



The Florida State University  
Tallahassee, Florida 32306-1030

Faculty Senate  
904-644-6876

FAC A&P 12/04/97

EDWARDS, STEVE  
VP ACADEMIC AFFAIRS  
WES 314 1480

**AGENDA**  
**FACULTY SENATE MEETING**  
**DODD HALL AUDITORIUM**  
**April 8, 1998**  
**3:35 p.m.**

- I. Approval of the minutes of the March 18, 1998 meeting
- II. Approval of the agenda for the April 8, 1998 meeting
- III. Election of the Faculty Senate President, M. Cowart  
Election of the Steering Committee, T. Matherly
- IV. Report of the Steering Committee, R. Light
- V. Reports of Standing Committees
  - a. Undergraduate Policy Committee, M. Young
  - b. Graduate Policy Committee
- VI. Unfinished Business
- VII. New Business
- X. University Welfare
- XI. Announcements of Deans and other administrative officers
  - a. Lawrence Abele, Provost and Vice President for Academic Affairs
- XII. Announcements of the President of the University

**RECEIVED**  
APR 06 1998  
Dean of the Faculties Office

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**ANNOUNCEMENT**

You are invited to attend the University Club Social (no charge) which will be held at the President's Home from 5:00 - 7:00 p.m on April 8.



The Florida State University  
Tallahassee, Florida 32306-1030

R981667 8/25/98

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*Beck*

**FACULTY SENATE MEETING**  
**APRIL 8, 1998**  
**Dodd Hall Auditorium**  
**3:35 p.m.**

**I. Regular Session**

The first regular session of the 1998-1999 Faculty Senate met on Wednesday, April 8, 1998, at 3:35 p.m. in Dodd Hall Auditorium. Senate President Marie Cowart convened the meeting.

The following members were absent. Alternates are listed in parenthesis. J. Beckham (M. Biance), M. Bonn, D. Boroto, R. Braswell (Eng), S. Bush-Baskette, J. Cobbe (J. Gapinski), c. Connerly, L. Dehaven-Smith, D. Ebener, P. Garretson, A. Imershein, G. Judy, E. Klassen, G. Knight, D. Kopriva, J. Leib, M. Licht, R. J. Livingston, C. Lynch-Brown, R. Marshall, B. Menchetti, K. Myers, D. Nast, D. Pargman (R. Tate), C. Piazza, M. Pohl (J. Ho), D. Quadagno, D. Rasumssen, P. Ray, V. Richard, S. Rickless (P. Dalton), M. Riley, P. Simmonds, J. Simmons, D. Sumners, F. Vickory, R. Zwaan.

**II. Approval of the minutes**

The minutes of March 18, 1998 were approved as distributed.

**III. Approval of the agenda**

The agenda was approved with the addition of a report from Dean of the Faculties, Steve Edwards, under item XI.

**IV. Resolution for Senate President Marie Cowart**

Professor Cliff Madsen presented the following resolution for outgoing Senate President Cowart.

Senate President Marie Cowart has spent a tremendous amount of time and attended numerous functions during the past two years on behalf of the Faculty Senate, the faculty and The Florida State University.

**Be it resolved that  
this Senate gives its highest commendation for her effective and tireless work and offers its deep appreciation for her extremely effective leadership.**

The Faculty Senate accepted and applauded this resolution and the work of Senate President Cowart.

**V. Election of the Faculty Senate President, M. Cowart**

Professor Cowart opened the floor for nominations for Faculty Senate President. Professor Robley Light was nominated and unanimously voted as the new Senate President.

**Election of the Steering Committee, T. Matherly**

Professor Matherly instructed the Senate that ballots containing the names of nominees had been distributed to them by mail. He also reminded Senators that there are four vacancies (continuing members are T. Matherly, F. Standley and P. Wright) and that four colleges or schools must be represented. Professor Matherly opened the floor for additional nominations for vacancies to the Steering Committee. No names were added to the ballot already distributed.

On the first ballot the following votes were cast: M. Young-43, J. Cobbe-20, C. Madsen-27, M. Cowart-38, K. Anderson-Lazier-13, K. Laughlin-19, J. Altholz-7, M. Chavez-Hernandez-8, E. Logan-9, L. Mastrogiacomo-3, N. Mazza-6, C. Piazza-10, D. Seaton-11, J. Simmons-10.

Professors Marilyn Young and Marie Cowart were elected on this ballot.

On the second ballot, the top four (4) names were carried forward. On this ballot the following votes were cast: J. Cobbe-24, C. Madsen-44, K. Laughlin-27, C. Darling-26.

Professor Clifford Madsen was elected on this ballot.

On the third ballot the following votes were cast: K. Laughlin-34, and C. Darling-30.

Professor Karen Laughlin was elected.

The Steering Committee members and their terms are:

Marie Cowart, Social Sciences, 2000  
Karen Laughlin, Arts and Sciences, 2000  
Clifford Madsen, Music, 2000  
Timothy Matherly, Business, 1999  
Fred Standley, Arts and Sciences, 1999  
Perrin Wright, Arts and Sciences, 1999  
Marilyn Young, Communication, 2000

## **VI. Report of the Steering Committee, R. Light**

Since the last Senate meeting the Steering Committee held a half-day retreat with the Deans. This is the second meeting of these two groups. The first was last summer. Discussion at the retreat focused on two areas of concern: (a) issues related to promotion and tenure, and (b) issues related to distance learning and technology assisted instruction. The discussion was wide ranging and there seemed to be many areas of mutual agreement, especially in the need for faculty input as important decisions are made on these issues in the future.

The Steering Committee met with Dean Alan Mabe and Karen Laughlin, chair of the Graduate Policy Committee, to discuss proposed changes in the review process for graduate programs. Our input is being taken back to the GPC for consideration. You will receive a progress report from Karen Laughlin on those proposals later in the Senate meeting.

The Steering Committee also met with Alan Mabe to discuss a new activity he has been assigned, that of developing a support infrastructure for those faculty who wish to incorporate web technology into their courses. He will be seeking faculty input for this process. He plans to bring together a group of faculty this summer who are not only interested in developing their own course web pages, but are also willing to help develop a common web template. The goal would be to find a common template

that can be adopted by all faculty, not only making it easier for novices to launch their own web site, but also providing a common interface for students.

The Steering Committee would also like to improve its own web page by including pictures of Senators as well as other information about them. This might make it easier to become more acquainted with one another, and a form is being handed out for you to fill out for this purpose.

The Steering Committee has set the dates for next year's Senate meetings as follows: Fall term: September 9, October 7, November 4, December 2; Spring term: January 13, February 10, March 17, April 7. (The Senate accepted this recommendation.)

Janis Sass is sending a letter to all Senators requesting their preferences for committee assignments. She is also sending letters to committee members whose committee terms are expiring. I need to point out to the new Senators, and remind the continuing Senators, that most of the Senate's work is done in committee, and for us to be an effective body requires that we have effective and responsible participation in committees.

## **VII. Reports of Standing Committees**

### **a. Undergraduate Policy Committee, M. Young**

UPC Chair Marilyn Young presented addendum 1, "Criteria for Courses Satisfying the Computer Skills Competency Requirement". The Senate approved the criteria as presented. Senator Young announced to the Senate that the UPC will continue its review of Liberal Studies courses through the early part of the fall semester.

### **b. Graduate Policy Committee, K. Laughlin**

GPC Chair Karen Laughlin's report is attached as addendum 2.

## **VIII. Unfinished Business**

There were no items of unfinished business for today's meeting.

**IX. New Business**

There were no items of new business for today's meeting.

**X. University Welfare**

There were no items of university welfare for today's meeting.

**XI. Announcements of Deans and other administrative officers**

Provost Abele was not available for today's meeting.

**a. Dean of the Faculties Steve Edwards**

Dean Edwards distributed (addendum 3) and discussed a report from the 1997-1998 University Promotion and Tenure Committee.

Dean Edwards invited members of the Senate to the 50th Anniversary of the ratification of the FSU Constitution to be held on May 19 in Beth Moor Lounge.

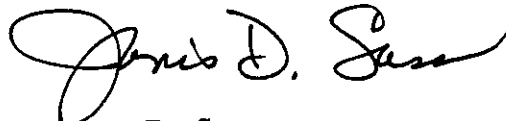
**XII. Announcements of the President of the University**

President D'Alemberte congratulated Professor Light on his election as Senate President. He also commended the strong leadership of Professor Cowart in her tenure as Senate President.

A presentation on long range plans will be given at the next BOR meeting. FSU will put forward major goals. Budget information will be available very soon.

**XIII. Adjournment**

The meeting adjourned at 4:50 p.m.



Janis D. Sass  
Secretary to the Faculty

Addendum 1

Approved

## CRITERIA FOR COURSES SATISFYING THE COMPUTER SKILLS COMPETENCE REQUIREMENT

All undergraduates at Florida State University must demonstrate basic computer competency prior to graduation. The computer competency requirement may be satisfied in one of two ways:

1. Take and pass a course (or course combination) which has been approved for computer competency credit;
  - 1a. Take and pass one of the following: CGS 2060 (Computer Literacy) or CGS 2100 (Microcomputer Applications for Business and Economics).
  - 1b. Take and pass one of the courses in other departments which have been certified as providing ~~basic~~ computer competency (these may possibly be combinations of two or more courses which collectively satisfy the competency requirement).
2. Demonstrate existing computer competency through a "skills certification" ~~examination~~ procedure that is provided by ~~one of the~~ departments offering a course that has been approved for certified computer competency ~~courses~~.

The need for specific computer competency skills will vary from discipline to discipline, and while a minimum level of competency is required, means of assessing such competency must remain flexible. Thus several courses will be flagged as basic tests of computer competency, and students passing these courses with a grade of C- or higher will automatically be assumed to have completed the requirement. Students should be encouraged to complete this requirement early in their academic career, preferably during the freshman year.

Departments may submit to the Undergraduate Policy Committee any courses (or course combinations) which they would like to have accepted for demonstration of computer competency. The syllabus for each of these courses must state that satisfactory completion of the computer competency examination part of the course is required to receive a grade of C- or higher in the course. The criteria will include, but not be limited to:

- 1) basic familiarity with computer hardware, operating systems, and file concepts;
- 2) working knowledge of a word processor and at least one other software application (e.g., spreadsheet, data base, etc.);
- 3) working knowledge of the World Wide Web (WWW) and electronic mail.

~~STRIKETHROUGH~~ CHANGES

## Addendum 2

GRADUATE POLICY COMMITTEE  
Report to Faculty Senate April 8, 1998

The Committee has completed full reviews of the following doctoral and master's programs or has them on the agenda for this year:

Ph.D., Library and Information Studies (done)  
Ph.D., Spanish (done)  
Ph.D., Ed.D., Vocational Education (done)  
Ph.D., Marriage and Family (scheduled for 4/20)

M.F.A., Motion Picture, Television & Recording Arts (done)  
M.A., International Affairs (scheduled for 4/13)

We have also reviewed M.A. reports from the following programs:

Anthropology  
Art, Studio  
Civil Engineering  
Dance  
German  
Interdisciplinary Studies--Social Sciences  
Interior Design  
Theatre.

And are working on 2-year follow-up reports from:

Art Education  
Chemical Engineering  
Counseling & School Psychology  
Instructional Systems  
Math  
Meteorology.

Other business has included the following:

\*Approval of a request for authorization to plan a new M.A. program in Italian Studies

\*Discussion of a proposal for an interdisciplinary minor in dispute resolution (co-sponsored by the School of Social Work, the Askew School of Public Administration, the Dept. of Urban and Regional Planning, and the Colleges of Arts & Sciences, Business, Communication, Law, and Social Sciences)

\*At the request of the Curriculum Committee, we are looking at a proposal for a revised curriculum for the Film School's M.F.A. program.

\*Finally, the committee has been working on revising the procedures for graduate program reviews, in an effort to streamline the process and make it less cumbersome for both departments and review committees. This is still in process, but the GPC is hoping to pilot at least some of the revisions in the reviews scheduled for next year, which include:

Doctoral programs in Geography, Religion, and Educational Psychology  
Masters programs in Industrial Engineering and Health Education.

*Karen Laughlin*  
Karen Laughlin, Chair, GPC





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April 8, 1998

Addendum 3

MEMORANDUM

To: Faculty Senate

From: Steve Edwards *[Signature]*  
Dean of the Faculties

Re: Report from the 1997-1998 University Promotion and Tenure Committee

At its meeting on April 3, 1998, the 1997-1998 University Promotion and Tenure Committee by unanimous vote of those present (18 of the 23 members) adopted the following recommended modification to our University Promotion and Tenure Process for 1998-1999 to ensure compliance with the Florida Open Meetings Law (ch. 286, *Florida Statutes*). It extends the "no meeting" process that we used at the University level for 1997-1998 to all levels for 1998-1999 as follows:

- 1) At all levels no meetings to discuss candidates' records will be held, and there will be no consultation among individual reviewers about candidates' records. The elected reviewers should, however, hold preliminary meetings at each level to discuss procedures and standards/criteria prior to reviewing the files.
- 2) At the departmental or lowest level the elected reviewers will review the complete evaluation file of each eligible potential candidate independently and, without consulting among themselves, submit by secret "yes," "no," and "abstain" ballots to the administrator (e.g., department chair) at that level their advice as to whether or not the record meets the University criteria for promotion and/or tenure. If the compiled advice of the reviewers is positive (majority "yes"), the standard Promotion and Tenure binder will be prepared for submission to the next level of reviewers along with the compiled result of the secret "yes," "no," and "abstain" ballots. If the compiled advice is negative (majority "no"), the candidate may ask the administrator at that level that no file be sent forward or may request that a binder be prepared and forwarded to the next level for review of the negative result along with the compiled result of the secret "yes," "no," and "abstain" ballots.
- 3) At all other levels reviewers will follow the same process of reviewing the binders and submitting secret ballot advice to an administrator, who will forward both positive and negative binders to the next level along with the compiled result of the secret "yes," "no," and "abstain" ballots unless a candidate with a negative binder requests that it not be forwarded.

cc: Mrs. Gross