



**The Florida State University**  
Tallahassee, Florida 32306-1030

FACULTY SENATE, 1030  
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**AGENDA**  
**FACULTY SENATE MEETING**  
**Dodd Hall Auditorium**  
**February 8, 1995**  
**3:45 p.m.**

- I. Approval of the minutes of the January 11, 1995 meeting
- II. Approval of the agenda for the February 8, 1995 meeting
- III. Report of the Steering Committee, M. Cowart
- IV. Reports of Standing Committees
  - a. Library Committee, J. McElrath
  - b. Curriculum Committee, K. Anderson
- V. Unfinished Business
- VI. University Welfare
- VII. Announcements of Deans and other administrative officers
  - a. Access Card, L. Cooley for J. Carnaghi
- VIII. Announcements of the President of the University

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**ANNOUNCEMENT**

**THE LAST REGULAR MEETING OF THE 1994-1995**  
**FACULTY SENATE WILL BE MARCH 8, 1995 IN**  
**DODD HALL AUDITORIUM**



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FACULTY SENATE MEETING  
February 8, 1995  
DODD HALL AUDITORIUM  
3:45 p.m.

**I. Regular Session**

The 1994 - 1995 Faculty Senate met in regular session on Wednesday, February 8, 1995, in Dodd Hall Auditorium. Senate President Marilyn Young presided.

The following members were absent. Alternates who were present are listed in parenthesis. J. Bailey, T. Baker, G. Boggs (P. G. Simmonds), D. Boroto, J. Bowers, J. Bryant, W. Cooper, P. Dean (M. B. Schall), J. DePew (W. Summers), S. Fetieh, L. Galbraith, A. Hollander, C. Imwold, N. Jumonville, W. Landing (S. Meacham), M. Launer, T. Lindbloom, R. Mariscal, N. Mears, B. Menchetti, G. Mitchell, J. Morse, P. Murphy, W. Nichols, W. Oldson, G. Peterson, P. Phillips, M. Ponce, D. Rasmussen, V. Richard, A. Rowe, D. Seaton, B. Shellahamer, P. Strait, J. Waggaman, L. Waxman, M. Winsberg.

**II. Approval of the Minutes**

The minutes for January 11 were approved as distributed.

**III. Approval of the Agenda**

The agenda for February 8 meeting was approved as distributed.

**IV. Report of the Steering Committee, M. Cowart**

Since the last Senate meeting, the Steering Committee has met weekly and held additional meetings with the President, the Provost, the Dean of the Faculties and the Vice President for Student Affairs. In addition, Steering Committee members have participated in interviews with candidates for the position of Athletic Director and the University Lobbyist. President Young attended the BOR Council of President's meeting in January and the FSU Direct Support Organizations annual meeting in Orlando last week.

**\*Meeting with the President**

At our meeting with the President, a number of issues of general interest to faculty welfare were discussed including Senate Education Committee concerns, the 25% budget cutback proposal requested by the Florida Legislature, long range planning for FSU, and the search for the Athletic Director. At a separate meeting with the President, Senate President Marilyn Young and Steering Committee member Barbara Newell discussed the FSU Master Plan and the Greek Revival Plan for locating fraternity houses.

### **\*Meeting with the Provost**

At our meeting with Provost Larry Abele, the discussion centered around issues of Legislative budgeting and budget cutback proposals, faculty personnel records, harassment complaint procedures, and other issues of faculty interest.

### **\*Meeting with the Dean of the Faculties**

Ramifications of making faculty personnel records public was the major item discussed during our meeting with the Dean of the Faculties. Other topics included: a BOR proposal for a system wide uniform evaluation form for student use, the Bachelor of Arts language requirement, the forgiveness policy, requirements for short courses offered through the Center for Professional Development, and the grade appeals system.

### **\*Meeting with Vice President for Student Affairs**

At the meeting of the Steering Committee with Vice President Dalton, the issue of location of fraternity housing with regard to the University master Plan and the land acquisitions program was discussed. Steering Committee members stressed the importance of unified planning for the University and equity for all FSU students.

### **\*New Administrative Appointments**

The Steering Committee has been informed of the following appointments: Pat Hayward to the position of Assistant to the Provost in the Provost's office. Bruce Prevatt to the position of Director of the Employee Assistance Program. His office is in the lower level of the former Yugoslav-American Studies Center Building on West Park. Doug Pearson to the position of Assistant Dean of the Student Affairs for Student Rights and Responsibilities in the Student Affairs office. We anticipate an announcement filling the position of university lobbyist shortly.

### **\*Senate Committee Work**

The Grievance Committee is reviewing the Administrative Code remove archaic procedures, replacing them with current policies and procedures. You will be receiving their report soon.

The Library Committee has reported to the Steering Committee that they have modified the policies for faculty borrowing and recall including a system of fines. Their report will be received later in this meeting. \*\*\*A copy of this report will be sent to Senators with the March agenda for action at the March meeting.

The Computing and Information Resources Committee is reviewing Academic Computing Guidelines for adoption by the Senate this spring. \*\*\*The report of the Computing and Information Resources Committee regarding network user policy will be on the agenda for the March Senate meeting. A copy of the proposed policy will be sent

to all Senators with the March agenda. We urge each of you to read the proposed policy in advance of the meeting as we will be discussing and voting on this policy.

#### **\*Nominations of Faculty for Senate Committees**

You have received the list of Senate Committee, their membership and terms of office. We have received a number of nominations for vacancies. the request for nominations to Senate Committee vacancies is open until the end of February.

#### **\*Orientation for New and Returning Senators**

The Steering Committee has been interested in obtaining full participation by all Senators in meetings of the Faculty Senate. To assist new senators in learning more about their roles and the current issues facing the faculty, the Steering Committee is planning an orientation for new Senators to be held sometime after the election of Senators this spring.

#### **\*Special Mention**

We regretted learning of Annette Lee's resignation from her position as Director of Media Relations. An alumnae with two degrees from FSU, Annette has served FSU for the last 16 years. Mrs. Lee has always admirably supported this institution, its student, faculty, staff and administration. Over the years she has had occasion to make many of us look very good. We wish her success in her new position as Director of College Relations at Kennesaw State College beginning March 1. There will be a reception honoring her on Tuesday, February 21 from 3:30 - 4:30 p.m. in the Beth Mohr Lounge.

### **V. Reports of Standing Committees**

#### **a. Library Committee, J. McElrath**

Professor McElrath read a report from the Library Committee (addendum 1). This report will be sent to Senators for action at the March Senate meeting.

#### **b. Curriculum Committee, K. Anderson**

The committee has conducted normal business this year in reviewing new courses and course changes.

We have had some response to our call to create 'new' courses for those courses habitually taught as Special Topics. We will send out another reminder on those guidelines before the end of the year.

We will also be reminding faculty that the syllabus is a contract with the students and therefore requires basic information regarding evaluation, absenteeism policies. The lack of such criteria are the major cause of delay in approving courses. Our goal here is to avoid grievances rather than to pass judgment on classroom policy.

## **VI. Unfinished Business**

Senator Fred Standley reported that the Bylaws Committee had received the requested correspondence on the 'chain of command' from President D'Alemberte. The Senate passed a motion at last month's meeting to postpone discussion on this issue until the letters were received by the committee. Senator Standley also reported that the Bylaws Committee has received several suggestions for revisions to the Bylaws of the Faculty Senate. The committee will have a report later in the year.

## **VII. University Welfare**

Dean of the Faculties, Steve Edwards, reported the sad news that Professor Hilda Tinney had passed away. Professor Tinney, who retired in 1981, had worked at FSU since 1946, serving the University in a number of positions. Professor Tinney served as Secretary to the Faculty for 23 years.

Senator Ralph Dougherty reported that a few errors had been made in reporting the results of the survey recently sent out by the UFF. These errors have been corrected.

## **VIII. Announcements of Deans and other administrative officers** **a. FSU Card, L. Cooley for J. Carnaghi**

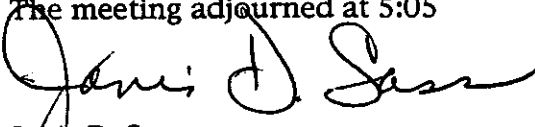
Vice President Carnaghi introduced Lynn Cooley to make a presentation to the Senate on the uses of the FSU Card. Ms. Cooley gave a presentation which outlined the many functions of the FSU Card. The FSU Card is being used by many institutions, not only in the State of Florida, but in other educational systems throughout the country. The FSU Card is, among other things, an identification card, an ATM card, a long distance call card, a library card, a debit card and, in addition, has many academic and administrative uses.

## **IX. Announcements of the President of the University**

President D'Alemberte praised the efforts of the Office of Administration and Finance with regard to the FSU Card and its success. The President indicated he would like to be invited to the Senate to discuss the Fine Arts Complex. He reported that the Capital Campaign is proceeding on schedule. Close to \$133 million of the \$200 million goal has been raised. The Deans and the faculty have taken an active role in helping with the capital campaign.

## **X. Adjournment**

The meeting adjourned at 5:05

  
Janis D. Sass  
Secretary to the Faculty

Report ONLY  
Action will be taken at  
March 8 meeting -

Haddendum I

Faculty Senate Library Committee  
Report to the Faculty Senate  
8 February 1995  
Joseph R. McElrath, Jr., Chair

A function of the Florida State University Libraries is to serve as a learning resource for those in the University. In fact, though, these Libraries serve a much larger North Florida community since they are utilized by other students and faculty, not only from Florida A&M University and Tallahassee Community College, but additional four- and two-year colleges in the region, as well as local high schools. There are also patrons not connected with area schools and government agencies who make use of the Libraries; and the interlibrary loan system effects an even greater demand upon resources and services. Well above 30,000 individuals, it appears, have access, and the mission of the Libraries is to meet their needs so far as that is possible.

In light of this situation, the Library Committee has manifested its concern about the efficient management of the resources of the Libraries. Last year it acted on two matters of paramount importance in this regard:

- It considered a petition by Mr. Michael Buckner, who complained that his legal right to privacy was being violated by the procedures for preventing theft at the exit of the Strozier Library. The Committee approved the recommendation of the Patron Services Subcommittee: that the present security check procedure was minimally intrusive, essential to preventing theft, and should be maintained. Let me here remind the Faculty Senate that it this year upheld this policy when petitioned by Mr. Buckner.
- The Committee oversaw the implementation of a policy for retrieving overdue books in the possession of faculty members: that their borrowing privileges be suspended; and that faculty members who continued to keep overdue books would be reported to their chairpersons; that failing, to their deans; and, that failing, to the Dean of Faculties.

This year the work of improving management procedures for the sake of all library patrons has continued, with particular attention again being given to the design of appropriate responses to those who have abused their privileges and thereby limited other patrons' access to the holdings of the Libraries. The Committee is presently finishing discussion of a newly fashioned set of rules governing the borrowing of Libraries' materials. Before I present this set of rules, however, I would like to identify four important factors influencing the decisions of the Committee:

1. Drs. Daniel Pullen and Jeffrey Tatum have represented approximately 30 faculty members in calling for (a) an extended loan period of a whole semester for faculty and (b) termination of the requirement that borrowed materials held by faculty be physically returned to the Libraries for a loan renewal to be effected.
2. Although dramatic progress has been made in this matter this year, the Office of the Auditor General has, in the past, repeatedly expressed concern over the fact that hundreds of books borrowed by faculty were overdue and its interest in whether there are procedures being followed to effect their return. The Auditor General's Office, it should be pointed out, does not dictate procedures to the University; but it is concerned about whether those in place are being applied to correct the problem noted, which involves state property. But it is worthy of attention that there have been two items of discussion with Director Charles Miller: the question of whether faculty are fined for this offense; and whether the Libraries are providing firm holdings figures when the continued physical existence of borrowed items has not been verified.
3. Both faculty and students, as well as other classes of patrons, are directly effected when materials are kept out of circulation by those abusing their borrowing privileges.
4. Another significant abuse occurs when a patron requests an item on loan to another patron and a "recall notice" sent to the borrower is ignored.

The set of modified rules devised by the Committee in response to these considerations reads, at this point, thus:

1. Regular patrons may borrow Libraries' materials without special restrictions for three weeks. Loans to special students and graduate students who are not Teaching Assistants are for six weeks. (This replaces a loan period of 3 weeks.) The loan period for faculty members and teaching assistants is 16 weeks. (This replaces a loan period of 12 weeks.)
2. Regular patrons, Special Students, and Teaching Assistants are fined for overdue books at the rate of 25 cents per day up to \$5.00 and billed for the item after 90 days. (Faculty are not fined for overdue books nor billed for them.)
3. Faculty who do not respond to a "recall notice" by the due date (21 days from the date of issuance) will be fined at the rate of 25 cents per day up to \$5.00.
4. The "grace period" for late returns of borrowed materials is 30 days, at the end of which borrowing privileges (including the renewal of all loans) will be revoked. (This replaces a "grace period" of 90 days, and applies to all classes of patrons.)
5. The procedure for recovering unreturned materials from faculty will be initiated upon the conclusion of the "grace period." That is, the borrower will be informed of the sequence of actions to follow: notification of the borrower's chairperson that borrowing privileges have been abused; next, notification of the appropriate dean if the materials have not been returned; and, finally, notification of the Dean of Faculties. (This restates the present policy.)
6. Those making a late return of books on reserve will be fined at the rate of \$1.00 per hour. (This replaces a fine of 25 cents per hour.)
7. The late return of restricted materials lent overnight for photocopying will result in a fine of \$2.00 per day.

Discussion on one matter has not yet concluded: the method of loan renewal by faculty only. The Committee has been asked to consider the possibility of procedures that do not involve the physical return of borrowed items to the Libraries.

Let me briefly mention other developments worthy of note. First, interlibrary loan costs have ballooned over the past few years; and the Committee approved a plan for charging patrons for the full amount when the cost of obtaining an item is \$10.00 or more. Second, the Committee was asked by the Provost to respond to the recent SACS report, which noted the problem of inadequate space in the Libraries. The Committee did so on 6 February 1995, recommending that the Provost appoint a committee to focus on the means of creating more space; that he energetically seek a high priority on the PECO list for an addition to the Strozier Library; that he actively seek funding sources for improvements of the Libraries; that he help facilitate the expansion of the Dirac Library into the first and fourth floors of the building in which it is housed; and that the Provost seek inclusion of Libraries' facility needs in the University's Campus Master Plan, as they are summarized in *Chronological Summary, Florida State University, Facilities Planning—1997-2008*. Lastly, it is appreciated that President D'Alemberte provided an adequate budget this year, one that was not dependent upon the unpredictable amount of money annually made available in the past by the University's athletic programs. The Committee hopes that he will continue to provide an appropriate budget in this manner in the future.