one upper division to another because at 45 semester hours they have not made up their minds fully as to their ultimate major; and the fact that some students CLEP enough hours that their stay in Basic Division could be one or two semesters only.

Mr. DeLos DeTar moved to refer this item back to the Undergraduate Policy Committee. The motion was seconded and defeated 28 to 33.

Mr. Martin Roeder's motion to substitute 45 semester hours for 50 semester hours (simple conversion) was defeated.

It was moved that 52 semester hours be substituted for the simple conversion of 50 semester hours. The motion was seconded and adopted.

8. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that the number of hours allowed for transfer credit for correspondence work be based on a simple conversion to semester hours. The motion was seconded.

It was pointed out that the maximum number of hours now allowed is 46 quarter hours (pages 40 and 46, 1980-81 catalog) and that 46 quarter hours convert to 30 and a fraction semester hours.

The motion was approved in principle.

9. Mr. Fred Kreimer moved that the Undergraduate Policy Committee be empowered to dispose of fractions whenever they occur in simple conversion. The motion was seconded and adopted.

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10. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that six (6) semester hours be the maximum semester hours allowed for transfer of Co-operative Education (page 40, 1980-81 catalog, converted from nine (9) quarter hours). The motion was seconded.

Vice President Daisy Flory pointed out that the nine quarter hours were set by the Board of Regents.

The motion was adopted.

11. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved to substitute the word "semester" for "quarter" thus the full-time academic load for an undergraduate student would be from 12 to 15 semester hours (page 40, 1980-81 catalog). The motion was seconded and adopted.
12. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that a student may not carry more than eighteen (18) semester hours except by permission of the academic dean and in no case may a student register for or receive credit for more than twenty-one (21) semester hours (page 40, 1980-81 catalog). The motion was seconded and adopted.
13. Mr. David Ammerman moved that all restrictions be moved on minimum and maximum academic load. The motion was seconded and defeated.
14. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved to substitute "semester" for "quarter" thus a student on academic probation must enroll for not fewer than twelve (12) and not more than fifteen (15) semester hours, except with special permission of the student's academic dean (page 44, 1980-81 catalog).

The motion was seconded and adopted.

15. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that classification of students be changed

from simple conversion of the present classification (page 43, 1980-81 catalog) to 30 semester hours for sophomore standing, 60 semester hours for junior standing, 90 semester hours for senior standing, and 120 semester hours for graduation.

The motion was seconded and adopted.

16. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that 40 semester hours be required in courses numbered 3000 or above for both the Bachelor of Arts and the Bachelor of Science degrees (page 48, 1980-81 catalog, converted from 60 quarter hours).

The motion was seconded and adopted.

17. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that two (2) semester hours of activity courses in physical education count toward a degree (page 48, 1980-81 catalog, converted from 3 quarter hours).

The motion was seconded and adopted.

18. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that "written communications must be taken each term until six (6) semester hours have been completed satisfactorily"(page 48, 1980-81 catalog, converted from nine (9) quarter hours).

The motion was seconded and adopted.

19. Mr. Martin Roeder, on behalf of the Undergraduate Policy Committee, moved that "quarter" hours be changed to "semester" hours in regulations on "Academic Progress for special students"(classification 6).

The motion was seconded and adopted.

The Sections of Academic Progress and Reclassification from Classification 6 to Regular Undergraduate Student Status will read:

#### Academic Progress

Academic rules governing regular students (e.g. drop/add, withdrawal, grading policies) apply as well to Special Students with the following exceptions:

1. Special Students may enroll for fewer than 12 semester hours (underload) without permission.
2. In place of the retention schedule system for regular students, Special Students must meet the following



requirements: "After earning 15 semester hours, undergraduate Special Students--classification 6-- must have achieved and must maintain a 2.0 (C) average in all courses attempted."

3. Failure to achieve or maintain the appropriate grade point average will result in a loss of registration privilege.
4. Special Students may register for any course or courses on an S/U basis. Special Students selecting courses for enrichment or other reasons where grades are not essential are advised to register on an S/U basis or on an audit basis.

#### Reclassification from Classification 6 to Regular Under-Graduate Student Status

Request for change to Regular Student status from classification 6 (Undergraduate Special Student) is processed through the undergraduate admissions office via standard admissions procedures and requires approval of the appropriate Dean. Note that the 30-day deadline for admissions applies to all reclassification requests.

Work taken as a Special Student carries no degree credit. Up to 15 semester hours credit earned in classification 6 may be applied toward an undergraduate degree with approval of the appropriate Dean at the time of reclassification.

A classification 6 student who has previously been denied regular admission to the University must earn a minimum of 15 semester hours credit prior to reapplication.

#### V. Deferred Items

All items relating to regulations for graduate students were deferred until consideration of recommendations from the Graduate Policy Committee.

#### VI. Adjournment

The meeting adjourned at 5:18 p.m. There was consensus that another special meeting would be held on November 12, 1980 to continue the work on conversion.

*Hilda E. Tinney*  
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