



The Florida State University
Tallahassee, Florida 32306-1030

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AGENDA
FACULTY SENATE MEETING
DODD HALL AUDITORIUM
January 13, 1999
3:35 p.m.

- I. Approval of the minutes of the November 4 and December 2, 1998 meetings
- II. Approval of the agenda for the January 13, 1999 meeting
- III. Report of the Steering Committee, K. Laughlin
- IV. Reports of Standing Committees
 - a. Curriculum Committee, K. Anderson-Lazier
 - b. Undergraduate Policy Committee, M. Young
 - c. Ad Hoc Liberal Studies Committee, P. Wright
- V. Unfinished Business
- VI. New Business
- VII. University Welfare
- VIII. Announcements of Deans and other administrative officers
 - a. Dave Hart, Athletic Director
- IX. Announcements of Provost, L. Abele
- IX. Announcements of the President of the University

THE NEXT SENATE MEETING WILL BE FEBRUARY 10
IN DODD HALL AUDITORIUM



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Boor

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EDWARDS, STEVE
VP ACADEMIC AFFAIRS
WES 314 1480

**FACULTY SENATE MEETING
JANUARY 13, 1999
DODD HALL AUDITORIUM
3:35 p.m.**

I. Regular Session

The regular session of the 1998-1999 Faculty Senate met on Wednesday, January 13, 1999, at 3:35 p.m., in Dodd Hall Auditorium. Senate President Robley Light presided.

The following members were absent. Alternates are listed in parenthesis. L. Adamovich, J. Altholz, R. Arora, J. Beckham, M. Bonn, D. Boroto, B. Braswell, S. Bush-Baskette, B. Cappuccio, M. H-Chavez (D. Maher), D. Christie, B. Close, L. DeHaven-Smith, D. Ebener, K. Erndl, J. Finnegan, J. Fiorito, L. Garvin, J. Grant, G. Judy, N. Jumonville, W. Kealy, E. Klassen, G. Knight, W. Landing, G. Leahy, R. J. Livingston, V. MacDonals, R. Marshall, L. Mastrogiacomo, T. McCaleb, S. McRorie, B. Menchetti, M. G-Mesterton, W. Nichols, J. Ohlin, D. Peek, V. Ping, M. Pohl, D. Quadagno, D. Rasmussen (J. Gapinski), P. Ray, V. Richard, S. Rickless, M. Riley, S. Safron, L. Sheperd, F. Standley, J. Standley, D. Sumners, J. Teem, D. Zahn, R. Zwaan.

II. Approval of the minutes

The minutes of November 4 and December 2 were approved as distributed.

III. Approval of the Agenda

The agenda was approved with the addition of a report from Acting Vice President for Research Ray Bye under "Announcements from administrative officers".

IV. Report of the Steering Committee, K. Laughlin

Because of the holiday break, the Steering Committee has met only twice since the last Senate meeting on December 7. For the spring term. The Committee will meet on Mondays from 9:30-11:00 in the KMU meeting room.

In December we met with three representatives from Contracts and Grants, Greg Thompson, Qlivia Pope, and Bob Bennett to discuss ongoing faculty complaints about the contracts and grants process. Steering Committee members expressed their concern that faculty members be treated as partners in the grant process. All agreed on the need for improved communication between faculty and C&G personnel and for ways to speed up administration of applications and awards. The C&G representatives reported on improvements already in place, especially in the pre-awards section. They also identified three ongoing needs within the C&G office and steps being taken to meet these needs 1) improved salaries so that it will be possible to hire staff with greater experience; 2) at least one additional position; and 3) implementation of a career ladder to help keep experienced staff members and improve staff morale. The Steering Committee recommends that the CRC look into these issues and do what they can to respond to staffing and funding needs.

In response to cost concerns the Steering Committee is establishing a small fact-finding committee called the Ad Hoc Committee on Cost Structures. 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. This will be a small committee, consisting of four faculty members and one student. Kirby Kemper and Jim Cobbe have agreed to serve, and we are looking for someone from Business with accounting experience to be a third member. Matt Felix has been asked to name a student. Tim Matherly will serve as liaison between the committee and the Steering committee and we will have the group meet with the Steering Committee before they begin their work.

Other business included recommendations for appointments to various university committees; discussion of TIP and PEP procedures and a report from Angela Gaskins about parking services updates. There was some disagreement over a new proposed policy that will provide permanent faculty and staff stickers and payroll deduction for payment as well as policies offering faculty stickers to TAs. The

Steering Committee plans to invite Ms. Gaskins to a Steering Committee meeting in the near future. Finally, the Committee christened the ad hoc Liberal Studies review committee the "Task Force on Liberal Education and the Future."

V. Reports of Standing Committees

a. Curriculum Committee, K. Anderson-Lazier

In addition to review and approval of submitted courses, the Curriculum committee has dealt with some special issues.

1) The University Curriculum File. All courses submitted as new or changed are kept on file in the registrar's office. It is the responsibility of the Curriculum Committee to maintain the accuracy of that file. Currently, the syllabi on file are the ones submitted to the curriculum committee, which are required to be ready to present to students. In addition to course objectives, content and evaluation criteria required by the state, the committee require details regarding texts, assignments, and clarification of attendance policy if there is one, an ADA statement etc. Syllabi range from a few terse one pagers to some that are at least 20 pages. It is the length of many, not the lack of conformity that has become a problem. Therefore, to add to the paper work, but to decrease the paper storage, we have devised a one pager that will be required of all curriculum committee submissions in future (attached as **Addendum 1**). It is in addition to, not in place of, the submission of a student syllabus but it is the only syllabus that will be filed at the university level after approval.

Along with cutting down on the amount of paper on file, we hope the form will clarify when a course should be resubmitted as a CHANGE.

Course Objectives: The objectives should be free from faculty differences so that any other faculty could teach the course for the same credit. The objectives should not have to change when the course is offered by distance learning. At the same time, they cannot be so broad as to not be able to tell the difference between similar courses - e.g. "Intro to Shakespeare" and "Shakespeare" must have distinct objectives. The distinction can be helped by the brief outline. We need the content to help clarify depth and breath of a

course within the objectives but changing from a discussion of one play to another would not change the course. However, if the objectives change, the course must be resubmitted.

Evaluation criteria: There are only 3 categories. Exams only, Exams plus other, and no exams (only assignments). These are totally insufficient for a student syllabus. However, changing evaluation criteria may, in some cases, affect the curriculum for a program. If certain courses are counted on to require term papers and others oral presentation and the course becomes an exam only course, other courses in the program may also have to change. Therefore, if changed, dept approval is required and a new syllabus needs to be filed at the University level.

2) Special Topics Courses. We formalized into policy a long-standing informal rule about Special Topics courses. No topic can be offered more than 3 times. Submitting the course for its own number can make a fourth offering and faculties are reminded that that process could take a full semester. In addition, we like to remind everyone that there is the requirement that all Special Topics offerings submit a syllabus for the curriculum file at the beginning of the semester it is being offered. And from now on, that will be the one page official file syllabus ONLY.

VI. Undergraduate Policy Committee, M. Young

The Senate accepted courses submitted by the Undergraduate Policy Committee for various requirements (attached as Addendum 11).

VII. Task Force on Liberal Education and the Future, P. Wright

Our committee now has a name: the Task Force on Liberal Education and the Future. This is a frightening title, but it conveys the importance and the delicacy of the task. The Task Force was created by the Steering Committee to respond to the numerous remarks and concerns generated by the Commission on the Future as well as many concerns expressed in the Faculty Senate over the years. You heard the charge to the committee at the December meeting of the Senate.

The committee met for the first time before the holiday break, and it will meet again today immediately following the Senate meeting. Members of the committee are Al Imershein (College of Social

Sciences), Jane Clendenning (School of Music), Fred Leysieffer (Office of the Provost), Marilyn Young (College of Communication), George Buzyna (College of Engineering), Cynthia Bowman (College of Education), and Carrie Leverenz, David Levenson and Perrin Wright (College of Arts and Sciences)

The committee began by discussing the ideal of liberal education. To our relief we discovered that we are closely in agreement on this ideal. So far, we have made no attempts to discuss the particulars of a curriculum to uphold that ideal, nor have we entered into any discussion of other undergraduate requirements that some might see as a useful or necessary part of the baccalaureate experience. These will come later.

Our committee will meet often in the spring semester and will report to the Steering Committee as early as possible. At some point, the Senate will have the opportunity to hear our recommendations and respond to them before other actions are taken.

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

a. Dave Hart, Athletic Director

Mr. Hart gave some statistics showing that academically our athletes are doing very well. He also complimented our football team on keeping the streak of 10 game win seasons and a top 4 ranking for the past twelve years.

The Student Development Life Skills Program is continuing to provide our athletic students with a well-rounded university experience.

FSU placed an ad in the Knoxville newspaper congratulating the University of Tennessee on its national championship.

Mr. Hart reported that only two Division I-A schools ranked nationally in graduation, Tulane and Florida State University.

b. Acting Vice President for Research, Ray Bye

Mr. Bye expressed his desire to open lines of communication in the Office of Research. He plans on using the Futures Committee report and the CRC to make FSU the best public institution in the country. The problems in Contracts and Grants is high on his list of priorities and their move back to the main campus is the beginning of changing attitudes. If you have concerns or suggestions, please don't hesitate to make them known.

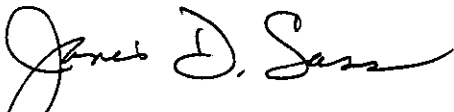
XII. Announcements of the President of the University

Mr. D'Alemberte commended the good job Mr. Hart and the entire Athletic Department is doing. FSU commands a tremendous amount of respect from the media and the NCAA due to the work ethics of all involved with our athletic programs.

Some upcoming issues include PECO funding, property for the lab school, and continuing discussion of a medical school.

XIII. Adjournment

The meeting adjourned at 4:40 p.m.



Janis D. Sass
Secretary to the Faculty

Addendum I

FSU Curriculum File Syllabus

Date approved _____ Course number (when available) _____
to be filled in at Univ level

Course Title _____

Pre or co – requisites _____ repeat code _____

Course objectives: (Objectives should be stated broadly enough to allow for individual faculty differences and for changes in mode of delivery. However, enough detail should be given to distinguish from other courses and allow assignment of a SUS common course number. Committee approvals are required for a change in objectives.)

Brief Outline of topics to be covered (without dates)

Evaluation criteria. CHECK ONE (Change in evaluation criteria requires the department to submit a new syllabus for the file)

___ exams only (the number and weight of each to be reflected on the student syllabus)

___ exams and other (such as lab reports or assignments, term paper or written project report, oral presentation; the weight of each to be reflected on the student syllabus)

___ no exams – only assignments (to be described clearly on the student syllabus)

For approvals – attach a syllabus to be distributed to students. It must state in writing : an academic honor code statement (which may refer students to the handbook) and a statement satisfying ADA.

Addendum II

Approved Faculty Senate 1/99

THESE COURSES WERE APPROVED BY THE UNDERGRADUATE POLICY COMMITTEE TO SATISFY THE FOLLOWING COMPONENTS:

MULTICULTURAL

- *REL 3146y - GENDER AND THE BIBLE
- *REL 2315x - RELIGIONS OF SOUTH ASIA
- *MUS 2390y - TEACHING MUSIC TO DIVERSE POPULATIONS
- *ANT 3231x - INTRODUCTION TO FOLKLORE
- *ANT 3610x - LANGUAGE AND CULTURE
- *ANT 4241x - ANTHROPOLOGY OF RELIGION
- *ANT 4326x - PEOPLES AND CULTURES OF MEXICO AND CENTRAL AMERICA
- *ANT 4362x - PEOPLES AND CULTURES OF SOUTHEAST ASIA
- *ANT 4363x - JAPANESE SOCIETY AND CULTURE
- *ANT 4364x - CHINESE SOCIETY AND CULTURE

RECEIVED
MAR 19 1999
Dean of the Faculty Office

COMPUTER SKILLS

- *MUS 2360 - INTRO TO MUSIC TECHNOLOGY

ORAL COMMUNICATION

- *AEROSPACE STUDIES PROPOSAL

GORDON RULE

- *AMH 2002w - AMERICAN INDIANS AND THE UNITED STATES

COMMITTEE WILL DISCUSS MATH EQUIVALENCIES: ADDING SUCH COURSES AS CGS 2060, CGS 2100, PHI 2100, PHI 2010, PHI 2630 CLT 3041

NEXT MEETING IS JANUARY 20, 1999.