



The Florida State University
Tallahassee, Florida 32306-1030

FACULTY SENATE, 1030

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<http://www.fsu.edu/~fasenate/index.html> AGENDA

**FACULTY SENATE MEETING
DODD HALL AUDITORIUM
November 17, 1999
3:35 p.m.**

Approved

- I. Approval of the minutes of the October 20, 1999 meeting
- II. Approval of the agenda for the November 17, 1999 meeting
- III. Report of the Steering Committee, K. Laughlin
- IV. Special Order: United Way Campaign, K. Myers and D. Foss
- V. Reports of Standing Committees
 - a. Undergraduate Policy Committee, M. Young and G. Buzyna
- VI. Unfinished Business - *None*
- VII. New Business - *None*
- VIII. University Welfare - *None*
- IX. Announcements of Deans and other administrative officers
 - a. Human Subjects Committee, D. Gruender, *Heidi Hodges*
 - b. Council on Research and Creativity, R. Ellington
- X. Announcements of Provost, L. Abele - *No*
- XI. Announcements of the President of the University

THE NEXT SENATE MEETING WILL BE DECEMBER
3 IN DODD HALL AUDITORIUM



THE FLORIDA STATE UNIVERSITY
Tallahassee, Florida 32306-1480

FACULTY SENATE, 1480
(850) 644-7497
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FACULTY SENATE MEETING
Dodd Hall Auditorium
November 17, 1999
3:35 p.m.

Boat

RECEIVED

DEC 10 1999

Dean of the Faculties Office

I. Regular Session

The regular session of the 1999-2000 Faculty Senate met on Wednesday, November 17, 1999 at 3:35 p.m. Senate President Robley Light presided.

The following members were absent. Alternates who were present are listed in parenthesis. L. Adamovich, S. Ash, N. Bonesteel, D. Boroto, F. Brooks, S. Bush-Baskette, D. Christie (L. Gavin), B. Close, J. Cobbe, C. Connerly, D. Corbin, D. Ebener, K. Erndi (J. Kelsay), J. Gapinski, L. Giunipero, J. Graham-Jones, A. Imershein, C. Imwold, N. Jumonville, E. Klassen, G. Knight, D. Kuhn, W. Landing, M. Licht, C. Madsen (A. Brown), R. Mariscal, T. Matherly (J. Ohlin), T. McCaleb, E. McDuffie (D. Guitros), M. McElroy, B. Menchetti, M. A. Moore, D. Nast, B. Palmer, V. Ping, M. Pohl, D. Pullen (J. Sickinger), M. Ragheb, D. Rasmussen, P. Ray, M. Riley, P. Simmonds, S. Sirmans, J. Standley, J. Teem, F. Vickory, Z. Wang, M. Young.

II. Approval of the Minutes

The minutes of October 20, 1999 were approved as distributed.

III. Approval of the Agenda

The agenda was approved as distributed.

IV. Report of the Steering Committee, K. Laughlin

Since the last Senate meeting, the Steering Committee has met four times, including our regular meeting with President D'Alemberte and Provost Abele, which took place on November 1. That meeting included discussion of several issues the Steering Committee has been addressing throughout the month:

1) Ongoing efforts to **consolidate departmental and program review processes**. Both the Provost and the President expressed their strong support of efforts to coordinate and eliminate redundancy in reviews, and we discussed ways to integrate the reviews the Provost is currently conducting with GPC reviews as well as with the new, more flexible BOR review process. Representatives from the GPC, the Dean of Faculties office and the Provost's office have been meeting to continue

working out details of a consolidated review process, and revised procedures should be in place shortly.

2) The **importance of recognizing on-campus service**, including service on review teams and other major faculty contributions to the ongoing work of the university. Provost Abele acknowledged the tremendous amount of service work that faculty members do and suggested that faculty and departments should indeed recognize and reward such work at the departmental level. The Steering Committee in turn urged the President and Provost to make their support more visible by taking every possible opportunity to make it clear that they do indeed value and recognize faculty service contributions.

3) The **President's Seminars**. As part of our ongoing work on the report of the task group on **Liberal Studies**, the Steering Committee suggested that Associate as well as Full Professors be invited to offer these seminars. We also discussed seeking ways to allow the seminars to carry Gordon Rule credit as a means of encouraging more students to take advantage of them.

4) Plans for Senate discussion of **Promotion and Tenure procedures**. We informed the President about plans to discuss these procedures, especially regarding open meetings at Senate meetings in January and February.

The Steering Committee also met with Professor Jack Taylor, chair of the ad hoc **Committee on the Evaluation of Teaching**, to discuss that committee's most recent findings regarding teaching evaluation and evaluation instruments. The Steering Committee has asked that group to continue working on developing and validating instruments to assess teaching effectiveness as well as on considering alternative means of teaching evaluation.

As announced at the last Senate meeting, we also met with Director of Budget and Analysis, Ralph Alvarez, Fred Leysieffer from the Provost's, office, and Joe Beckham and Gary Heald from the Senate Budget Committee to discuss **University budget issues** in preparation for the University Budget Committee meeting that was held today (November 17) from 1-3 p.m. This meeting brought us up to date on budget allocations and key features of the substantial legislative appropriation for the current fiscal year.

In other business, plans are underway for Steering Committee participation in a **Deans' Retreat** to be held in the spring. We are also arranging for a discussion of questions about **sweatshops and the licensing of FSU sportswear** for the December Senate meeting. At the request of the GPC, we discussed and made recommendations about a proposal to offer a Doctor of Education in Higher Education at the Panama City campus that would require modification of doctoral residency requirements.

Finally, Steering Committee members Marilyn Young and Karen Laughlin reported on their participation in a **meeting of the Advisory**

Council of Faculty Senates held in Tallahassee on October 22. Discussions at that meeting focused especially on opening up channels for AFCS input to the Board of Regents. The group did meet with Chancellor Herbert as well as with other members of the BOR staff. We were encouraged by indications that the Chancellor is seeking to give SUS universities greater autonomy in managing their own affairs and to encourage the legislature to follow his example.

V. Special Order: United Way Campaign, K. Myers and D. Foss

Dean Donald Foss and Professor Karen Myers are co-chairs for the FSU United Way Campaign. They asked that the FSU community be as generous as possible with your gifts. Please be receptive to your departmental coordinator. The theme is "Use Both Hands" and it is sincerely hoped that you will.

VI. Reports of Standing Committees
a. Undergraduate Policy Committee, G. Buzyna

Professor Buzyna gave a brief update on the activities of the Undergraduate Policy Committee. Addendum 1 is a list of courses approved by the UPC for various designations. Professor Buzyna reported that the UPC is nearing the end of reviewing all Liberal Studies courses for Areas III and IV. The committee will begin the next phase with Area V, Natural Science. After this task is complete the committee will address lifting the current Liberal Studies moratorium. Also, departments were reminded that more courses are needed to satisfy the Oral Communication and Computer Skills competency requirements.

VII. Unfinished Business

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

VIII. New Business

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

IX. University Welfare

There were no items of university welfare today.

X. Announcements of Deans and other administrative officers
a. Human Subjects Committee, D. Gruender and H. Hodges

Professor Gruender and Ms. Hodges gave a report on the operations of the Human Subjects Committee. Handouts were available and are included as Addendum 2 and Addendum 3. Professor Gruender stressed the importance of following federal rules and guidelines when conducting any type of human subjects' research. If you have particular questions or concerns, please visit the website www.research.fsu.edu or call 644-8836.

b. Council on Research & Creativity, R. Ellington

Professor Ellington presented an overview of the Council on Research & Creativity, Addendum 4. ALL faculties are encouraged to submit proposals. If there seem to be more science proposals accepted, it's mainly due to the lack of submissions from other areas. The Committee meets once a month and encourages your participation.

XI. Announcements of the Provost

Provost Abele was not in attendance at today's meeting.

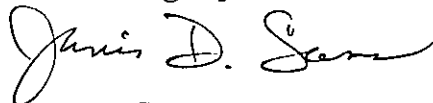
XII. Announcements of the President

President D'Alembere reported on some new areas for our international programs. On the issue of the governor's One Florida Plan, it is anticipated there will be little effect with our undergraduate enrollment. The issue with graduate enrollment is still not clear.

The President stated that the MGT report on medical services would be available next week.

XIII. Adjournment

The meeting adjourned at 5:05 p.m.



Janis D. Sass
Secretary to the Faculty

FOR YOUR INFORMATION
THE FOLLOWING COURSES HAVE BEEN
APPROVED UNDER THE DESIGNATIONS LISTED
BY THE UNDERGRADUATE POLICY
COMMITTEE

COMPUTER SKILLS COMPETENCY

BSC 2010L, BIOLOGICAL SCIENCE I LAB
EEL 3705L, DIGITAL LOGICAL LAB
EGN 1382, ENGINEERING CONCEPTS
COP 3502, COMPUTER SCIENCE I

GORDON RULE

ARH 2090, GREAT DISCOVERIES IN WORLD ARCHAEOLOGY
MUH 2011, INTRODUCTION TO MUSIC HISTORY
AMH 2095, AMERICAN INDIANS AND THE UNITED STATES
AMH 1005, THE AFRICAN-AMERICAN EXPERIENCE IN THE
UNITED STATES

GORDON RULE/MULTICULTURAL

CLA 3---, HOMOSEXUALITY IN ANTIQUITY

LITERATURE CREDIT

CLA 3501, GENDER AND SOCIETY IN ANCIENT GREECE

MULTICULTURAL CREDIT

FRT 3561, FRENCH WOMEN WRITERS
MUE 2390, TEACHING MUSIC TO DIVERSE POPULATIONS

ORAL COMMUNICATION COMPETENCY

AFR 1XXXX SEQUENCE IN AEROSPACE STUDIES
HIS 1103, SPEAKING ABOUT HISTORY

Office of Research

Human Subjects Committee

1999-2000

A guide to the most frequently asked

questions regarding the Human

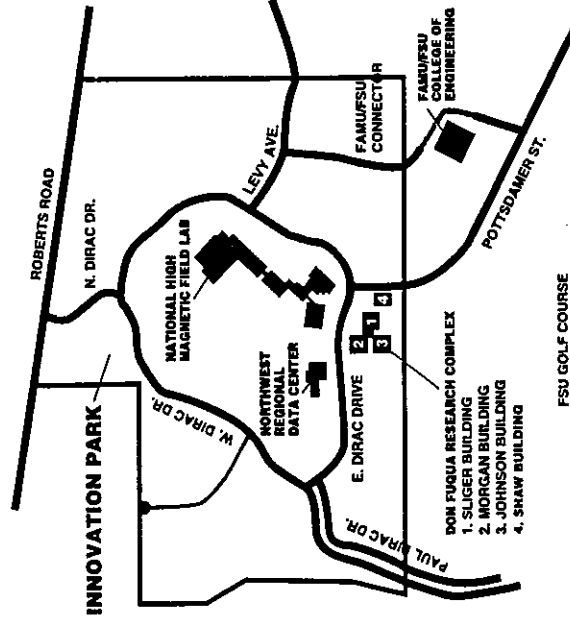
Subject Committee's review and

approval process

WHERE DO I GET A HUMAN SUBJECTS APPLICATION?

Applications can be mailed directly to you either by email or regular mail. To obtain an application please send your request to phaire@mailers.fsu.edu or hhodges@mailers.fsu.edu or call 644-8673. Additionally, the application can be downloaded from the Office of Research's home page: www.fsu.edu/~research/human.html

If you wish to obtain an application in person, they are available on-campus at the Office of the Vice President, 109 Westcott Bldg.



I'VE ALREADY COMPLETED MY RESEARCH WITHOUT PRIOR APPROVAL - NOW WHAT?

The IRB requirements do not allow the Human Subjects Committee to give approval to projects once the research has been completed. Warning: Failure to gain Committee approval prior to commencing your research can result in a forfeiture of data collected.

If a study has been completed without prior review and approval by the Human Subjects Committee, the researcher is still obligated to inform the Committee. For record-keeping purposes, the Committee should be notified by the researcher as to the specifics of his or her study.

DEFINITION OF RESEARCH (as detailed in Title 45 Code of Federal Regulations Part 46 section 102)

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities. . . .

(f) Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains

- (1) data through intervention or interaction with the individual, or
(2) identifiable private information. Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes. Interaction includes communication or interpersonal contact between investigator and subject. Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects. . . .

NEW- HUMAN SUBJECTS HOTLINE 644-8836 Call anytime for general and up-to-date information

visit us on the web at www.research.fsu.edu

Addendum 2

WHAT IS THE HUMAN SUBJECTS COMMITTEE?

The Human Subjects Committee is comprised of members from various University departments in accordance with the federal guidelines to ensure the protection of human subjects in research. NO STUDY INVOLVING HUMAN SUBJECTS CAN BE INITIATED UNTIL IT IS APPROVED BY THE UNIVERSITY'S COMMITTEE.

WHEN ARE THE HUMAN SUBJECTS COMMITTEE MEETINGS?

The Human Subjects Committee meetings are held in the 1st floor conference room of the Morgan Bldg, Innovation Park at 3:00 p.m., on the second Thursday of each month. If your project requires full committee approval, you will be notified (at the address you specify on your application). Projects which require full committee review must be received prior to the submission deadlines for each meeting. Submission deadlines apply only to those projects which require full committee review and can be located through our webpage at www.research.fsu.edu.

IS YOUR APPLICATION COMPLETE?

Incomplete applications will slow down the review process! Your application must be in complete form in order to be processed for review and approval. In addition, if consent forms do not contain all the required information, you will be contacted and asked to revise and resubmit these forms.

Note: It is very important that you provide a phone number or e-mail address where you can be contacted. Inability to contact a researcher for revisions or additional information needed in

order to review an application will slow down the review process also. *Applications will not be reviewed until they are in complete format.*

WHAT KIND OF REVIEW WILL MY PROJECT HAVE? (Full Committee vs. Exempt/Expedited)

The Federal regulations state how applications will be reviewed. Generally, applications can be categorized into one of the three below-listed

Full Committee - A full committee review is required when projects involve minors (except where standardized or education tests only are being administered); more than minimal risk to subjects is involved; subjects are mentally and/or physically challenged; prisoners as subjects; or research is of a controversial nature. Determination of full committee review is made after your application has been received and reviewed by the Office of Research. Projects which require full committee review should be received by the Office of Research prior to submission deadlines (see webpage at www.research.fsu.edu for deadlines). The Committee's regularly scheduled meetings are held the second Thursday of each month.

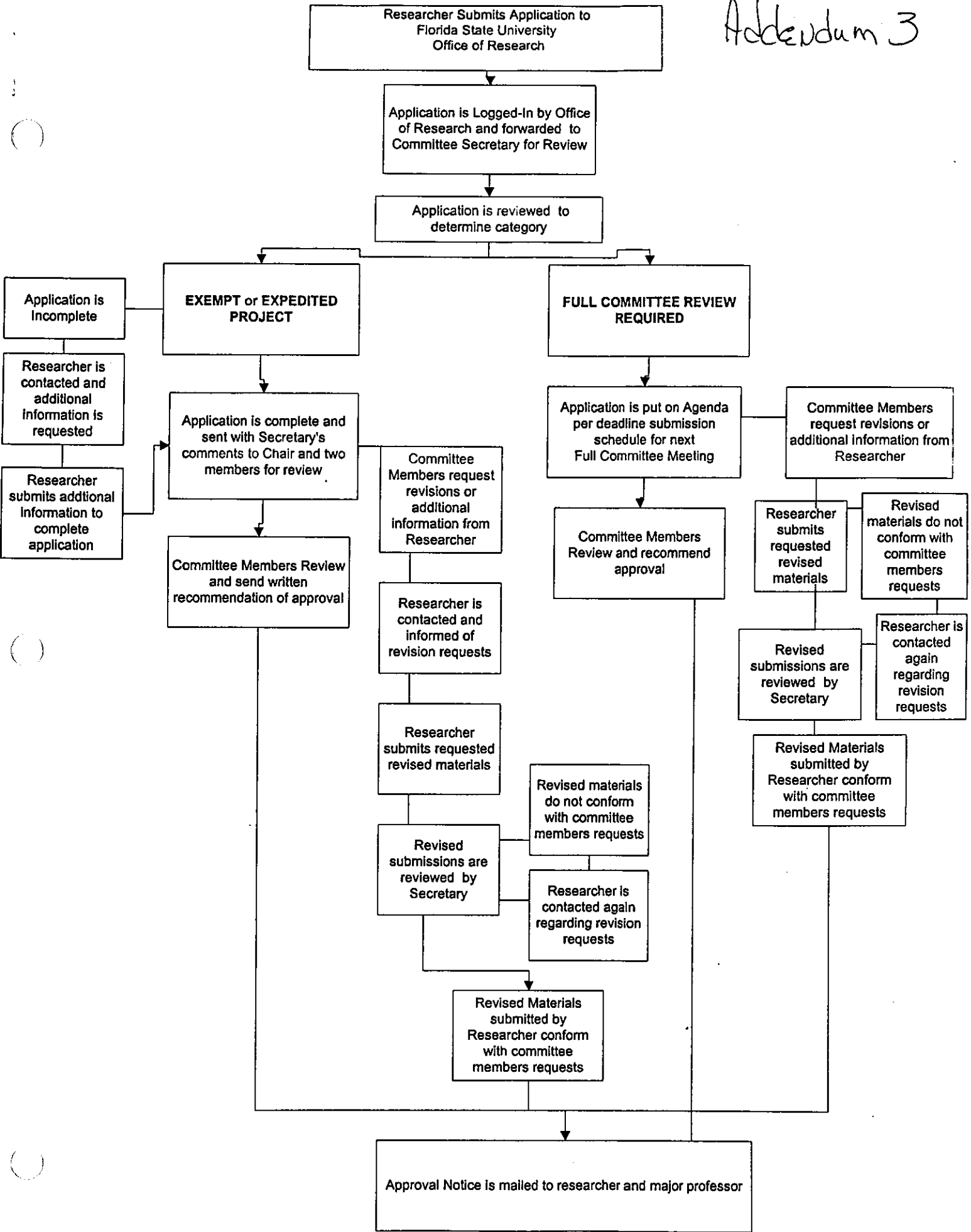
Exempt - Projects that are determined to be exempt will be reviewed by the Chair and two committee members. These projects are mailed out for review on a continual basis. You should allow 2-3 weeks turnaround time before approval is received. Exempt projects include, but are not limited to, those projects which involve administration of educational tests (cognitive, diagnostic, aptitude, achievement); surveys or questionnaires; interviews, observational studies, and use of archival data.

Expedited - Projects that are determined to be expedited include, but are not limited to, those involving monitoring physical activity; blood samples and taste or sensory participation of adult subjects. These projects are mailed out for review on a continual basis. You should allow 2-3 weeks turnaround time until approval is received.

No study is ever guaranteed absolute exemption from a full committee review - a committee member always has the right to request a full committee review if he/she feels it is necessary to do so.

ONCE APPROVED, HOW LONG WILL MY APPROVAL BE VALID?

Once your project is approved, you will be sent an approval notice which is valid for one year (with your approved consent form(s), if applicable). Although it is the researcher's responsibility to keep his/her project in good standing, you will be mailed a courtesy renewal notice as your expiration date approaches and, if additional time is needed, you must complete and submit a Renewal Request Form. In order to keep your project in good standing, renewal requests must be received prior to your expiration date and in accordance with submission deadlines, if applicable, for full committee review. Your project will be reviewed in the same manner in which it was initially approved (i.e., if your project initially received approval by full committee, it will be re-reviewed by full committee.



Overview of the Council on Research & Creativity

1999-2000 CRC Membership

Paolo Annino, Law
Ron Blazek, Information Studies
Bill Byrnes, Theatre
Joyce Carbonell, Psychology
Namas Chandra, Mechanical Engineering
Neil Charness, Psychology
Elbio Dagotto, Physics
Jorge Delva, Social Work
Ike Eberstein, Population Studies
Ross Ellington, Biological Science (Chair)
Owen Gaede, LSI
Richard Greaves, History
Rochelle Marrinan, Anthropology
Mark Martinko, Marketing
Joe McElrath, Jr., English
Laurie Molina, ISPA
Robert Neuman, Art History
Mike Overton, Human Sciences
Gary Peterson, Education (HSS)
Peter Ray, Meteorology
Steve Rollin, Education (HSS)
Justin Schwartz, MagLab
Douglass Seaton, Music
Raymond E. Bye, Jr., Interim VP, Research (ex officio)
Donald Foss, Dean, Arts & Sciences (ex-officio)
Alan Mabe, Dean, Graduate Studies (ex-officio)

Nominated by Deans of Colleges and Schools (3 year terms)

Scope of Major Responsibilities

1. Advise VP Research on matters relating to contracts/grants, research/creative activities and University infrastructure to support these efforts.
2. Determine the SRAD distribution for each fiscal year (usually occurs in late September, early October).

Distribution formula (FY 99-00 allocation):

1/3- VP Research "facilities fund" for cost-share on grants, start-up expenses for new faculty and other research related expenses (\$ 1,340,000)

1/6- CRC for grants programs (\$ 660,000)

1/2- Colleges, Schools, Departments (\$ 2,000,000); at the college/school level 25% goes to Dean and 75% to generating unit.

3. Administer Grant Programs- First Year Assistant Professor Program, Summer COFRS and Fall & Spring Planning Grants
4. Evaluate folders for Distinguished Research Professor and Developing Scholar; forward finalists to President

CRC Grant Programs with budget allocations for FY 99-00

1. Fall and Spring Planning Grants: max. \$6,000 per award, \$60,000 budgeted for both fall and spring. Proposals evaluated by three "in-discipline" groups of CRC members- social sciences, humanities and sciences.
2. First Year Assistant Professor Grants: max. \$ 10,000 per award (includes fringe benefits), \$300,000 budgeted this year. There are 54 eligible new faculty this year. Chair of CRC will approach Deans of impacted faculty to secure funding for those who do not receive FYAP awards.
3. Summer COFRS: max. \$8,000 per award, \$200,000 budgeted this year. Summer COFRS subcommittee will look over newly received proposals and solicit from Deans "in-discipline" referees to match the proposals.

CRC Initiatives for FY 99-00

1. Foster increased submission of proposals for external support of research and creative activities; enhance probability of funding of such proposals via workshops, mentoring, seed-funding, brokering of collaborations etc.
2. Promote development and enhancement of University infrastructure for conduct of research including facilities/physical plant and operations of Office of Sponsored Research, Maintenance, Personnel and Purchasing/Receiving.