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AGENDA

FACULTY SENATE MEETING

DODD HALL AUDITORIUM

February 10, 1999

3:35 p.m.

- I. Approval of the minutes of the January 13, 1999 meeting
- II. Approval of the agenda for the February 11, 1999 meeting
- III. Report of the Steering Committee, K. Laughlin
- IV. Reports of Standing Committees
- VIII. Elections Committee, T. Matherly

Nominations for the Professional Relations & Welfare Committee:
2-Arts & Sciences, 1- Business, 1-Communication, 1-Information Studies, 1-Law,
1-Motion Pictures, Television & Recording Arts, 1-Visual Arts & Dance.

Nominations for the Grievance Committee: 2-Arts & Sciences, 1-Business,
1-Communication, 1-Information Studies, 1-Law, 1-Motion Pictures, Television &
Recording Arts, 1-Music.

b. Computing and Information Resources, C. Hofacker
- V. Unfinished Business
- VI. New Business
- VII. University Welfare
- IX. Announcements of Deans and other administrative officers
 - a. Alan Mabe, Dean of Graduate Studies
 - b. Angela Gaskins, Parking Services
- IX. Lawrence Abele, Provost and Vice President for Academic Affairs
- X. Announcements of the President of the University

**THE LAST REGULAR SENATE MEETING OF THE 1998-
1999 YEAR WILL BE HELD ON MARCH 17 IN DODD HALL
AUDITORIUM**



The Florida State University
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Boal

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FACULTY SENATE MEETING
FEBRUARY 10, 1999
DODD HALL AUDITORIUM
3:35 p.m.

RECEIVED
MAR 22 1999

Dean of the Faculties Office

I. Regular Session

The regular session of the 1998-1999 Faculty Senate met on Wednesday, February 10, 1999, in Dodd Hall Auditorium. Senate President Robley Light presided.

The following members were absent. Alternates are listed in parenthesis. D. Boroto, S. Brown, L. DeHaven-Smith, D. Ebener, J. Finnegan, J. Grant, N. Jumonville, E. Klassen, G. Knight, D. Kopriva, G. Leahy, R. J. Livingston, C. B-Lynch, S. McRorie, B. Menchetti, M.A. Moore (S. Fiorito), K. Myers, J. Ohlin, D. Peek, M. Pietralunga, V. Ping, P. Ray, M. Seidenfeld, F. Standley, J. Standley, D. Sumners, J. Teem, J. Tull, F. Vickory, M. Young, R. Zwaan.

II. Approval of the minutes

The minutes of January 13 will be approved at the March meeting.

III. Approval of the agenda

The agenda for February 10 was approved as distributed.

IV. Report of the Steering Committee

The Steering Committee has met three times since the last Senate meeting, including our regular monthly meeting with President D'Alemberte and Provost Abele. Dean Alan Mabe also attended that meeting. He reported on the 2+2 program as well as on the BOR's establishment of the "Florida Virtual University," about which more will be heard later in this meeting. President D'Alemberte brought us up to date on the cooperative nursing program the University has established in cooperation with St. Petersburg Junior College. These reports also led to discussion on other distance learning projects

and lingering concerns about intellectual property and questions of faculty workload. Plans are underway for another summer program to help faculty develop web-based and distance learning courses. The President also reported briefly on the recent interim report to the BOR concerning medical education. Other discussion focused on parameters and promotion for the President's Seminars for 1999-2000, TIP and PEP deadlines, plans to address market equity once TIP and PEP winners have been selected, and the projected timetable for completion of this year's Promotion and Tenure reviews.

Angela Gaskins and Paul Strouts from Parking Services attended our next meeting and explained the rationale behind the permanent decal. Several people have voiced objection to the payroll deduction plan, and we were assured there would be an option for people to pay the fee yearly if they wished. New scanner capability will allow better monitoring and the ability to catch people should tags be stolen. OPS employees (TA's, for example) would now be differentiated from permanent employees and get a different kind of sticker. This will allow some tiering of parking lots--excluding TAs from some lots which is not now possible. Ms. Gaskins will report further later in this meeting.

At this same Steering Committee meeting, Steve Edwards distributed further information on TIP and PEP, including numbers on eligible faculty from different units on campus. He also distributed several documents from last year related to the President's Seminars. We endorsed proceeding with the program, with Cliff Madsen helping to re-word the letter to be sent out to the faculty. Janis Sass informed us that we could use the same course number again this year.

At our third meeting, Larry Conrad, Assistant Vice President for Technology Integration, presented a comprehensive report on information technology issues on campus. He sees his office as the central support organization for all levels of operations at FSU, and is working both to take full advantage of what is already in place and to provide a safety net for all units in terms of technology issues. His report covered questions of campus networking, student access, instructional issues, research operations, other computer and technological applications, and strategic planning. He acknowledged the need to update campus computing and networking standards and reported on initiatives to establish an integrated "User Services" department as well as additional web-based training.

Finally, the Steering Committee finalized its charge to the Ad Hoc Committee on Cost Structures as follows: the committee is charged to investigate price structure and policies of academic and non-academic support services, compare them to similar services available off-campus, and report findings to the Senate Steering Committee. Kirby Kemper will chair the committee, Jim Cobbe and Edward McIntyre will also serve as faculty representatives, and a student representative is also being selected.

V. Reports of Standing Committees

a. Elections Committee, T. Matherly

A list of nominees received from Colleges/Schools was distributed at the Senate meeting. Senator Matherly opened the floor for additional nominations. There were no additional nominations. A ballot will be sent out to faculty members.

b. Computing and Information Resources, C. Hofacker

The Computing and Information Resources Committee is attached as Addendum I. Please feel free to contact Professor Hofacker if you have any questions or concerns.

VI. Unfinished Business

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

VII. New Business

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

VIII. University Welfare

There were no items of University Welfare for today's meeting.

IX. Announcements of Deans and other administrative officers

a. Alan Mabe, Dean of Graduate Studies

Dean Mabe gave a brief report on the 2+2 program, which offers upper division majors in community colleges.

Dean Mabe is continuing to work with web-based courses and anyone who needs information or assistance should contact him.

b. Angela Gaskins, Parking Services

Ms. Gaskins gave an update on changes, including the office name to Parking and Transportation Services. There are new, user friendly, brochures, updated signs and bus signs. Parking tickets and decals are now handled through Student Financial Services. Some of the problems encountered earlier have been corrected. The proposed new parking decals will make it easier for the parking patrollers to use hand-held scanners to determine illegally parked vehicles.

Other items of information included the installation of timers at bus stops which will show how long one has to wait for the next bus, a new web site with up-to-date information and a new parking garage is slated to begin construction in fall, 2000.

X. Announcements from Provost Abele

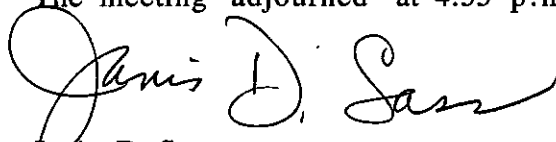
Provost Abele gave a brief report on the need for FSU to continue to recruit and grow at our Ph.D levels in all areas. It is still too early to have a clear picture of legislative budget issues.

We should work to add 20 new named professors every year and increase our stipend for the Lawton Professors.

Again, graduate enrollment remains our number 1 priority. The best recruiting technique is personal contact with potential students. Library cuts continue to be a problem.

XI. Adjournment

The meeting adjourned at 4:55 p.m.



Janis D. Sass
Secretary to the Faculty

**RECOMMENDATIONS OF THE
CIRC NETWORKING E-MAIL SUBCOMMITTEE FOR ESTABLISHING A
COMMON E-MAIL ENVIRONMENT AT FSU**

CONTENTS

- I. Background**
- II. Assumptions**
- III. Requirements**
- IV. Recommendations**
- V. Training**
- VI. Support**
- VII. Action Items**
- VIII. Glossary**

I. BACKGROUND

There are a number of e-mail systems deployed for academic use at FSU with many faculty using Eudora(/Pro). Many students currently utilize the Garnet host-based e-mail system (Elm), which has limited functionality.

Last academic year, CIRC established an e-mail subcommittee to make recommendations regarding e-mail standards. That subcommittee proposed adoption of POP3 as a standard for the campus with Eudora/Pro as the preferred client for faculty/staff and Netscape (or other web-browsers that support POP3) for students.

Many administrative offices utilize cc: Mail, but the vendor has dropped further enhancements/development for cc: Mail. All ~1400 cc: Mail users must replace the e-mail clients on their systems this year. This will be a substantial investment in time and effort, but provides a unique opportunity to deploy a more cohesive and compatible e-mail environment for the campus.

There have been significant problems in exchanging e-mail attachments between the academic and administrative communities at FSU because the respective e-mail environments have not been as compatible as they need to be.

As we face changing out the existing cc: Mail clients, this is a good time to see if there is a solution that would better meet the needs of the campus community.

There were functional issues affecting cc: Mail users that were not considered by the CIRC e-mail subcommittee. Some of these are related to a server-centric system (like cc: Mail) and do not translate well or at all into a client-centric system (like any POP3 client). An administrative e-mail committee was formed last year to look at options and considered the POP3/Eudora recommendation from CIRC. It concluded POP3/Eudora would not work for many administrative users.

Consequently, a new joint academic/administrative e-mail subcommittee was formed last fall under the auspices of the CIRC Networking Subcommittee to look for a set of solutions that would better serve the various campus constituencies.

II. ASSUMPTIONS

All ~1400 cc: Mail clients must be replaced with "something" by December 31, 1998.

E-mail is becoming a critical communications vehicle between faculty/staff/students/the world.

Exchange of e-mail documents (attachments), beyond simple text; will be increasingly important to all segments of the campus.

An integrated e-mail environment is a desired goal for FSU.

Any recommended e-mail solution should provide comparable functionality to the predominant systems in use on campus today.

III. REQUIREMENTS

The following requirements were identified for a comprehensive e-mail environment at FSU.

Reliable exchange of documents. E-mail users need to reliably exchange a wide variety of document types. This primarily a client issue and not a server issue.

Common directory. A common directory is needed which is tightly integrated with e-mail and calendaring and which allows a user to type a partial name. Changes made to the directory need to be immediately available to all users.

Coordination of office/home e-mail. Many faculty and staff are highly mobile and work almost interchangeably from their offices or their homes or while traveling. The e-mail environment needs to seamlessly support such usage.

Rule-based filtering. The ability to do rule-based filtering of e-mail is needed to help users organize and prioritize their messages.

Auto-response capability. The ability to generate automatic responses to certain messages is needed to handle high volume e-mail environments.

Calendar integration. For calendaring users, this software needs to be tightly integrated with the e-mail system to support meeting notices.

Shared accounts and folders. Service departments need shared accounts and folders to allow multiple staff to respond to student or other high volume e-mail environments.

Server-centric vs. client-centric. Different e-mail users and environments require the inbox/outbox and all folders reside on the server. These reside on the client with POP3. Which is preferable depends on one's viewpoint and needs. We need an e-mail environment flexible enough to support both paradigms.

Same client for mobile or stationary users. The client (user interface) needs to be the same for users whether they are in their offices, at home, or on the road, with the same functionality at all locations.

Improved support environment. A more cohesive e-mail environment will make training, documentation, site licensing, and user support much easier to provide requiring fewer overall resources and hence lowering costs for the university.

International access is needed. E-mail usage must not be place-bound in any way. This includes access from anywhere in the world. (The IBM ISP agreement should foster this as they have local phone access worldwide.)

Return receipts. The e-mail environment needs to offer an option that supports return receipts, which is a feature that allows an e-mail sender to be notified when recipient's open messages sent to them.

Shared personal directories. It is desirable that users be able to share personal directories. Although this is less of an issue when there is a good common directory available.

IV. RECOMMENDATIONS

The following table summarizes the e-mail recommendations:

Mail Transfer Protocol:
SMTP

Mail Client Transfer Protocol:
IMAP4

Clients:

Netscape Communicator (or a compatible product)
Microsoft Outlook98 and Outlook/Express (or a compatible product)

Servers:

University of Washington and
Microsoft Exchange (or compatible products)

Message Content:
ASCII Text

Attachments:
HTML

Directory:
LDAP

Calendaring:
Microsoft Exchange/Outlook98 (or a compatible product)

Student E-mail:
Client/server e-mail in FSU computer labs

Faculty/Staff E-mail Addresses
<first_name>.<last_name>@fsu.edu

Authentication:
Kerberos (initially)

Mail Transfer Protocol: SMTP is the standard for the Internet and must be supported.

Client Transfer Protocol: IMAP4 will support storing e-mail and folders on either the server or the client and can support both

options concurrently with synchronization between the server and the client. This addresses both the needs of the server-centric cc: Mail users and the client-centric POP3 users.

Clients: The ideal e-mail solution would not require wholesale software installations for thousands of users. Many users already have Netscape Communicator, Microsoft Office 97 (Outlook98), and/or Microsoft Internet Explorer (Outlook/Express) and will keep them updated. (Or compatible products.) Netscape Communicator is free to higher ed users. Office97 must be purchased. Outlook/Express comes with Internet Explorer, which is bundled with current versions of the Windows platform.

Servers: The University of Washington is the main entity supporting the IMAP4 standard and their server is available free of charge. The Microsoft Exchange server fully supports the Outlook products, but must be purchased. (Or compatible products.)

Message Content: ASCII text is still the lowest common denominator for exchanging information and needs to remain the primary standard for e-mail message content. Other kinds of documents can be exchanged as attachments (see below).

Attachments: When simple ASCII text will not suffice, other documents types can be included as HTML attachments. The attachments can be opened in any web-browser if the e-mail client does not support an HTML viewer.

Directory: One of the more difficult challenges in dealing with e-mail on campus is finding current e-mail addresses. ACNS maintains one campus-wide LDAP director that all users can access (connect to) for up-to-date e-mail addresses.

Calendaring: To be effective, an integrated calendaring system needs to be able to crosscheck calendars for all those who use it. The Exchange server supports such functionality for the Outlook products. (Or a compatible product.)

Student E-mail: More and more faculty relies on e-mail for student communications, homework/paper submissions, and even

"electronic office hours." To be effective, a fully functional client/server e-mail environment for students is needed.

Faculty/Staff E-mail Addresses: E-mail addresses need to be less volatile as server's change and faculty and staff moves around campus. ACNS already supports a generic e-mail address format in the form <first_name>.<last_name>@fsu.edu that can address this need.

Authentication: For a variety of reasons, we need to ensure someone who sends e-mail is indeed the person they say they are. These vary from verification of homework/paper submittals to preventing harassment. We need a mechanism for verifying e-mail users are who they saying they are (authentication). Kerberos is presently in use by ACNS for PPP accounts and should be extended to e-mail clients as an initial authentication mechanism.

V. TRAINING

AIS will work with ACNS to ensure administrative users receive adequate training on converting to and using the new e-mail clients. In addition to the mechanics of the new e-mail clients, users will need to know when to send attachments, and when not to send attachments, and the etiquette of attachments.

VI. SUPPORT

Help Desk support will be provided for the new e-mail clients. An easy software distribution mechanism will be explored. Adequate installation and usage documentation will be provided. We plan to provide local "quickie" instruction for faculty; perhaps by departmental support personnel in nearby lab settings.

VII. ACTION ITEMS

A number of issues need to be addressed to successfully deploy the proposed new e-mail environment at FSU. These include:

All IMAP4 clients need to connect to the ACNS LDAP directory.

Some kind of mechanism is needed for special distribution lists, e.g., deans/directors--limited availability distribution lists and/or a message-of-the-day URL might be ways to address this.

A short-term training plan to support the administrative conversion is needed as well as a longer-term plan to provide support for these clients as part of the standard ACNS training suite.

ACNS will implement client/server e-mail for students in their computer labs.

We will need to deploy Kerberos authentication for all e-mail users.

We need to set up local "quickie" training sessions for faculty that are in close proximity to their offices.

We need to determine if there are any Year 2000 issues that might drive some of the e-mail conversion effort.

We need to identify any significant cost issues that would impact departments.

We need to develop a communication or "marketing" plan for informing and involving the FSU community.

GLOSSARY

The following acronyms were used in this document:

ACNS

FSU Academic Computing and Networking Services

AIS

FSU Administrative Information Systems

ASCI
American Standard Code for Information Interchange

CIRC
FSU Computing Information and Resource Committee

HTML
Hypertext Markup Language

IBM
International Business Machines

IMAP4
Internet Mail Access Protocol

ISP
Internet Service Provider

LDAP
Lightweight Directory Access Protocol

POP3
Post Office Protocol

PPP
Point

SMTP
Simple Mail Transfer Protocol

URL
Uniform Resource Locator