



The Florida State University
Tallahassee, Florida 32306-1030

FACULTY SENATE, 1030
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AGENDA
FACULTY SENATE MEETING
DODD HALL AUDITORIUM
April 13, 1994
3:45 p.m.

- I. Approval of the minutes of the March 9, 1994 meeting
- II. Approval of the agenda for the April 13, 1994 meeting
- III. Election of the Faculty Senate President, F. Leysieffer
Election of the Steering Committee, J. Clendinning
- IV. Report of the Steering Committee, M. Young
- V. Special Order: Presentation to Parliamentarian Gregg Phifer
- VI. Reports of Standing Committees
 - a. Budget Advisory Committee, F. Standley
 - b. Computer & Information Resources, C. Lacher
 - c. Grievance Committee, A. Brown/W. Moore
 - d. Honors Program Policy, G. Kinloch
 - e. Student Academic Relations Committee, K. Anderson
 - f. Undergraduate Policy Committee, K. Laughlin
 - g. University Club for Faculty/Staff, T. King
- VII. Unfinished Business
- VIII. New Business
- IX. University Welfare
- X. Announcements of Deans and other administrative officers
 - a. Vice President for University Relations, B. Spencer
- XI. Announcements of the President of the University

ANNOUNCEMENT

The University Club will host the University Wednesday Social at the President's house immediately following the Senate meeting. The University Club will collect \$2.00 to help defray their expenses.

THE NEXT SENATE MEETING WILL BE SEPTEMBER 21, 1994
IN THE EVERGLADES AUDITORIUM, FLORIDA STATE
CONFERENCE CENTER

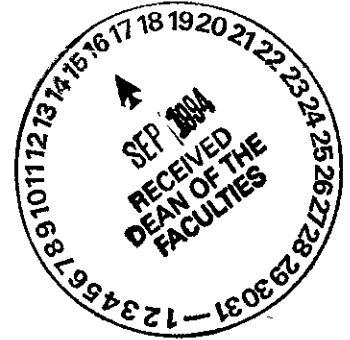


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EDWARDS STEVE
DEAN OF FACULTIES-PROF
PROVOST AND ACAD AFF V.P.
314 WES

FACULTY SENATE MEETING
April 13, 1994
Dodd Hall Auditorium
3:45 p.m.



I. Regular Session

The first regular session of the 1994-1995 Faculty Senate met on Wednesday, April 13, 1994, at 3:45 p.m. in Dodd Hall Auditorium. Fred Leysieffer convened the meeting.

The following members were absent. Alternates who were present are listed in parenthesis. R. Allen (B. Massialas), J. Bailey, G. Bates, D. Boroto, W. Cooper, J. Depew, I. Eberstein (C. Nam), T. Edwards, C. Imwold, N. Jumonville, W. Krebs, P. Maroney, L. Mastrogiacomo, J. Morse, W. Oldson, C. Patrick, P. Phillips, M. Pietralunga (M. Launer), M. Ponce, D. Rasmussen, B. Shellahamer, W. Solecki, P. Strait, J. Tull (P. Ragland), R. Turner (J. Pitts), P. Wainwright, M. Winsberg, L. Wollan.

II. Approval of the Minutes

The minutes of March 9 were approved as distributed. However, an addendum was omitted in the printing process. The addendum cited on page 4 of the March 9 minutes is included in these minutes for the record.

III. Approval of the Agenda

The agenda was approved as distributed.

Comments of Appreciation from Fred Leysieffer

This is the end of one year and the beginning of the next. It is an appropriate time to recognize the many contributions that have been made to our governance system. We should recognize the contributions made by members of the Senate, and by members and chairs of our committees. Without their help the business of the Senate could not go forward.

We should particularly recognize Janis Sass for her incredible loyalty to the faculty governance system at FSU. She serves as the eyes and ears of the Senate and in a capacity that is not always appreciated. We should and do appreciate her contributions.

The Steering Committee has been a tremendous group to work with. It was a hard-working committee that devoted a lot of time and energy to this enterprise during the past year.

We should acknowledge members of the administration: Assistant to the President Joe Hiatt, Dean of the Faculties Steve Edwards, the Vice-Presidents and the Presidents- and I use the last noun in its plural form since you may remember that there were three of them in the past 10 months alone- and four if you also want to count an acting interim president. We particularly appreciate the many free and open discussions that they have been willing to engage in this past year on a wide variety of topics.

Finally, I would like to express my personal thanks to the Senate for allowing me to serve as its president for the past two years.

IV. Election of the Faculty Senate President, F. Leysieffer

President Leysieffer opened the floor for nominations for Faculty Senate President. Marilyn Young, Ralph Dougherty and Marie Cowart were nominated. Professor Dougherty declined the nomination. Of the 68 votes cast, Marilyn Young received 45 and Marie Cowart received 23. Professor Marilyn Young is President of the Faculty Senate.

Election of the Steering Committee, J. Clendinning

Professor Jane Clendinning, chair of the Elections Committee, listed the names of Senators nominated by mail ballot (Professor Fred Leysieffer had removed his name and Marilyn Young's name was removed). The Steering Committee ballot which listed nominees by the number of mail votes each had received, was as follows: Fred Standley, Ralph Dougherty, Clifford Madsen, Barbara Newell, Tonya Edwards, Leo Sandon, DeWitt Sumners and Perrin Wright. There were no additional nominations from the floor of the Senate.

On the first ballot, all four vacancies were filled. Of the 76 ballots cast - Fred Standley received 36, Ralph Dougherty received 40, Clifford Madsen received 39, Barbara Newell received 42, Tonya Edwards received 39, Leo Sandon received 29, DeWitt Sumners received 18 and Perrin Wright received 28.

Members of the Steering Committee and their terms are:

Marie Cowart, Social Sciences 1995
Ralph Dougherty, Arts & Sciences, 1996
Tonya Edwards, Nursing 1996
Clifford Madsen, Music 1996
Timothy Matherly, Business 1995
Dianne Montgomery, Social Work 1995
Barbara Newell, Social Sciences 1996

President of the Faculty Senate serves as chairperson of the Steering Committee.

V. **Report of the Steering Committee, M. Young**

Since the last Senate meeting the Steering Committee has met in regular session. We also met on April 5 with President D'Alemberte and Provost Glidden.

Among the items we have discussed are:

1. **Council on Teaching.** The Steering Committee discussed with Provost Glidden his proposal for a Council on Teaching. At a subsequent Steering Committee meeting, we formulated a list of names of previous teaching award winners where possible. We also forwarded more names than were required by the formula. President Leysieffer has forwarded those names to the Provost.

2. **Meeting with President D'Alemberte.** At our monthly meeting with the President, we discussed a number of topics, including the possibility for regaining the university press, future strategies for admissions, and the on-going issue of corridor enrollments. The outcome of admission and enrollment issues depends, in large part, on pending legislative action, so we have nothing definite to report at this juncture. We will keep you posted as developments warrant.

3. **Legislative agenda.** Vice President Spencer reports that most of the items of interest to the university community are still in conference committee and there is nothing definite for her to report at this time. Vice President Spencer will mail a summary to faculty as issues are settled and the impact of the budget is known. At last report, the conference version of the budget still contained a 4% raise effective in November.

4. **Director of Communication.** The Steering Committee has been participating in the on-campus interviews of the candidates for the Director of Communication. Those interviews have been taking place last week and this will continue next week.

5. **Liberal Studies Committee.** President Leysieffer has formed a committee to define the ideal graduate of Florida State University. Leo Sandon has agreed to serve as chair of that committee.

6. **Future agenda: By-laws committee.** Now that our new University President has settled in, it is a good time for us to re-examine Senate procedures and update them where appropriate. Accordingly, this is an issue that the new Steering Committee will be looking at in the coming months.

7. **Meeting dates for 1994-95.** Proposed Faculty Senate Meeting dates for 1994-95 are:

September 21, 1994	Turnbull Conference Center
October 12, 1994	Dodd Hall Auditorium
November 9, 1994	Dodd Hall Auditorium
December 7, 1994	Dodd Hall Auditorium
January 11, 1995	Dodd Hall Auditorium
February 8, 1995	Dodd Hall Auditorium
March 8, 1995	Dodd Hall Auditorium
April 12, 1995	Dodd Hall Auditorium

The Senate confirmed these dates.

8. Appointments to Senate Committees. The following appointments to Senate Committee have been made by the Steering Committee. Each of you should have picked up a list of appointments and continuing members as you came in today. All are three-year terms unless otherwise noted.

Undergraduate Policy Committee: M. Armer, P Wright, B. Newell, J. Skofronick, G. Aguilar, P. Dean, J. Degen, P. Lin, J. Lundstrom, A. Pourciau.

Graduate Policy Committee: E. Platt, I. Eberstein, S. Feteih, G. Heald, V. Richard, T. Roberts, J. Standley, G. Waldo, R. Zmud.

Curriculum Committee: J. Bryant, K. Kelsay, T. Smith.

Student Academic Relations Committee (2-year terms): J. Oeltjen, D. Scott.

Budget Advisory Committee (2-year terms): F. Leysieffer, J. Beckham, C. Darling, F. Standley.

Honors Program Policy Committee: D. Seaton, W. Tschinkel.

Computing and Information Resources Committee: R. Clark, P. Coats, L. Galbraith, F. Hofer, M. Jackson, H. Levitz, P. Ray, B. Stiftel.

Library Committee: J. Bailey, J. Clendinning, S. Lee, M. Ponce, L. Vinton, M. Winsberg.

These new appointments were confirmed.

VI. Special Order: The Presentation to Senate Parliamentarian Gregg Phifer on the occasion of his retirement, F. Leysieffer

We are at that point in our agenda where we wish to recognize the meritorious service of one of our very dedicated colleagues. I would ask our Parliamentarian, Gregg Phifer to join me here along with those other of our colleagues who have served in the past as Presidents of the Faculty Senate.

Gregg has announced his retirement from the University. He is retiring at the end of this term after long service to our faculty. Many of us do not really believe that he is retiring in any but the very formal sense, since it seems hard to believe that we will not see him on campus often in the future. However, formal retirement is an occasion where we pause and recognize our colleagues' contributions. Here in the Senate we are particularly grateful and privileged to recognize his long service as our parliamentarian. It extends back at least to 1973.

We have been most fortunate to have Gregg as our parliamentarian. He is an expert in parliamentary procedure and is recognized as such by being designated by the American Institute of Parliamentarians as having legal certification.

We have been doubly fortunate to have Gregg as our parliamentarian because of his personal loyalty to our organization, and his constant helpful suggestions for improving the way we conduct business. After a particularly awkward session, I could look forward to receiving written comments from Gregg, always helpful, never critical.

Gregg, we would like to present you with this token of our appreciation. We wish you the best in your retirement. (The token was a gavel with a stand for it rest in.)

I might note that we did not purchase this gavel from Gavels-R-Us. Rather it was fashioned by one of our faculty colleagues, Jim Smith of the Department of Psychology. We asked Jim if he would like to be present to be recognized for his contribution, but he had to be out of town today.

VII. Resolution to Professor Leysieffer, M. Young

WHEREAS, Professor Fred Leysieffer has served two terms as President of the Faculty at The Florida State University, and

WHEREAS, Professor Leysieffer has represented the faculty 's views and interests with vigor and poise, and

WHEREAS, Professor Leysieffer has filled the office of Senate President with distinction, setting an example for his successors, and

WHEREAS, Professor Leysieffer has served this Senate and The Florida State University above and beyond the call of duty these past two years,

BE IT RESOLVED THAT, The Faculty Senate of The Florida State University extends its heartfelt appreciation to Professor Fred Leysieffer and wishes him well in all future endeavors.

ADOPTED this 13th day of April, 1994 by the Faculty Senate of The Florida State University.

VIII. Reports of Standing Committees

a. Budget Advisory Committee, F. Standley

Professor Standley reported that the committee had not met since his last report. The Budget Advisory Committee will make a report in the fall after allocations have been made.

b. Computing and Information Resources, C. Lacher

Professor Lacher stated that his report was not quite finished for today's meeting. When the report is completed it will be sent to Janis Sass, 314G WES-1030 and be available by request from her. Professor Lacher also stated that the CIRC would have a proposal to bring to the Senate in the fall. Professor Lacher also is asking that a formal relationship between the Library Committee and the CIRC be established.

c. Grievance Committee, A. Brown/W. Moore

According to the Faculty Senate Bylaws, 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. . . and general faculty welfare."

This year the committee has had one case requiring panel hearings. Members of the panel were selected Tuesday, April 5, and are in the beginning stages of their work.

Two other inquiries came to the co-chairs of the Committee during the current academic year. Both were found to deal with matters that fall outside the Committee's guidelines.

d. Honors Program Policy Committee, G. Kinloch

Professor Kinloch reported that the Honors Program Policy Committee discussed the following motions (which received the support and endorsement of the Undergraduate Policy Committee).

1. the Honors Committee strongly feels that the University should have an obligatory honors program in which departments and programs are committed to providing certain courses on an annual basis; and,
2. the Honors Committee recommends that the University's administration take a department or program's participation in the honors program seriously into account in the allocation of resources.

Professor Kinloch expressed his appreciation for the support of honors courses from departments. The Committee will continue to seek support from the President and fellow faculty.

e. Student Academic Relations Committee, K. Anderson

The Student Academic Relations Committee is charged with hearing appeals from students who think that a decision about their academic work was made either improperly or unprofessionally. This year we reviewed grievances submitted by a group of students and by 2 individual students. Recommendations were made to Provost Glidden.

The Committee also worked on formalizing our procedures so that from one year to the next, the committee would operate in a similar manner. All students who might have a grievance suitable for our committee should first be referred to the Dean of the Faculties' office.

f. Undergraduate Policy Committee, K. Laughlin

The following courses were presented to and approved by the Faculty Senate:

AML 3280y Latino/a Literature in English
(approved for Liberal Studies in Area IV, multicultural requirement 'y' and literature)

GEA 4420x Cultural Geography
(approved for multicultural requirement 'x')

LEI 1186y Leisure and Recreation: A Multi-Cultural Approach
(approved for multicultural requirement 'y')

Professor Laughlin presented the following changes in the Undergraduate Policy Committee based on (1) the expansion of the committee by the Senate in March and (2) on-going discussions of the Liberal Studies and Multicultural committees.

The newly expanded 21-member Undergraduate Policy Committee will have Liberal Studies subcommittees for Areas 2-6 and the Multicultural requirement. These 5-member subcommittees will consist of 1-3 members of the UPC who have an interest in the area. The full UPC will seek nominations and select representatives to fill out the subcommittees from relevant departments other than those represented on the UPC. These Area subcommittees will serve two-year terms.

After courses have been discussed by the UPC Area subcommittees, their recommendations will be presented to the entire UPC for discussion and vote. Courses will then be presented to the Faculty Senate for approval.

It is recommended that a review of this process be made at the end of two years (September, 1996) and a report on the effectiveness of its operations be made to the Senate.

g. University Club for Faculty/Staff, T. King

A committee was formed over two years ago to look at the feasibility of having a University Club for faculty/staff. The committee has met regularly and continues to talk with President D'Alemberte (and others) on issues of space, financing, present and future plans. Hopefully, by the fall semester, a detailed report will be available.

IX. Unfinished Business

There were no items of unfinished business.

X. University Welfare

There were no items of university welfare.

XI. Announcements of Deans and other administrative officers

a. Vice President for University Relations, B. Spencer

As reported earlier, Vice President Spencer will send a summary statement when the Legislature adjourns.

b. Dean of the Faculties, S. Edwards

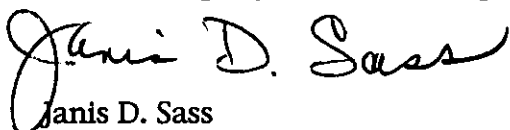
Dean Edwards reminded faculty of Honors Night on Thursday, April 14, 7:00 - 8:30 in the Turnbull Center.

XII. Announcements of the President of the University

President D'Alemberte was not available for today's meeting.

XIII. Adjournment

The meeting adjourned at 4:50 p.m.



Janis D. Sass
Secretary to the Faculty

Approved by the University Senate

**RULE FOR RECONSIDERATION OF DENIAL OF ADMISSION
TO A GRADUATE PROGRAM**

Applicants to graduate programs who meet minimum standards of admission for the state university system and who are denied admission or readmission to a graduate program may request reconsideration of their applications. The following procedures shall apply for all applicants who seek review of an admissions decision.

- a) Timely notice of denial of admission shall be sent to the applicant by the graduate admissions office and a copy of the notice shall be sent to the appropriate academic department. Notice to the applicant shall include: (1) a statement of the reasons(s) for denial based on the academic department's response on the admission "action form," (2) a reminder that departmental criteria may be above Board of Regents' minimal requirements, and (3) instructions to the student concerning reconsideration procedures.
- (b) Instructions to the applicant concerning a request for reconsideration shall include the following information:
 1. Written requests for review of denial of admissions must be received by the Office of Graduate Studies within thirty days of the date of the letter of denial. Specific reasons for the request must be included and supporting evidence, in writing, should be included with the request.
 2. The Office of Graduate Studies shall forward the request for reconsideration to the appropriate academic department within three working days.
 3. The request for reconsideration shall be reviewed by a standing committee of the appropriate academic department. This committee shall be composed of members of the graduate faculty and at least one graduate student. The committee shall review the request for reconsideration within thirty days of receipt of the request by the academic department. Decisions by the committee shall be immediately forwarded to the Office of Graduate Studies and the Office of Graduate Studies shall notify the applicant of the decision within seven days of the committee's decision. This decision shall be final and there shall be no further appeals.

Subject: spring94 CIRC
To: jsass@mailier.fsu.edu (Janis Sass)
Date: Thu, 2 Nov 1995 14:53:27 -0500 (EST)
Cc: lacher@NU.CS.FSU.EDU (Chris Lacher)
From: lacher@NU.CS.FSU.EDU (Chris Lacher)
Address: R.C. Lacher
Department of Computer Science
206 Love Building
Florida State University
Tallahassee, FL 32306-4019 USA
Phone: (904) 644-4029
Fax: (904) 644-0058
E-Mail: lacher@cs.fsu.edu

Senate Computer and Information Resources Committee (CIRC)
Report to the Senate

Submitted by Chris Lacher, Chair
April 13, 1994

Infrastructure Update:

The major infrastructure initiatives announced last year have been mostly implemented by Academic Computing and Network Services.

A number of departments and schools have created, upgraded, or expanded lab facilities for students.

General-purpose student access remains a problem: The policy recommended last year by CIRC, and reinforced by SACS, awaits initialization funding.

CIRC has concentrated this year on policy issues:

o Network Management Policy

The Campus Network Subcommittee (CNS) has developed a policy on management of the campus network. This policy addresses issues of access, control, and responsibility necessary for the general welfare of the campus network. The policy has been accepted by network managers around campus and is being observed. CIRC formally recommends this policy to the Senate. The recommended policy is attached (Attachment 1).

CNS is a standing subcommittee of CIRC whose charge is to coordinate inter-LAN management and policy issues and to develop and recommend policy to CIRC. CNS is constituted to provide expertise and representation from all major networking interests, including

departments, schools and colleges, ACNS, AIS, and OTC. It is the only network coordinating entity on campus. The outgoing chair is Hilly Levitz. Steve Bellenot has agreed to chair CNS next year.

o Future Network Technology

CIRC and CNS are looking into the future, both in terms of requirements and availability of new technology. We expect that sometime next year this will result in formal recommendations.

o Appropriate Use of Technology

The CIRC continues to look at issues of appropriate use of technology. (An initial policy on technology use was recommended last year.) Of particular concern are issues related to access, use, and promulgation of offensive materials and the use of technology to harass or abuse the rights of another person. These are difficult issues, requiring consideration of academic freedom, freedom of speech, right to privacy, use of state resource, and appropriateness of behavior. They are also timely and of more than theoretical interest.

A subcommittee on the appropriate use of technology (UseTech) has been studying these issues and will make a recommendation to CIRC later this month. CIRC will bring a formal policy recommendation to the Senate at the first Fall meeting.

(Added 6/22/94)

CIRC has received, discussed, modified, and adopted POLICIES AND RESPONSIBILITIES FOR USE OF CAMPUS COMPUTER AND NETWORK RESOURCES. This document is attached. CIRC recommends this be considered by the Senate for adoption and inclusion in faculty and student handbooks.

o Electronic Libraries

CIRC has established a standing Subcommittee on Electronic Libraries (ELib) that is chaired by the CIRC Library Committee Liaison, Dave Edelson. The Library Committee Liaison was established as an informal link between the Library Committee and CIRC. The ELib subcommittee was created to study and recommend policy related to electronic library facilities. The initial report of ELib has just been received by CIRC. That report is attached below (Attachment 2) for information only, CIRC will make official recommendations in the Fall.

Issues still pending from last year's recommendations:

1. Revision of CIRC charge to reflect changes in university organization
2. Implementation of policy on universal student access
3. Establishment of a formal relationship between CIRC and the Library Committee

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Attachment 1
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Policy on Network Management

1. Introduction

The FSU network (FSUNET) is a vital resource for the entire University community. Because FSUNET is a shared resource, all machines and users must cooperate to ensure network operation. This document provides guidance to network managers, departmental level administrators, and other technical personnel. FSUNET is based on Ethernet and FDDI technology and currently supports TCP/IP, DECnet, Appletalk and IPX-Novell protocols. Protocols approved by the Networking Committee will be added as needed.

2. User Participation

A Campus Networking Committee meets monthly to discuss topics relating to networking on campus. This committee is composed of selected representatives from campus units that use FSUNET. All network users should participate in the development of policies and procedures associated with networking operations. All users are encouraged to attend these meetings which will be announced in the local FSU news group fsu.networking. Time critical broadcasts should be sent to nolenet@mailers.fsu.edu, which is a mail group of network managers, departmental level administrators, and technical personnel. To be added, send mail to nolenet-request@mailers.fsu.edu. The committee may also create study groups to make recommendations on issues of campus wide interest, such as LANs and equipment needed for connection to Ethernet and FDDI networks.

3. Connection Procedures

The primary point of contact for obtaining a network connection is Academic Computing and Network Services (ACNS). Departments are *strongly urged* to consult with ACNS before making any network equipment or media purchases, regardless of network size, since their eventual connection to FSUNET is likely, and all protocols and media may not be supported.

- ACNS will gather necessary information and forms required for access to FSUNET. This information might include network addresses, hardware and software characteristics, location, contact persons and phone numbers. ACNS will maintain this database and make it available as a public resource.

- ACNS will coordinate with other service providers (e.g. Administrative User Services, Office of Telecommunications) or departments as needed.

4. Access to Premises Wiring Rooms

The Telecommunications Infra-structure Specification document approved by the Campus Networking Committee called for adjacent telephone and data wiring rooms in new and remodeled buildings. Where it is not possible to provide this, free and unrestricted access to the common premises wiring rooms shall be given to responsible individuals from organizational units that have need for such access. The Campus Networking Committee shall be the arbiter of such need.

5. Requirements

A campus network requires the cooperation of the users to operate smoothly.

- The user/network manager will supply details for each system and request network node numbers from ACNS for all protocols used before activating the system on the network.

- The user/network manager will notify the University network community before any router, including any Novell NetWare server, is connected to FSUNET. Notification should be made to nolenet@mailers.fsu.edu.

- When installing untested networking software or non-standard configurations, it is the responsibility of the user/Network Manager to inform the FSUNET community before the software/device is made active. It is also advisable, that before installing any unfamiliar hardware or software that the user/network manager consult with ACNS and other knowledgeable members of the FSUNET community.

- The user/network manager will employ only those numbers assigned by the coordinator.

ACNS, in cooperation with departmental units, is responsible for the operation of FSUNET. A unit (or group of units) that seriously interferes with the operation of FSUNET may be disconnected to allow continued operation of the remaining portion of the network.

6. Problem Reporting

Please report any problems related to FSUNET to ACNS at 644-2591.

7. Future Directions

FSUNET is not static; it is a growing and changing entity. The current configuration will not meet increased demands. Since applications in the future will be more bandwidth intensive, higher speed connections such as ATM, SONET and other gigabit technologies will be deployed. The network must move towards an entirely routed environment to conserve bandwidth and increase reliability. Network managers must be aware of these directions when planning for departmental networks.

(End of Network Policy Document)

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Attachment 2
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The following report was submitted to CIRC by Micki Kacmar, Chair of the Subcommittee on Appropriate Use of Technology. CIRC thoroughly discussed, slightly modified, and adopted these as policy recommended to the full senate for adoption and inclusion in faculty and student handbooks.

FLORIDA STATE UNIVERSITY
POLICIES AND RESPONSIBILITIES
FOR USE OF CAMPUS
COMPUTER AND NETWORK RESOURCES

(Version unanimously accepted by CIRC 6/17/94.)

Florida State University provides a wide variety of computing and network resources for University undergraduates, graduate students, faculty, and staff. Those resources are administered by Academic Computing and Network Services (ACNS), Administrative Information Systems (AIS), and a number of schools, colleges, departments, and institutes, and are intended for the legitimate business of the University.

Appropriate use of information resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the University. Since the resources at FSU are not unlimited, the University may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with University anti-discrimination policy, the use of information

resources should not be denied or abridged because of race, creed, color, sex, religion, national origin, age, or physical disability.

Because of the decentralized ownership and diverse purposes of computers and networks at FSU, a single set of detailed policies and procedures is inappropriate. However, general policies for academic freedom and for responsible, considerate, legal, and ethical behavior extend to use of information resources such as campus microcomputers and workstations, multi-user computers, and world wide information resources accessible through the network. The following rules apply for all computers and networks at FSU. Departments and other University units that operate computers and networks should establish additional policies and procedures to meet specific needs.

POLICIES ON ELECTRONIC COMMUNICATION AND ACCESS TO INFORMATION

The FSU internal networks and connections to the National Information Infrastructure provide a wide range of facilities for communication between individuals and for disseminating information and ideas. Electronic communication and information resources will be increasingly important to University faculty, staff, and students. The University supports open access to electronic communication and information, as follows:

- > Members on the University community may freely communicate and access information on electronic networks.
- > Material accessible to the FSU community through networks and material disseminated from FSU should not be restricted on the basis of its content, nor because of the origin, background, or views of those contributing to its creation (note: obscenity is not protected by the First Amendment). University administrators, faculty, and staff should challenge any attempts to censor electronic information sources.

Members on the University community should use information resources responsibly and considerately, in accordance with the following rules:

- > The computing and network resources of the University may not be used to impersonate another person or misrepresent authorization to act on behalf of others or the University. All messages transmitted from University computers should correctly identify the sender; users may not alter the attribution of origin in electronic mail messages or postings, and may not send anonymous

messages.

- > The computing and network resources of the University may not be used to harass another person. Users should not transmit to others or display images, sounds, or messages that might be perceived by a reasonable person as, or have been identified as, harassing. See the University policies on sexual harassment and the Student Conduct Code, section 9.c.3.
- > University computers and networks may not be used to invade the privacy of others or make unauthorized use of their work. Users should not attempt to read or copy files belonging to others, or decrypt or translate encrypted material, unless the files have deliberately been made accessible by the owners or authorization has been obtained to do so.
- > Electronic forums such as mail distribution lists and Usenet newsgroups all have expectations regarding subject area and appropriate etiquette for postings. Members of the FSU community should be considerate of the expectations and sensitivities of others on the network when posting material for electronic distribution.

OTHER USER RESPONSIBILITIES:

Computer users must observe and comply with Federal, State, and local laws governing computer and information technology, as well as all University rules and Board of Regents regulations. The University also supports the policy of EDUCOM, the non-profit consortium of colleges and universities committed to the use of information technology in higher education, on "Software and Intellectual Rights" (see Note 1).

- > Campus and network computing resources must be used in a manner consistent with Chapter 815, Florida Statutes Computer Crimes Act and Title 18, United States Code, Electronic Communications Privacy Act of 1986. Unauthorized or fraudulent use of the University's computing resources may result in felony prosecution and punishment as provided for in Florida Statutes, Chapter 775, Florida Criminal Code.
- > The computing and network resources of the University may not be used for personal financial gain or commercial purposes. For information regarding use of computing and network resources in connection with University-sponsored commercial projects refer to the Faculty Handbook, Chapter 6.19.

- > Owners of computer accounts are responsible for all use of the accounts. They should follow guidelines to prevent unauthorized use by others, and report intrusions to the system administrators.
- > Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain unauthorized access. Users may not use any computer program or device to intercept or decode passwords or similar access control information. If security gaps are observed, they should be reported to the appropriate system administrators.
- > Individuals should not intentionally damage or disable equipment or software without authorization for any purpose (see the Student Conduct Code, section 9.d).
- > Copying or using software, except as explicitly permitted under licensing agreements, is a violation of law. Computer users should be able to prove ownership of software in their possession.
- > To help maintain the proper functioning of computer and networking hardware and software, the University will take reasonable steps to ensure its computing resources are free of deliberately destructive software such as viruses. Individuals must share responsibility for protecting University computers, and should ensure the integrity of any electronic media they introduce.
- > Individuals should avoid using FSU Computers and networks for purposes that are frivolous, make excessive demands on network or computing resources, or incur additional costs for the University.

DISCLAIMERS

- > The University supports each individual's right to private communication, and will take reasonable steps to ensure security of the network. However, messages on University computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, the University cannot guarantee absolute privacy of electronic communication.
- > The University supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally,

with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.

- > The University cannot guarantee that, in all instances, copies of critical data will be retained on University systems. It is ultimately the responsibility of computer users to obtain secure, backup copies of essential files for disaster recovery.

ENFORCEMENT

Violations of computer and network policy as outlined in this document can be dealt with in three ways. Minor violations may be handled informally by system and network administrators or department heads. More serious violations of University rules may be referred to campus bodies such as the Judicial Affairs Office for action. Suspected violations of Federal, State, or local laws will be reported to the FSU police department.

Any of the violations described above may result in immediate loss of access privileges.

NOTES

1. The EDUCOM policy "Software and Intellectual Rights":

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution."

"Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

(End of Report on Appropriate Use of Technology)

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Attachment 3
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Electronic Library Subcommittee Report
Submitted to CIRC by David Edelson, Chair
April 13, 1994

(The following report has been accepted by CIRC and is submitted to the Senate for information purposes.)

Electronic systems for literature searching have been in use for many years, but they have been, for the most part, expensive, difficult to use, and therefore limited to those users who could afford the price to establish an account and were willing to take the time to learn how to use them efficiently, or to delegate the task to library professionals and pay the costs. As a larger proportion of the research community has become computer literate the demand for user friendliness and open availability of these systems has grown, and a number of research literature databases have been incorporated into computerized library catalog systems for easy access by that library's client community. Once a desired item was identified, it was procured from the library collection or requested from another library through the inter-library loan procedures.

As the rapid search procedures became more popular, impatience with the delays of inter-library loans led to demand for fast document delivery as well. This has become intensified as libraries cancel subscriptions for their lesser used journals and become more dependent on obtaining such literature from outside sources. Third-party vendors have begun to supply individual articles on a cost per copy basis, and this is competing with purchase of complete subscriptions, at the same time relieving the library of the cost of managing and storing full collections.

Publishers are entering this market as well, providing electronic subscriptions to their journals. Several technologies are emerging for document delivery, ranging from hard copy delivery by the postal service, to FAX, to CD-ROM, to network delivery of bitmapped page images or postscript files for printing. The way in which costs are met is also under intense scrutiny, as publishers seek to meet their expenses, make a profit and protect their copyrights at the same time.

The situation is extremely fluid at the present time, with various publishers experimenting with delivery and marketing techniques with selected segments of their products. In order to prepare the University for what may be a radical change in the traditional role of the research library, the Committee is offering a number of proposals for study and participation in the rapidly changing scene.

Some experimentation and risk-taking will be necessary, but we should be

positioned to exploit those opportunities which are presented. A number of appropriate pilot projects should be identified which will allow library staff, computer science and library science faculty, and research groups to have learning experiences and to play a role in the future development of the 'electronic virtual library'.

Role of University Units in Information Management

The role of various University units, ranging from the individual faculty member, the research group, departments, colleges, the University, or University consortia such as SUS (through FCLA) or larger regional consortia such as SURA, must be related to the pricing and extent of use of the information resources. Clearly a consortium can only manage those resources which are available for unrestricted access at a reasonable price, while resources which used by a small group, or licensed on a per-user basis, might be best implemented locally to the interest group. In between lies the entire gamut of possibilities, with the concomitant complexity of distributed management responsibilities. The extent of such distribution or centralization of responsibility must be a policy decision from University faculty and administration.

The power of mass purchasing should not be overlooked. Prices of many information resources are negotiated between publisher and user groups, and one should take advantage of the possibility of SUS, FCLA, SURA or other consortia negotiating an advantageous price.

Role of University Units in Information Infrastructure

Just as the role of various units in the management of information resources is established, their role in procuring and operating the computer and network systems needed for information retrieval must be set up. This brings ACNS, OTC and other service organizations into the picture. Policies need to be developed for the financing of the infrastructure in the same manner as for the information resources.

The disparity between disciplines in their access to this information becomes a crucial matter in this area. While disciplines which traditionally use computers in their work (e.g. physical sciences) find that information access represents a minor additional burden, others (e.g. humanities) are faced with the need to create these facilities anew, and to reorient their budget priorities to cope with the new requirements. In times of shrinking financial resources the possibility of getting an extra slice out of the pie appears meager, and needs to be addressed at the highest level in the University system.

Education

Computer literacy instruction should be expanded to include the use of library and research materials so that effective use is made of the new information technologies. The University needs to decide which computer skills it will require of its students (and faculty) and take steps to ensure its realization. Computer resources needed to support this instruction must be provided.

As the skills of the University community improve, there will be a change in teaching and research methods, and these need to be monitored to identify directions in a continually evolving process.

(End of Electronic Libraries Report)

(End of CIRC Report)