



The Florida State University
Tallahassee, Florida 32306-1030

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AGENDA
FACULTY SENATE MEETING
DODD HALL AUDITORIUM
February 19, 1997
3:45 p.m.

- I. Approval of the minutes of the January 15, 1997 meeting
- II. Approval of the agenda for the February 19, 1997 meeting
- III. Report of the Steering Committee, J. Macmillan
- IV. Reports of Standing Committees
 - a. Undergraduate Policy Committee, M. Young
Liberal Studies courses
Elective concentrations
 - b. Grievance Committee, L. Fridell
 - c. Curriculum Committee, K. Anderson-Lazier
 - d. Student Academic Relations, K. Anderson-Lazier
 - e. Distance Learning Policy Committee, K. Laughlin
- V. Unfinished Business
- VI. New Business
 - a. Sustained Performance Evaluation, Ad Hoc Committee
- VII. University Welfare
- VIII. Announcements of Deans and other administrative officers
 - a. Lawrence Abele, Provost and Vice President for Academic Affairs
- IX. Announcements of the President of the University

RECEIVED

FEB 18 1997

Dean of the Faculties Office

THE LAST REGULAR SENATE MEETING OF THE 1996-1997
YEAR WILL BE HELD ON MARCH 19 IN DODD HALL
AUDITORIUM



The Florida State University
Tallahassee, Florida 32306-1030

Faculty Senate
904-644-6876

Boor

FACULTY SENATE MEETING
February 19, 1997
Dodd Hall Auditorium

I. Regular Session

The regular session of the 1996-1997 Faculty Senate met on Wednesday, February 19, 1997 at 3:45 p.m. Senate President Cowart presided.

The following members were absent. Alternates who were present are listed in parentheses. R. Allen, G. Bates (William Heard), J. Beckham, C. Billings, D. Boroto, J. Bowers, P. Bowers, J. Bowman, R. Braswell, J. Carbonell, W. Cooper, G. Dawson, R. Dunham, H. Fletcher (Leslie Riggin), P. Garretson, M. Hardy, D. Harris, N. Jumonville, D. Levi, S. MacNamara (C. Hardin), C. Madsen, R. Mariscal, P. Martin, B. Menchetti, T. Moerland, M.A. Moore, G. Peterson (Donna Fletcher), M. Richey, M. Seidenfeld, B. Shellhamer, J. Simmons, F. Standley, J. Standley, D. Sumners, F. Vickory, G. Waldo, B. Wark, D. Wong.

II. Approval of the Minutes

The minutes of January 15, 1997 were approved as distributed.

III. Approval of the Agenda

The agenda was approved with minor changes. President D'Alemberte and Provost Larry Abele were unable to attend the meeting due to the Distinguished Honorary Degree ceremony that took place at the same time.

IV. Report of the Steering Committee, J. Macmillan

Since the Senate last met on January 15, the Steering Committee has met three times. At these meetings we spoke with Bob Morgan, Joe McElrath, Steve Edwards and Frank Murphy. We also met with President D'Alemberte and Provost Abele on January 27. President Cowart attended the meeting of the Board of Regents in Pensacola on January 23-24. In addition President Cowart and Senator Young attended the Florida Council of Senate Presidents.

The following issues have been discussed:

1. With Provost Abele we have discussed the possibility of establishing a faculty policy committee to deal with matters having to do with admissions, financial aid, orientation, the registrar's office, and other matters under the heading of enrollment management. We will continue this discussion and welcome your input.

2. On October 11, 1995, the Faculty Senate's motion concerning Liberal Studies included a directive to the Undergraduate Policy Committee to undertake an in-depth review of Liberal Studies. We have discussed this issue at some length, and Senator Young will report on it later in the meeting.

3. Post-tenure review, renamed "Sustained Performance Evaluation," requires (as a part of the SUS/UFF contract) that an elected committee establish procedures for this evaluation. A proposal for electing this committee will be made under the heading of "new business."
4. We have discussed two proposals going from the Library Committee to the Provost's office. The chair of that committee, Joe McElrath, will report on these at a later meeting of the Senate.
5. With Robert Morgan, the director of the Learning Systems Institute, we discussed the future of Interactive Distance Learning at Florida State. Given the number of unanswered questions about IDL (including, for example, the ownership of materials, workload distribution, and faculty evaluation), we have urged that FSU not try to spread too thinly in this area, but rather focus on a few areas and develop them in some depth while finding solutions for those problems.
6. We have discussed departmental concerns about enforcing requirements that students meet pre-requisites for enrollment in advanced courses. All existing policies regarding enforcement of pre-requisites remain in effect. However, departments with problems in this area should contact the Dean of the Faculties.
7. We have discussed with President D'Alemberte the resolution on parking passed by the Faculty Senate on October 9, 1996. The President assures us that it will be referred to as decisions about parking are made in the future.
8. On the advice of the Council of Deans, Dean of the Faculties Edwards, and Provost Abele, and in disagreement with a vote of the Faculty Senate taken on December 4, 1996, President D'Alemberte has agreed that the name of the School of Library Science and Information Studies should be changed to "The School of Information Studies." The argument is that this change follows national practice in the field and that it does not impinge upon other Schools and Colleges in the University; it has been unanimously approved by the faculty of the School.

V.

Reports of Standing Committee

a. Undergraduate Policy Committee, G. Buzyna

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

Courses approved for Liberal Studies credit in the Humanities area:

CLA 2123 **The Roman Way**
 CLA 2110 **The Greek Way**
 ARH 2090 **Great Discoveries in World Archaeology**

Courses approved for Multicultural credit:

ARH 4529x **The Arts of Oceania, Africa and Native America**
 URS 1000x **World Cities: Quality of Life**
 SYD 3800y **Sociology of Sex and Gender**
 SYD 4700y **Racial and Minority Group Relations**

Senator Buzyna presented the following recommendation to the Faculty Senate:

To adopt the concept of Elective Concentrations.
 (See addendum 1.)

The recommendation was approved by the Faculty Senate.

b. Grievance Committee, L. Fridell

The Grievance Committee has not handled any grievances so far this academic year. (In contrast, we had three grievances last year and one the year before.)

Only one potential grievance came to the chair's attention, but since the faculty member had already initiated grievance procedures on the same issue through UFF, the grievance could not be accepted by our committee.

c. Curriculum Committee, K. Anderson

The curriculum committee has met regularly to review new and changed courses for the curricular file. As chair, I participated in the Ad Hoc Distance Learning Policy Committee to devise a method for the Curriculum Committee to handle the new modes of instruction required by the BOR for electronic media type courses. You'll be hearing more about that from that committee.

I would like to take this opportunity to reiterate one point from our memo sent to all faculty last spring. The committee is increasingly aware of the need for syllabi to be complete in details regarding evaluation standards in order to avoid grade appeals. Details of course requirements (how many exams and assignments and their weight toward the total grade) are required for course approval and grading scales are highly recommended. Changes in these details in subsequent offerings of the same course will not constitute a change that needs committee approval.

d. Student Academic Relations Committee, K. Anderson

The Student Academic Relations Committee is charged with hearing grievances of students who believe "that decisions about their academic work have been made improperly or unprofessionally". The committee has had two cases to hear so far this academic year. The details of the cases are confidential.

e. Interactive Distance Learning Ad-Hoc Committee, K. Laughlin

Senator Laughlin discussed the memo and new form dealing with Alternative Modes of Instruction. She then proceeded to answer questions from the floor. (The memo is addendum 2 and Form 2 is addendum 3.)

VI. Unfinished Business

There were no items of unfinished business.

VII. New Business

a. Recommendation of the Steering Committee to the Faculty Senate presented by Senator Marilyn Young:

Five members of the elected University and Promotion Committee be elected by the Faculty Senate to develop the applicable procedures for Sustained Performance Evaluations for FSU faculty. The recommended members are:

**Jeanne Flannery, Nursing
Jim Macmillan, Education
Aaron McNeece, Social Work
Anne Row, English
Pat Simmons, Theatre**

Rationale:

The Sustained Performance Evaluation became part of the BOR UFF Collective Bargaining agreement in December. The jointly adopted agreement requires an evaluation of faculty every seven years following the award of tenure or the most recent promotion to document sustained performance during the previous six years of assigned duties. To meet the requirement of this agreement Florida State University must establish a Sustained Performance Evaluation Committee of representative faculty to the university (immediately) in order to develop the necessary procedures for post tenure review prior to the 1996-1997 annual review cycle.

- b. Amendment to the Sustained Performance Evaluation recommendation proposed by Senator Bob Marshall:

The Ad Hoc Sustained Performance Evaluation Committee will report to the Senate at the March or April 1997 Faculty Senate Meeting.

The amendment was adopted by the Faculty Senate.

The Sustained Performance Evaluation recommendation as amended was adopted by the Faculty Senate.

VIII. University Welfare

A senator from the floor suggested that a faculty committee be established in order to explore the notion of a Faculty Club. President Cowart responded that she has already written to Provost Abele on the possibility of allocating space for the purpose of a Faculty Club.

IX. Announcements of Deans and other officers

Dean Edward reminded everyone about the Florida State 50th Anniversary activities that are offered as part of the 50th Anniversary celebration. He urged that everyone participate and hopes all will take an enthusiastic view of it.

X. Announcements of the President of the University

President D'Alemberte was unavailable for today's Faculty Senate meeting.

XI. Adjournment

The meeting adjourned at 4:30 p.m.

Jennifer Albee
Assistant to the Secretary to the Faculty



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Elective Concentrations

Undergraduate Studies has submitted to the Undergraduate Policy Committee a Conceptual Statement on Elective Concentrations. The Undergraduate Policy Committee has reviewed and endorsed this statement at its January 17, 1997 meeting and is hereby forwarding it for approval to the Faculty Senate. If approved, the Undergraduate Policy Committee will proceed to develop elective clusters and/or a system by which departments/units can propose elective clusters for UPC approval. It would be highly desirable to have the first Elective Concentrations advertised and in place for the Fall 1997 semester. The conceptual statement as submitted to the UPC by the Undergraduate Studies Elective Concentration Committee is attached.

Elective Concentrations Conceptual Statement

Undergraduate Studies, in concert with key advisors around campus, is concerned about the diminished requirements in the Liberal Studies Program, and about the challenges that new program will place on advising. We would like to offer guidance to some students in choosing their minimum of 24 elective credits wisely. Also, advisors need a mechanism to assist students in the selection of these currently undesignated hours.

In response to these concerns, we are recommending the development of Elective Concentrations, interdisciplinary clusters of electives, most at the lower level - 1000 and 2000 level courses - pointing to a given theme or interest. Elective Concentrations, acknowledged on the student's transcript, would be of intrinsic value to the student but also may be noteworthy to graduate schools and future employers. In addition, Elective Concentrations can be most helpful for the student who is undecided about his/her major.

It is expected that a number of Elective Concentrations can be developed from existing courses. The parameters are:

1. Must be interdisciplinary
2. Must be at least 12 hours and no more than 18 hours
3. Should provide a focus on a particular topic or issue.

Submitted to the UPC by the Undergraduate Studies Elective Concentration Committee:

Cynthia Everett, University Ombudsman - Chair
Bruce Bickley, Director, University Honors Program
Chris Boyd, Assistant Director, Undergraduate Academic Advising Center
Alice Earp, Director, Office of Undergraduate Studies
Linda Mahler, Director, Academic Support Acceptance Program
Tim Martin, Associate University Registrar
Patricia Stith, Director, Retention Center

Approved 01/17/97 by the UPC



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Addendum 2

February 24, 1997

MEMORANDUM

TO: All Administrators and Faculty

FROM: Faculty Senate Ad Hoc Distance Learning Policy Committee

SUBJECT: Change In Procedure For The Approval Of Alternative Modes Of Instruction

The Distance Learning Policy Committee has implemented a procedure for approval and tracking of alternative modes of instruction which replace traditional classroom contact hours. These modes include, but are not limited to, those used in current and developing distance learning courses.

Form 2, Alternative Modes of Instruction Approval Form is now required for any course for which alternative electronic (or other) modes of instruction **REPLACE** face-to face faculty-student contact hours. Courses, or part of courses, delivered by one-way or interactive teleconferencing, web-based courses such as those with electronic chat rooms or e-mail discussions are included but other methods may exist. Approval is required if any portion of the contact hours are to be delivered by an alternative means. Approval is **NOT** required for courses that use electronic media, videos, e-mail discussions or other methods to augment or enhance existing classroom activities. In addition to new changes, existing courses which have been altered from the approved modes of instruction submitted on the original university curriculum forms must submit a Form 2.

Approval comes from the department curriculum committee or equivalent in units that are not departmentalized, the department chair, program director or equivalent, the college or school level committees for curriculum or academic affairs and the Dean. Form 2 is then submitted to the University Curriculum committee which will verify compliance and maintain a file. This Committee recommends units institute a process to review proposals for distance learning courses before resources are allocated for course development. However, Form 2 is only required for a course ready to be offered in the alternative mode.

If a unit is moving toward offering an entire degree program via distance learning or alternative modes, they should contact the UPC or GPC as appropriate. These committees and the Curriculum Committee as well as the Office of Interactive Distance Learning will be helpful regarding policies concerning non-traditional modes of instruction.

We would like to take this opportunity to remind all faculty of related existing policy concerning "distance learning" type courses.

1. For any course to be delivered off campus, Form 1 must be submitted to the Dean of Faculties.

2. Any approved Liberal Studies course that is changed to replace traditional contact hours with alternative modes of instruction must also resubmit the course to the UPC for re-approval for Liberal Studies. This can be done by attaching a memo when submitting Form 2 and the Curriculum Committee will forward the request.

ALTERNATIVE MODES OF INSTRUCTION APPROVAL FORM
Form 2

Note: Form 1 must be completed for any course delivered off campus.

This form must be submitted to the University Curriculum File for any course for which all or any contact hours are substituted with alternative means of faculty-student interactions.

Date _____

Dept _____ College _____

1. Course number _____ 2. Title _____ 3. Cr hrs _____

4. Mode of instruction on campus _____ 5. No. of contact hrs _____

Example: a standard 3 hr lecture (C) course has 45 contact hours; a 1 hour lab (L) course has 30-45 contact hours; a 1 hr seminar (D) has 15 contact hours.

6. For any of the following that are incorporated in to the course to replace normal classroom contract hours, please list the number of hours used in each of the following BOR modes of instruction:

_____ Interactive teleconference (BOR Code- EA)

_____ One way teleconference (BOR Code- EB)

_____ E-mail, on-line seminars or discussions (BOR Code- EC)

_____ Other. (BOR Code- ED) Describe. Include any traditional classroom hours here _____

Please note that there is NO REQUIREMENT to report outside work for the course. For example, if the only difference between the traditional course and the course using "distance learning techniques" is that students use the WWW instead of a textbook, this form is not needed. Reading on the WWW does not generate any contact hours.

7. The following signatures authorize alternative modes of instruction and verify that the educational outcomes for the course using this (these) mode(s) of instruction are equivalent to the course taught in traditional modes.

Dept. Curriculum or Equivalent _____ Date _____ Dept. Chair _____ Date _____

Area or College Committee _____ Date _____ Dean _____ Date _____
where applicable

8. Attach the syllabus used for the alternative version of the course. The means of evaluation MUST be clearly stated on the syllabus.

Return this form and syllabus to Mrs. Janis Sass, 314K Wescott-1030 (4-7497)

University Curriculum Committee

Date