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From: Dr. Richard W. Briggs *RWB*
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Dear Mr. Foy:

Thank you for your telephone call earlier today. In response to your request for information about the terms of the Advisory Council of Faculty Senates (ACFS) chair and for verification that I am now currently the holder of that office, I am faxing you a copy of the minutes of the June 6, 2001 ACFS meeting at which I was elected Chair-elect for 2001-2002, and of the current ACFS Constitution, which stipulates the one-year terms of officers.

The June 1, 2001 ACFS minutes are on-line at <http://www.science.fau.edu/chemistry/mdj/acfsjune2001.htm>.
The current ACFS Constitution is on-line at <http://www.science.fau.edu/chemistry/mdj/acfs.htm#Constitution>.

You can verify that I am current Chair of ACFS with Interim Chancellor Dr. Carl Blackwell (850-201-7111/7112/7220, carl.blackwell@fldcu.org), who attended the last ACFS meeting on September 27, 2002 in Tallahassee. He also has received electronic copies of our current ACFS Constitution and drafts of proposed revisions that will be considered at the January 31, 2003 ACFS meeting in Tallahassee. This information is also on-line at the ACFS Web site at the URL <http://www.science.fau.edu/chemistry/mdj/ACFS.htm#Membership> and. There is also a hot link to it from the main ACFS site at <http://www.science.fau.edu/chemistry/mdj/acfs.htm>. Finally, you can also verify it by contacting our Immediate past Chair, Dr. Mark Jackson (jacksonm@fau.edu; 561-297-2612); our Chair-elect, Dr. Howard Rock (rockh@fru.edu; 305-348-2329), or Dr. Chris Rasche (CRASCHE@unf.edu; 904-620-2850/2758), who was Chair two years ago when I was elected Chair-elect; or any of the other members listed on the Web page.

**Minutes of the ACFS Meeting
June 1, 2001**

ACFS members In attendance: Rasche, Chris; Jackson, Mark; Auzenne, Vall; Briggs, Richard; Burnette, Ada; Pettigrew, James; Cook, Ida; Gray-Vickrey, Peg; Hoffman, Frederick; Laughlin, Karen; Mullens, Mcihael; Paveza, Greg; Pelaez, Martha; Rock, Howard; Tyson, Nancy; Becker, Marion; Frohlich, Cheryl; Young, Marilyn.

Guests: Janet Owen, Jeff Muir, Llona Geiger, Ward Scott.

Web material: Campus reports, links to the Transition Task Force (TTF) and related material.

1. Meeting called to order at 9:00 am by Chris Rasche.

**2. The minutes of the February ACFS meeting were approved as posted on the web:
<http://www.science.fau.edu/chemistry/mdj/acfsfebruary2001.htm>.**

3. Announcements

- ACFS roster circulated for corrections; corrected list will be posted on the web.
- Distribution of handouts; ACFS material.
- Campus reports posted on the web; remaining reports will be posted after the meeting.

4. Election of chair-elect

Richard Briggs was elected as Chair-elect for 2001-2002.

5. Legislative Update: Where are we now?

Janet Owen, Legislative Liaison, UNF, and Jeff Muir, Legislative Liaison, USF, reported on the current status of the TTF and legislative establishment of a new governance system.

Summary of SB 1162: the "Florida Education Governance Reorganization Implementation Act" in the Minutes Appendix

6. Exploring Coalitions with Other Faculty Organizations

Ward Scott, President, Community College Faculty Coalition, reported on the development of a Community College faculty advocacy group.

web site: <http://www.ccfaculty.com>

7. ACFS Actions on new governance structure. Following discussion of the updates and related issues, ACFS passed the following resolutions to encourage the faculty of each SUS institution to participate as much as possible in the new system.

Resolutions:

Motion #1 passed:

The ACFS strongly encourages all its constituents that faculty be involved in the construction of rules and/or bylaws that will govern the university Board of Trustees and that such rules or bylaws define the roles and responsibilities of faculty in shared governance.

Motion # 2 passed:

ACFS leadership will explore possibilities for cooperative arrangements with other faculty organizations to promote the interest of university faculty.

(Note: Local community colleges coalition, UFF, with the word of caution that Community colleges are competing with Universities in some campuses. We are now in a situation in which UFF has to work for everybody.)

Motion #3 passed:

The ACFS urges each faculty Senate to work toward the strongest possible official representative or advisory role of the faculty senate leadership at all BOT activities.

8a. Campus Issues: Faculty evaluations of administrators

FIU presented a web-based tool for administrator evaluation

8b. Campus reports: posted on the web

Meeting adjourned at 3 pm.

Constitution

Advisory Council of Faculty Senates State University System of Florida

Preamble

In appreciation of the recognized importance of a collegial system of shared academic governance and to promote and strengthen the same for the State University System (SUS) of Florida as well as for each of the institutions within it, this constitution establishes the means for faculty participation in the process of governance at SUS level.

1.0 Name: The name of the organization shall be Advisory Council of Faculty Senates (ACFS).

2.0 Purpose: The ACFS shall be an independent organization advisory to the Chancellor and other officials and bodies of the SUS. The fundamental purpose of the ACFS is to work toward better and higher quality educational opportunities in the SUS. It shall serve as a mechanism to discuss issues of importance to the SUS and provide input from a faculty perspective. It shall also take necessary steps to promote communication with the Chancellor's office and among the Faculty Senates of the SUS institutions.

3.0 Structure: Faculty Senates (or equivalent governance structures) of each member institution of the SUS are established in accordance with each institution's constitution and tradition. Members of the Faculty Senates are representatives of the faculty at each institution. The membership of the ACFS shall consist of two representatives from each member institution, to be selected in accordance with the procedures established by the Faculty Senate of each institution. The two members from each institution shall be designated by the steering/executive committee of the Faculty Senate. One of the representatives from each institution shall normally be the current chair/president of its Faculty Senate. The Chancellor (or designee) shall be a non-voting ex-officio member of the ACFS.

4. Responsibilities:

4.1 The ACFS addresses system-wide matters of academic governance, including

4.1.1 Questions of comprehensive educational policy

4.1.2 Curriculum policy and curriculum structure

4.1.3 Requirements for degrees and granting of degrees

4.1.4 Policies for recruitment, admission, advisement and retention of students.

4.1.5 Development, curtailment, discontinuance and reorganization of academic programs.

4.1.6 Other matters concerning academic governance and academic issues.

4.2 The ACFS fulfills its advisory function and other responsibilities by utilizing various

means, including the following:

- 4.2.1 Draw on the combined experience, knowledge and expertise of the faculty in the SUS.
- 4.2.2 Serve as resource faculty, participate in research on issues, prepare reports and position papers, and provide recommendations and input on matters under consideration and discussion.
- 4.2.3 Identify resource faculty from various campuses who have interest and expertise in matters under consideration and discussion.
- 4.2.4 Raise and discuss issues that individual Faculty Senates have identified as issues of system-wide importance and bring such issues before the Chancellor, and other officials and bodies of the SUS.
- 4.2.5 Initiate among its members and with the individual Faculty Senates, discussion of issues of long-range importance to the SUS and to education in Florida.

5. Operating Procedures and Other Issues:

5.1 The officers of the ACFS shall consist of a chair and a chair-elect, and are elected by the membership at their meeting in April to serve one year terms starting at the beginning of the fall semester.

5.1.1 The chair shall serve as the presiding officer at all meetings and shall be responsible for coordinating all necessary matters preceding a meeting. In the absence of the chair, the chair-elect shall perform the duties of the chair.

5.1.2 After serving as the chair-elect for a year, the chair-elect shall become the chair for the subsequent year.

5.1.3 At any time, if the chair is not the designated representative of an institution, the chair may continue as a non-voting member.

5.1.4 The chair-elect shall keep minutes of the meetings and perform such other duties as directed by the members.

5.1.5 Vacancy for the office of chair or chair-elect shall be filled by election by the membership and for the remaining term in the office of the vacating officer.

5.2 The ACFS shall meet at least twice a year, once during the fall semester and once during the spring semester. The agenda for the meeting and minutes of the previous meeting shall be distributed at least two weeks ahead of time. The order of business on the agenda for a meeting shall be: Call to order, roll call, approval of minutes, announcement and recognition of guests, unfinished business, committee reports, new business, and adjournment.

5.2.1 A majority of membership shall constitute a quorum.

5.2.2 Method of voting shall be at the discretion of the presiding officer. However, at the request of one-third of the members present, a vote by secret ballot will be conducted. Proxy voting and absentee voting shall not be permitted.

5.2.3 Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

5.3 A vacancy on the ACFS shall be filled by a member designated by the steering/executive committee of the Faculty Senate of the vacating member's institution and for the remaining term of the vacating member.

5.4 The ACFS may, by a majority vote, constitute committees, subcommittees, task forces, etc. including its members and others from the SUS and charge such groups with specific tasks.

5.5 Amendments to this constitution may be considered upon a written request supported by at least three members. The text of a proposed amendment must be submitted in writing to the members at least thirty days prior to the meeting at which it will be considered. For adoption, a proposed amendment must received an affirmative two-thirds vote of the total membership.

Version in effect, January 2001.