



FLORIDA STATE UNIVERSITY
FACULTY SENATE

MINUTES
FACULTY SENATE MEETING
WEDNESDAY, OCTOBER 21, 2020
FSU ZOOM
3:35 P.M.

I. Regular Session

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

The following members attended the Senate meeting:

T. Adams, S. Aggarwal, P. Aluffi, E. Alvarez, J. Appelbaum, A. Askew, J. Atkins, J. Bahorski, E. Bangi, H. Bass, B. Birmingham, D. Bish, M. Blaber, M. Bourassa, M. Buchler, G. Burnett, E. Chicken, P. Doan, J. Du, R. Duarte, V. Fleury, H. Gazelle, R. Goodman, T. Graban, S. Grant, W. Hanley, E. Hilinski, P. Hoefflich, C. Hofacker, P. Hollis, A. Huber, M. Hurdal, P. Iatarola, E. Jakubowski, K. Jones, H. Kern, D. Kim, E. Kim, E. Klassen, S. Lester, V. Lewis, C. Madsen, T. Mariano, P. Marty, C. Marzen, C. McClive, M. McFarland, R. Morris, A. Muntendam, I. Padavic, D. Peterson, J. Proffitt, L. Rinaman, N. Rogers, E. Ryan, G. Salazar, J. Standley, R. Stilling, P. Sura, M. Swanbrow Becker, G. Tyson, T. Van Lith, A. Vanli, M. Ye, Q. Yin, and I. Zanini-Cordi.

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

A. Ai, I. Alabugin, P. Andrei, J. Ang, A. Barbu, P. Beerli, R. Brower, J. Brown Speights, M. Carrasco, E. Cecil, I. Chiorescu, T. Chiricos, M. Duncan, F. Dupuigrenet, D. Eccles, S. Foo, A. Gunjan, K. Harris, E. Hinchman (**Michael Bukowski**), J. Ingram, C. Kelley, T. Lee, I. MacDonald, C. Moore, J. Munn, C. Patrick, E. Peters, K. Reynolds, A. Rhine, A. Semykina (**Carl Schmertmann**), R. Singleton, J. Sobanjo, S. Stagg, L. Stepina, and B. Stults.

II. Approval of the Minutes, September 16, 2020 meeting

The minutes were approved as distributed.

III. Approval of the agenda, October 21, 2020 meeting

The agenda was approved as distributed.

IV. Announcements by President Thrasher

No announcements were given.

V. Report of the Steering Committee, Bridgett Birmingham

- The steering committee met five times since the last Faculty Senate meeting. The committee met once with President Thrasher and twice with Provost McRorie and Vice President Janet Kistner.

- The committee discussed ongoing institutional issues, especially the spring face-to-face teaching directives and the presidential search process.
- As part of the advisory council of faculty senates, several members of the committee met with Marshall Criser, Chancellor of the State University System, and expressed the faculty's concerns with the spring face-to-face teaching directives.
- The FSU presidential search committee announced the appointment of Bridgett Birmingham as a member as well as the contribution of Faculty Senate President Eric Chicken in the final decision making process as a member of the Board of Trustees.
- Bridgett Birmingham reported on the work of the academic continuity committees, which have made decisions to alter the Spring semester schedule to delay the start date and remove Spring Break 2021.
- The committee also reviewed plans to pursue faculty ratification of the constitutional amendments approved by the Faculty Senate last month, as well as the senate bylaws that will need to be revised in turn.
- The committee also discussed a proposal from the curriculum committee requested by the SGA to add syllabus information about academic support resources, which will be discussed later in the meeting.
- Finally, the committee considered several proposed initiatives by senate members, including statements of concern about mass gatherings and a proposal to adopt climate sustainability initiatives.
- **Peter Hoeflich, Arts & Sciences** – Thanked the Steering Committee for considering and passing along faculty member's concerns, specifically the lack of guidance from the Provost's messaging about plans for the spring semester. President Chicken acknowledged that Provost McRorie will be speaking later on in the meeting and suggested bringing up these concerns at that time.

VI. Reports of Standing Committees

a. Undergraduate Policy Committee, Dan Mears, Kim Barber (see addendum 1)

- The Undergraduate Policy Committee (UPC) received a request from the Registrar's office to revise the block exam schedule. The main concerns were about the allotted time to go between classes and health and safety issues.
- The initial proposal gave the UPC two potential revisions to the upcoming spring odd-year semester's final exam schedule and the UPC voted on a slightly modified Option 1.
- The proposed spring block exam schedule is likely to minimize the number of students and faculty having back-to-back exams.
- The proposal has been approved for spring 2021; in addition, the UPC is interested in making these revisions a permanent change for spring odd-year block exam scheduling. President Chicken acknowledged that this could be looked at in the future, but considerations for now are only for the upcoming semester.
- **Kim Barber, Registrar** – Thanked the UPC for their expedition of the exam schedule revisions to coincide with the approved changes to the spring class schedule which will change class meeting times to have a space of 30 minutes between classes. Changing the final exam schedule to reflect this will avoid confusion for instructors and students.

- **Kathryn Jones, Arts & Sciences** – Sought clarification on whether the exam times in this proposal would become permanent going forward. President Chicken stated that the current proposal is only for spring odd-years. Implementing these changes into the other year structures will likely be discussed in Faculty Senate meetings at a later time.
 - **The proposal was unanimously approved.**
- b. University Curriculum Committee, Liz Jakubowski (see addendum 2)**
- Student senators from the Student Government Association reached out to the UCC concerned about student disengagement in academic success through various factors disrupting the traditional academic setting.
 - To help address this, the UCC compiled a preamble for academic success and a list of confidential campus resources that are proposed to be included in course syllabi along with the present required statements of attendance, academic honor policy, and the ADA statement. Since these required statements are already in place to facilitate academic success, the UCC recommends adding the proposed additional language to further that goal in the face of the changes to university operations.
 - **Todd Adams, Arts & Sciences** – Opposed the proposed additions on the basis of the required syllabus content already being too much. **Proposed that the amendment be optional, not mandatory.** Senator Jakubowski responded that this added statement does not substantially lengthen the syllabus.
 - **Nancy Rogers, Music** – Believed that this does not belong in the syllabus.
 - **Kathryn Jones, Arts & Sciences** – Commented about personal experience with struggling students and their need for information in multiple places.
 - **Jonathan Levin, Student Body President** – Explained that this proposal comes directly from students requesting this information be present on syllabi. A syllabus is the only consistent place of reference that each student has.
 - **Veronica Fleury, Education** – Reiterated sentiments from Senator Jones and Jonathan Levin that this information should be available in multiple places including the syllabus. Commented that these issues often have a direct impact on academics as well as that placing this information in the syllabi will normalize seeking mental health resources for students.
 - **Michael Blaber, Medicine** – Shared personal experience with students struggling to succeed academically. Added that this information should be front and center as it is critical, especially in the current environment where many students have lost their support structure.
 - **Marty Swanbrow-Becker, Education** – Expressed support for the proposal and pointed out results from a survey about faculty being uncomfortable with directly talking to students about mental health. Placing this information directly in the syllabi would be beneficial for these faculty members who would like guidance on how to approach the subject. The Senator also noted that data suggests that if the proposed amendment were optional, many faculty members would not take the steps to implement it.
 - **Senator Adams' amendment to the proposal did not pass. The proposal stands as Senator Jakubowski presented it.**
 - **The proposal to change the syllabus passed.**

VII. Old Business

There was no old business.

VIII. New Business

a. Senate Bylaws, Arda Vanli (see addendum 3)

- The proposed bylaws will only go into effect if the FSU Constitution that was passed by the Faculty Senate at the September 2020 meeting passes faculty and the Board of Trustees.
- The proposed bylaws reflect the inclusion of specialized faculty in the nomination, election, and alternate senator processes.
- **Andrew Askew, Arts & Sciences** – Inquired why this is being approved now as opposed to after the Constitution is approved. President Chicken responded that if the Constitution passes there will be timely elections for specialized faculty, and this allows things to continue in a timely manner if the Constitution changes are approved.
- **Marilyn Young, Parliamentarian** – Pointed out that according to Senate bylaw rules the proposed changes must be introduced in one meeting of the Faculty Senate before being voted on in the subsequent meeting; therefore, a vote cannot take place at this meeting.
- **Todd Adams, Arts & Sciences** – Inquired about the solution to ties during elections. Senator Vanli responded that the current plan is to use a random selection to break ties.

b. Dedman School of Hospitality Renaming, Director Don Farr (see addendum 4)

- When the School of Hospitality separated from the College of Business the intention was to eventually become a college. The heads of the Dedman School set goals they hoped to attain before becoming a college, such as offering a graduate degree, increasing student enrollment, and offering more degrees. The Dedman School's endowments have increased to \$16 million, along with \$15 million in planned gifts.
- The program rose in rankings from ranked 40th in the world as part of the College of Business to 15th in the world as of last year. This increase is based on reputation and increased research output.
- The Dedman School has established an advisory board with 14 organizations from the field of hospitality contributing \$25,000 a year to participate.
- The Dedman School has also seen an increase in diversity with programs like the Global Club Management Major having around 60% female and 30% minority graduates in a field that has a reputation for being predominately composed of white males.
- **A motion was made to rename the Dedman School of Hospitality to the Dedman College of Hospitality and seconded.**
- **Michael Blaber Medicine** – Inquired about the expected benefits of becoming a college. Director Farr responded that being designated a college better defines the Dedman School in the eyes of both students and the hospitality industry and reflects the quality of the institution.
- **Gary Tyson, Arts & Sciences** – Inquired about the makeup of faculty between tenure-track and specialized faculty. Director Farr responded that the Dedman school currently has twice as many tenure-track faculty as specialized, and the school plans for future positions to be predominantly tenure-track faculty.

- **The motion passed.**

IX. University Welfare

- Patrice Iatarola, Education** – Inquired about an apparent change in graduate program policy in regards to preliminary exams. The change came about from a change to the language of the graduate school bulletin and was not discussed by the Faculty Senate or the GPC. President Chicken responded that the issue would be looked into.
- United Faculty of Florida, Florida State University Chapter, Matthew Lata**
 - Expressed gratitude that President Thrasher and Jean Thrasher are recovering from COVID-19.
 - The UFF completed the ratification vote on contract changes with only a single no vote. The bonuses negotiated for by the UFF should be rolling out in the coming weeks.
 - The Florida Board of Governors (BOG) put out a statement saying they “strongly encourage” state universities to resume as many face-to-face courses as they can under CDC guidelines in the spring semester. Given that this is a shift away from the BOG’s previous desire for all classes to be taught face-to-face in the Spring, UFF is pleased to see that the BOG acknowledged faculty concerns about safety.

X. Announcements by Deans and other Administrative Officers

- Provost McRorie**
 - Reiterated support for the statement put out by the BOG.
 - Testing has continued both on campus and in the wider Tallahassee area. The random testing program has rolled out smoothly, and the university continues to look for additional measures to improve testing. In addition, there have been zero cases of faculty members contracting the virus from classroom spread, suggesting that the space cleaning and contact tracing measures put in place by the university have had a positive impact.
 - **Peter Hoeflich, Arts & Sciences** – Inquired about what measure the university will take for the eventual return to face-to-face instruction given that even a small positivity rate on-campus poses challenges in larger classroom settings. Provost McRorie responded that FSU is following CDC guidelines and considering class meeting schedules that address the risk of infection, such as meeting face-to-face only once a week.
 - The first week of the spring 2021 semester will be remote teaching. During that time people are requested to get tested for COVID-19, especially those in university housing.
 - **Michael Blaber, Medicine** – Shared a personal experience about being randomly selected for a COVID-19 test at the same time that a test was being given at a physician’s office and asked how to handle that type of situation. Provost McRorie responded that test results from a third party could be shared with the COVID-19 response team via email.
 - **Sam Grant, Engineering** – Inquired if there were available statistics on false positives and other incorrect readings. Provost McRorie responded that incorrect readings are very low, and such data can be forwarded to Senate President Chicken to be distributed upon request.
- Lisa Jackson, Associate Director, CARE**

- FSU was recently designated as an FGEN-4 institution for exceptional work with first-generation college students from economically challenged backgrounds.
- November 5th-13th at FSU is FGEN Week. Though most of the events are geared towards students, there are some events which faculty may be interested in attending.

The meeting adjourned at 5:00 p.m.

Eric

Chicken

Eric Chicken

Faculty Senate President

Digitally signed by Eric
Chicken
Date: 2020.11.16
10:35:47 -05'00'

FINAL EXAM SCHEDULE – REQUESTED REVISION PROPOSAL

Effective Spring 2021, the class standard meeting pattern grid has been updated/revised to now accommodate breaks of a minimum of 30 minutes between classes (altered from the original minimum of 15-minute breaks) – see pg.2, 'Standard Meeting Pattern Grid'. As a result of this update/revision, the total number of standard meeting patterns has been reduced from 11 to 9 on MWF, 9 to 8 on TR (or from 20 in total to 17). The rationale for this update has been two-fold: (1) to aid in health and safety protocols during the pandemic; (2) to increase travel time to/from classes for students and faculty as the campus footprint expands.

Since the current final exam schedule is predicated on the start times of the class standard meeting patterns, a reduction in the total number of standard meeting patterns results in the need for fewer final exam time slots throughout the final exam week, which, in turn, lends itself to the possibility of a revised final exam schedule for all iterations (Fall – Even/Odd Years; Spring – Even/Odd Years).

The proposed revision to the final exam schedule is for the Spring – Odd Years iteration (see pgs. 3-5, 'Final Exam Schedule Requested Revision: Spring – Odd Years'), with similar proposals for the other remaining iterations coming soon. This revision allows for the following:

- **A greater correlation of the final exam schedule with the regular class schedule** – an idea set forth by current graduate student, Benjamin Prather, and which has been discussed previously at September/October 2019 UPC meetings.
- **A shortened final exam week** – a possible solution to the increasing need for more graduation ceremonies (when reinstated).
- **Fewer late evening final exams** – a security measure to ease safety concerns of both students and faculty.
- **Fewer back-to-back final exam slots** – an attempt to reduce the possible number of final exam time conflicts.
- **No change to predefined final exam time durations (2 hrs)** – a standard upheld by the UPC (October 2019) following research of other top-25 public universities, Florida universities, and schools in the Southeast.
- **Minimal change to predefined final exam block exam time slots** – a desire to maintain in order to cause minimal disruption to a tried and true determination process.

STANDARD MEETING PATTERN GRID (EFFECTIVE SPRING 2021)

	Monday	Tuesday	Wednesday	Thursday	Friday
08 AM	08:00 AM 50 Min	08:00 AM 75 Min	08:00 AM 50 Min	08:00 AM 75 Min	08:00 AM 50 Min
	08:50 AM		08:50 AM		08:50 AM
09 AM	09:20 AM 50 Min	09:15 AM 75 Min	09:20 AM 50 Min	09:15 AM 75 Min	09:20 AM 50 Min
	10:10 AM	09:45 AM	10:10 AM	09:45 AM	10:10 AM
10 AM	10:40 AM 50 Min	11:00 AM 75 Min	10:40 AM 50 Min	11:00 AM 75 Min	10:40 AM 50 Min
	11:30 AM	11:35 AM	11:30 AM	11:35 AM	11:30 AM
11 AM	12:00 PM 50 Min	12:50 PM 75 Min	12:00 PM 50 Min	12:50 PM 75 Min	12:00 PM 50 Min
	12:50 PM	12:50 PM	12:50 PM	12:50 PM	12:50 PM
12 PM	01:20 PM 50 Min	01:20 PM 75 Min	01:20 PM 50 Min	01:20 PM 75 Min	01:20 PM 50 Min
	02:10 PM	02:35 PM	02:10 PM	02:35 PM	02:10 PM
02 PM	03:05 PM 50 Min	03:05 PM 75 Min	03:05 PM 50 Min	03:05 PM 75 Min	03:05 PM 50 Min
	03:55 PM	04:20 PM	03:55 PM	04:20 PM	03:55 PM
03 PM	04:50 PM 50 Min	04:50 PM 75 Min	04:50 PM 50 Min	04:50 PM 75 Min	04:50 PM 50 Min
	05:40 PM	06:05 PM	05:40 PM	06:05 PM	05:40 PM
04 PM	06:35 PM 50 Min	06:35 PM 75 Min	06:35 PM 50 Min	06:35 PM 75 Min	06:35 PM 50 Min
	07:25 PM	07:50 PM	07:25 PM	07:50 PM	07:25 PM
05 PM	08:20 PM 50 Min	08:20 PM 75 Min	08:20 PM 50 Min	08:20 PM 75 Min	08:20 PM 50 Min
	09:10 PM	09:35 PM	09:10 PM	09:35 PM	09:10 PM
06 PM					
07 PM					
08 PM					
09 PM					

FINAL EXAM SCHEDULE REQUESTED REVISION: SPRING – ODD YEARS

BLOCK EXAM TIME SLOT COMPARISON – CURRENT VS. REQUESTED REVISION

CURRENT SPRING ODD: BLOCK EXAMS		
M	12:30-2:30 PM	BSC 2011L; MUT 1111, 1112, 2116, 2117
M	3:00-5:00 PM	STA 2023
T	7:30-9:30 AM	
T	12:30-2:30 PM	AST 1002; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C
T	3:00-5:00 PM	BUL 3310; STA 2122
W	10:00-12 NOON	CHM 1045C, 1046C
W	3:00-5:00 PM	ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN 1110, 1111, 1120, 1121, 2211, 2220, 2240, 2300; SPN 2160

Request: Shift the courses in the current T 12:30PM-2:30PM block exam slot (Spring – Odd Years) to the open T 7:30AM-9:30AM slot. This set of courses also holds the T 7:30AM-9:30AM slot in Spring – Even Years. If approved, this shift will allow for the use of the T 12:30PM-2:30PM slot during the remaining final exam schedule.

REVISED SPRING ODD: BLOCK EXAMS		
M	12:30-2:30 PM	BSC 2011L; MUT 1111, 1112, 2116, 2117
M	3:00-5:00 PM	STA 2023
T	7:30-9:30 AM	AST 1002; PHY 1020, 2048/2048C, 2049/2049C, 2053C, 2054C
T	12:30-2:30 PM	
T	3:00-5:00 PM	BUL 3310; STA 2122
W	10:00-12 NOON	CHM 1045C, 1046C
W	3:00-5:00 PM	ARA, CHI, FRE, GER, HBR, ITA, JPN, POR, RUS, SPN 1110, 1111, 1120, 1121, 2211, 2220, 2240, 2300; SPN 2160

M/W/F AND T/R TIME SLOT COMPARISON – CURRENT VS. REQUESTED REVISION (OPTION 1)

CURRENT SPRING ODD: M/W/F			CURRENT SPRING ODD: T/R		
8:00 AM	M	7:30-9:30 AM	8:00 AM	R	3:00-5:00 PM
9:05 AM	W	12:30-2:30 PM	9:30 AM	T	10:00-12 NOON
10:10 AM	M	5:30-7:30 PM	11:00 AM	R	7:30-9:30 AM
11:15 AM	R	12:30-2:30 PM	12:30 PM	F	7:30-9:30 AM
12:20 PM	R	10:00-12 NOON	2:00 PM	M	10:00-12 NOON
1:25 PM	F	10:00-12 NOON	3:35 PM	T	5:30-7:30 PM
2:30 PM	W	7:30-9:30 AM	5:15 PM	R	5:30-7:30 PM
3:35 PM	R	8:00-10:00 PM	6:45 PM	T	8:00-10:00 PM
5:15 PM	W	5:30-7:30 PM	8:15 PM	M	3:00-5:00 PM
6:45 PM	M	8:00-10:00 PM			
8:15 PM	W	8:00-10:00 PM	**	F	12:30-2:30 PM
			**	F	3:00-5:00 PM

Request (Option 1): Due to the change in Standard Meeting Patterns (effective Spring 2021) to allow for more time in-between classes (30 minutes), adjust the current Spring – Odd Years final exam schedule day sets (see above – M/W/F; T/R) as follows:

REVISED SPRING ODD: M/W/F (OPTION1)			REVISED SPRING ODD: T/R (OPTION 1)		
8:00 AM	W	7:30AM-9:30AM	8:00 AM	R	7:30AM-9:30AM
9:20 AM	M	7:30AM-9:30AM	9:45 AM	T	10:00AM-12:00PM
10:40 AM	R	10:00AM-12:00PM	11:30 AM	M	10:00AM-12:00PM
12:00 PM	W	12:30PM-2:30PM	1:20 PM	R	12:30PM-2:30PM
1:20 PM	T	12:30PM-2:30PM	3:05 PM	T	5:30PM-7:30PM
3:05 PM	R	3:00PM-5:00PM	4:50 PM	W	5:30PM-7:30PM
4:50 PM	M	5:30PM-7:30PM	6:35 PM	R	5:30PM-7:30PM
6:35 PM	T	8:00PM-10:00PM	8:20 PM	M	8:00PM-10:00PM
8:20 PM	W	8:00PM-10:00PM	**	R	8:00PM-10:00PM
			**	F	7:30AM-9:30AM
			**	F	10:00AM-12:00PM
			**	F	12:30-2:30 PM
			**	F	3:00-5:00 PM

If approved, this option better accommodates Ben Prather’s request to align final exam times to actual class times throughout the semester, although it does increase (+1) the number of T/R exam days in the M/W/F day set (yellow highlights). Excluding the block exam time slots, this option also allows for no back-to-back exam slots for M/W/F or T/R classes. Additionally, this option concludes the final exam schedule as of 7:30PM on Thursday of final exam week, thus freeing up all of Friday for additional graduation ceremonies, if/when necessary (blue highlights).

M/W/F AND T/R TIME SLOT COMPARISON – CURRENT VS. REQUESTED REVISION (OPTION 2)

CURRENT SPRING ODD: M/W/F			CURRENT SPRING ODD: T/R		
8:00 AM	M	7:30-9:30 AM	8:00 AM	R	3:00-5:00 PM
9:05 AM	W	12:30-2:30 PM	9:30 AM	T	10:00-12 NOON
10:10 AM	M	5:30-7:30 PM	11:00 AM	R	7:30-9:30 AM
11:15 AM	R	12:30-2:30 PM	12:30 PM	F	7:30-9:30 AM
12:20 PM	R	10:00-12 NOON	2:00 PM	M	10:00-12 NOON
1:25 PM	F	10:00-12 NOON	3:35 PM	T	5:30-7:30 PM
2:30 PM	W	7:30-9:30 AM	5:15 PM	R	5:30-7:30 PM
3:35 PM	R	8:00-10:00 PM	6:45 PM	T	8:00-10:00 PM
5:15 PM	W	5:30-7:30 PM	8:15 PM	M	3:00-5:00 PM
6:45 PM	M	8:00-10:00 PM			
8:15 PM	W	8:00-10:00 PM	**	F	12:30-2:30 PM
			**	F	3:00-5:00 PM

Request (Option 2): Due to the change in Standard Meeting Patterns (effective Spring 2021) to allow for more time in-between classes (30 minutes), adjust the current Spring – Odd Years final exam schedule day sets (see above – M/W/F; T/R) as follows:

REVISED SPRING ODD: M/W/F (OPTION 2)			REVISED SPRING ODD: T/R (OPTION 2)		
8:00 AM	W	7:30AM-9:30AM	8:00 AM	R	7:30AM-9:30AM
9:20 AM	M	7:30AM-9:30AM	9:45 AM	T	10:00AM-12:00PM
10:40 AM	R	10:00AM-12:00PM	11:30 AM	M	10:00AM-12:00PM
12:00 PM	W	12:30PM-2:30PM	1:20 PM	R	12:30PM-2:30PM
1:20 PM	T	12:30PM-2:30PM	3:05 PM	T	5:30PM-7:30PM
3:05 PM	R	3:00PM-5:00PM	4:50 PM	W	5:30PM-7:30PM
4:50 PM	M	5:30PM-7:30PM	6:35 PM	R	5:30PM-7:30PM
6:35 PM	W	8:00PM-10:00PM	8:20 PM	T	8:00PM-10:00PM
8:20 PM	M	8:00PM-10:00PM	**	R	8:00PM-10:00PM
			**	F	7:30AM-9:30AM
			**	F	10:00AM-12:00PM
			**	F	12:30-2:30 PM
			**	F	3:00-5:00 PM

If approved, this option better accommodates Ben Prather’s request to align final exam times to actual class times throughout the semester, while decreasing (-1) the number of M/W/F exams days in the T/R day set (yellow highlights). Excluding the block exam time slots, this option also allows for a minimum number of back-to-back exam slots for M/W/F or T/R classes (orange highlights). Additionally, this option concludes the final exam schedule as of 7:30PM on Thursday of final exam week, thus freeing up all of Friday for additional graduation ceremonies, if/when necessary (blue highlights).

From: University Curriculum Committee
RE: Proposed statement for a syllabus
Date: October 15, 2020

Background: In early September student senators from the Student Government Association reached out regarding the inclusion of information on a course syllabus about resources available to students. The University Curriculum Committee looked at the request and supports the inclusion of the information provided below. We feel all of us are supportive of ensuring the academic success of students in our courses. The pandemic has highlighted the critical need for services to support all students in managing stressors that could have been triggered by adapting to alternative learning environments. These stressors could have unintended consequences, such as, disengagement in courses, delayed completion of work, increased worry about educational disruption, feelings of hopelessness. What post-pandemic will look like is an unknown. But we do believe, that as FSU faculty, we want to ensure academic success for all students and through notices of university approved resources in our syllabi is a way promoting these.

Proposed statement:

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

Confidential campus resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program University Center A, Room 4100, (850) 644-7161, Available 24/7/365, Office Hours: M-F 8-5 https://dsst.fsu.edu/vap	University Counseling Center, Askew Student Life Center, 2ndFloor, 942 Learning Way (850) 644-8255 https://counseling.fsu.edu/	University Health Services Health and Wellness Center, (850) 644-6230 https://uhs.fsu.edu/
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THE BYLAWS OF THE FACULTY SENATE

Section A. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer. The regular meetings shall be scheduled on Wednesdays. At the April meeting of the Senate, the Steering Committee shall present for confirmation by the Senate the dates for regular meetings of the Senate during the following academic year.
2. Special meetings may be held at any time at the call of the President of the University, the Steering Committee, or at the written request of ten voting members of the Senate, representing at least four colleges.
3. All meetings of the Faculty Senate shall be open provided, however, that by a majority vote the Senate may go into closed session with only General Faculty members present.
4. The presiding officer of the Senate shall be elected by the Senate from its membership and shall serve as the Chairperson of the Steering Committee. In the absence of the presiding officer, the Vice Chairperson of the Steering Committee or a person designated by him or her shall preside.
5. Any member of the General Faculty may be recognized to speak, but the time of a non-member may be limited at the discretion of the presiding officer subject to the authority of the Senate to extend or curtail a non-member's time by a majority vote.

Section B. Quorum

A majority of the voting members of the Senate shall constitute a quorum at any regular or special meeting.

Section C. Order of Business

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

Section D. Procedure

1. All meetings of the Senate shall be conducted in accordance with the current edition of *The Standard Code of Parliamentary Procedure*, except as otherwise provided in the Florida State University Constitution or in these Bylaws.

Bylaws of the Faculty Senate

2. Minutes shall be kept by the Faculty Senate Coordinator and shall be distributed to all members of the General Faculty, to all administrative officers, and to all members of the Professional Staff.
3. A roll call vote for recording in the minutes may be taken on request of fifteen (15) members.
4. The Steering Committee shall appoint annually a parliamentarian from among the General Faculty.

Section E. Election of Specialized Faculty Senators

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

1. Eligible Specialized Faculty

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

2. Nominations

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

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

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

3. Elections

Elections take place after the return of the nominations.

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

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

4. Alternate Senators

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

Section F. Steering Committee and Senate President

1. Election

- a. As soon as the elected membership of the Senate has been certified by the Faculty Senate Coordinator, a nominating ballot listing all voting members of the Senate shall be circulated to the Senate membership with a two-weeks return requirement. Each member may nominate as many candidates from this list as there are positions on the Steering Committee to be filled.
- b. The March meeting of the Faculty Senate shall be the last regular meeting of that Senate for the academic year. Members of that Senate shall hold office until the first meeting of the new Senate. The new Senate shall be seated at the April meeting date, with the previous Senate President presiding until the new Senate shall elect its President from its ranks. A majority shall be required for election. The new Senate may receive reports and conduct business during elections for both the Senate President and the Steering Committee.
- c. As soon as the Senate President has been elected, the new Senate shall proceed to elect its seven-member Steering Committee. The Elections Committee shall prepare and circulate to the Senate membership two weeks in advance of the meeting a slate of nominees. The slate shall consist of twice the number to be elected, including any members tied for last position on the ballot. Additional nominations may be taken from the floor of the Senate with four seconds. Nomination and election ballots shall remind Senators that at least one person from each of four colleges shall be represented on the Steering Committee **and that no more than two Specialized Faculty may serve on the Steering Committee.** Names of Senators shall be listed by college **or unit.** Four members shall be elected for two-year terms in even years and three members for two-year terms in odd years.
- d. Each member of the new Senate may vote for as many nominees as there are positions to be filled. On the first two ballots a majority shall be required for election. On the third ballot a plurality vote shall suffice. The Senate President shall withhold his/her ballot to break any possible ties on this third ballot. All voting shall be by secret ballot.

2. Organization and Jurisdiction of Steering Committee

- a. Immediately following their election at the April meeting of the Senate, members of the Steering Committee shall convene and elect their Vice Chairperson for a one-year term.
- b. The Committee shall meet regularly, at least once a month, and on special call of the Chairperson. A majority of the Committee shall constitute a quorum.
- c. The Committee shall consider and advise regarding all matters which are within the jurisdiction of the Senate. In consultation with the President of the University, the Committee shall prepare the agenda for each Senate meeting and distribute it to the membership of the entire faculty at least two days before the Senate meets. Items may be added to the agenda at any meeting of the Senate under new business by unanimous consent or by majority vote. On request of the President of the University, the Committee shall advise and consult with him or her on any matter which he or she may call to its attention.
- d. The Committee may request information from any member of the faculty or any administrative officer and may invite any such person to sit with it for consultation or advice on matters within its jurisdiction.

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

Section G. Standing Committees

1. Budget Advisory Committee

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

2. Committee on Memorials and Courtesies

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

3. Distance Learning Committee

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

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

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

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

4. Elections Committee

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

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

The chairperson shall be appointed by the Steering Committee.

5. Graduate Policy Committee

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

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

6. Grievance Committee

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

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

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

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

The Steering Committee shall appoint the chairperson.

7. Honors Program Policy Committee

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

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

8. Liberal Studies Coordinating Committee

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

9. Library Committee

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

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

10. Student Academic Relations Committee

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

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

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

11. Teaching Evaluation Committee

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

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

12. Technology Committee

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

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

13. Torch Awards Committee

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

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

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

shall be appointed the Spring preceding the Award selection process.

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

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

14. Undergraduate Policy Committee

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

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

15. University Curriculum Committee

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

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

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

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

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

Section H. Amendments

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

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

DATE: October 13, 2020

TO: Dr. Janet Kistner, Vice President for Faculty Development, and Advancement

FROM: Dr. Donald G Farr, Director of the Dedman School of Hospitality

RE: Name Change of a School to a College

This memo is to inform your office that the 14 current full-time faculty in the Dedman School of Hospitality voted 12 in favor of a name change from the Dedman School of Hospitality to the “Dedman College of Hospitality”. Two full time faculty abstained from the vote. We would like this change to become effective January 1, 2021.

Purpose of the change: The Dedman School of Hospitality became an independent, stand-alone, school three years ago with the purpose of becoming its own college. Since that time the Dedman School started its meteoric rise in rankings from #40 in the world to #15, in part due to the prestige of being a stand-alone program, and our capacity to realize the faculty’s vision of scholarship excellence, student success, and financial security via more targeted management of its curriculum and other strategic choices.

Hospitality and tourism accounted for attracting over 126 million tourists in 2018 contributing to \$25 billion tax dollars to the state. As during the recession of the late 80’s and 2009 and the 911 tragedy, the hospitality and tourism industry will lead the state of Florida in its economic recovery during our current crisis. Similar to our peers at UCF’s Rosen College of Hospitality, The Conrad Hilton College at the University of Houston, and the Harrah College at UNLV who recently became colleges, we will be better able to leverage our resources, industry relations, and alumni to offer our students a broad, holistic, and engaged education in hospitality and tourism management, preparing them to become effective leaders in the near future.