

BOARD OF TRUSTEES

Academic & Student Affairs Committee

Thursday, September 21, 2023
3:30 PM – 5:00 PM

Virtual via Microsoft Teams

Dial in: 1-863-225-2351 | Conference ID: 566 313 57#

MEMBERS

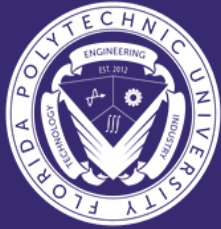
Dr. David Williams, Chair
Dr. Ajeet Kaushik

Dr. Narendra Kini, Vice Chair
Melina Rodriguez

Dr. Laine Powell
Lyn Stanfield

AGENDA

- | | | |
|------|--|---|
| I. | Call to Order | Dr. David Williams, Chair |
| II. | Roll Call | Kristen Wharton,
Corporate Secretary |
| III. | Public Comment | Dr. David Williams |
| IV. | Approval of the June 7, 2023 Minutes
Action Required | Dr. David Williams |
| V. | 2022-24 Academic & Student Affairs Committee
Work Plan Review
Action Required | Dr. David Williams |
| VI. | Provost's Report | |
| | A. Annual Textbook and Instructional Materials
Affordability Report
Action Required | Dr. Terry Parker
EVP & Provost |
| VII. | Closing Remarks and Adjournment | Dr. David Williams |



Academic & Student Affairs Committee Meeting

DRAFT MEETING MINUTES

Wednesday, June 7, 2023
1:00 PM – 2:30 PM

Florida Polytechnic University WEBEX TELECONFERENCE MEETING

I. Call to Order

Committee Chair David Williams called the Academic and Student Affairs Committee meeting to order at 1:00 p.m.

Committee Chair Williams introduced and welcomed new faculty trustee Dr. Ajeet Kaushik, Assistant Professor of Chemistry in the Department of Environmental Engineering.

II. Roll Call

Kristen Wharton called the roll: Committee Chair David Williams, Committee Vice Chair Narendra Kini, Trustee Ajeet Kaushik, Trustee Melia Rodriguez, Trustee Laine Powell, and Trustee Lyn Stanfield were present (Quorum)

Committee members not present: N/A

Other Trustees Present: Board Chair Cliff Otto, Trustee Gary Wendt, Trustee Mark Bostick, Trustee Bob Stork

Staff Present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, David Fugett, Kathy Bowman, David Blanton, Mike Dieckmann, Kristen Wharton, Melaine Schmiz, Maggie Mariucci, Kevin Calkins, and Dr. Kathryn Miller

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Trustee Narendra Kini motioned to approve the Academic and Student Affairs Committee meeting minutes of April 27, 2023. Trustee Lyn Stanfield seconded the motion; a vote was taken, and the motion passed unanimously.

V. 2022-24 Academic & Student Affairs Committee Work Plan Review

Committee Chair Williams stated upon staff recommendation, the work plan item on Civil Discourse will move to the September meeting agenda. This allows staff to fully prepare their reports while still meeting the recommendations of the Board of Governors.

VI. Provost's Report

Provost Terry Parker reviewed projected student enrollment growth for fall 2024. He noted a

flattening in growth from fall 2021 to fall 2023 due to lack of available on-campus housing. With the opening of Phase III housing in fall 2024, the number of enrolled students is projected to increase to nearly 2,000. The incoming class size for fall 2023 is approximately 530.

Adding staff leadership to student affairs and launching a housing office to manage leasing of the Phase II Residence Hall has made a tangible difference for students. Additionally, the career services department was enhanced with the hiring of a director-level position and adding additional resources and traditions. Provost Parker also reviewed plans to expand activity fields.

Civil Engineering and Industrial Engineering degrees debut this fall. Provost Parker reminded trustees Construction Engineering and Chemical Engineering were added to the Accountability Plan for future development; the Board approved these new degrees in April.

Twenty new faculty have been hired across multiple departments. Trustee Lyn Stanfield asked what the University will do to ensure the existing culture is sustained with so many faculty onboarding at one time. Provost Parker replied there will be leadership development for current faculty over the summer and faculty bootcamp for all new faculty who start their contracts in fall 2023.

Trustee Gary Wendt inquired if any faculty left Florida Poly and, if yes, why. Provost Parker responded there is attrition for a variety of reasons, such as when a spouse's job relocates. Seldom is it because they were offered more money at another institution. Trustee Narendra Kini asked if there are any preventable causes of faculty leaving that would engender board support. Provost Parker was not sure what trustees could do specifically, however, he stated his ability to make counteroffers when needed. President Avent added while businesspeople are interested in salary and money, faculty are interested in research and tenure. However, Provost Parker stated these two reasons have not played a strong role in faculty leaving, nor in accepting positions with the University.

Committee Chair Williams asked if Florida Poly has seen salary compression issues in Computer Science to which Provost Parker responded in the affirmative, however the University has budget and a collective bargaining agreement constructed in a way that it can be addressed. For instance, last year, assistant professors in computer science received an \$8k increase.

Trustee Bob Stork referenced state legislation regarding post-tenure review and inquired if that has not negated some of the tenure issues. President Avent and Provost Parker both responded no as most institutions have post-tenure review.

Trustee Laine Powell asked if the University primarily recruits junior faculty. Provost Parker responded Florida Poly recruits at all levels but attracts mostly junior faculty.

Finally, Provost Parker reminded trustees that the University will continue to struggle with Performance Based Funding (PBF) metrics 4, 5, 9a, 9b. These metrics relate to student success in a STEM university as compared to student success at comprehensive universities in the SUS. He presented two initiatives to address this challenge: *Get 90!* a goal to achieve a 90% academic progress rate and *Get 50!* a goal to achieve a 50% or better four-year graduation rate.

VII. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 1:55 p.m.

Respectfully submitted:

Kristen J. Wharton
Corporate Secretary

**Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
September 21, 2023**

Subject: 2022-2024 Academic and Student Affairs Committee Work Plan

Proposed Committee Action

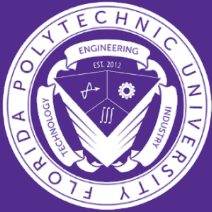
Recommend approval of the revisions to the 2022-2024 Academic and Student Affairs Committee Work Plan.

Background Information

Committee Chair Williams will review revisions to the Committee's 2022-2024 Work Plan. The Committee will have an opportunity to discuss the revisions to the work plan before voting.

Supporting Documentation: DRAFT: Revised Academic and Student Affairs Committee Work Plan 2022-2024

Prepared by: Dr. Terry Parker, Executive Vice President and Provost



Committee Work Plan

Academic & Student Affairs Committee Work Plan 2022-2024

SEPTEMBER

- Academic & Student Affairs Committee Charter (*review and approve every two years – due September 2022*)
- Civil Discourse: ~~Initial~~ Review of student orientation programming and student code of conduct (~~review-completed~~ - September 2022)
- Annual Textbook and Instructional Materials Affordability Report (*review and approve*)
- Renewal of Out of State Fee Waiver (*review and approve as needed*)
- Institutional Accreditation Activity (*review as needed*)
- Admissions and Financial Aid (*review as needed*)
- Student Services (*review as needed*)
- Four-year graduation improvement plan (*review as needed*)
- Degree Program Additions and Faculty Hiring (*review as needed*)
- Student and Faculty ~~Diversity~~Demographics (*review as needed*)
- Graduate programs (*review as needed*)
- Technology and Pedagogy (*review as needed*)

NOVEMBER

- Advanced Mobility Institute Annual Report (*review and approve*)
- FIPR Institute Annual Report (*review and approve*)
- FIPR Institute Seven-Year Review (~~review and approve~~completed – November 2022)
- ~~Revision of student code of conduct~~ (~~review and approve~~)
- SB266: Review and Approve General Education Course Requirements
- Institutional Accreditation Activity (*review as needed*)
- Admissions and Financial Aid (*review as needed*)
- Student Services (*review as needed*)
- Four-year graduation improvement plan (*review as needed*)
- Degree Program Additions and Faculty Hiring (*review as needed*)
- Student and Faculty ~~Diversity~~Demographics (*review as needed*)
- Graduate programs (*review as needed*)
- Technology and Pedagogy (*review as needed*)

FEBRUARY

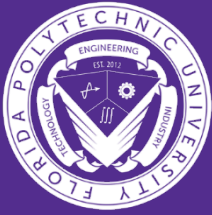
- CITF Increase, Inc. to Existing Fees or New Fees (*review and approve only if changes are proposed*)
- Academic Calendar (AY+1 and AY+2) (*review and approve*)
- Institutional Accreditation Activity (*review as needed*)
- Admissions and Financial Aid (*review as needed*)
- Student Services (*review as needed*)
- Four-year graduation improvement plan (*review as needed*)
- Degree Program Additions and Faculty Hiring (*review as needed*)
- Student and Faculty ~~Diversity~~Demographics (*review as needed*)
- Graduate programs (*review as needed*)
- Technology and Pedagogy (*review as needed*)

APRIL

- University Accountability Report *(review and approve)*

JUNE

- Institutional Accreditation Activity *(review as needed)*
- Admissions and Financial Aid *(review as needed)*
- Student Services *(review as needed)*
- Four-year graduation improvement plan *(review as needed)*
- Degree Program Additions and Faculty Hiring *(review as needed)*
- Student and Faculty [DiversityDemographics](#) *(review as needed)*
- Graduate programs *(review as needed)*
- Technology and Pedagogy *(review as needed)*



Committee Work Plan

Academic & Student Affairs Committee Work Plan 2022-2024

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- Civil Discourse: Review of student orientation programming and student code of conduct (*completed - September 2022*)
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FLORIDA POLYTECHNIC
UNIVERSITY

Provost's Report

Dr. Terry Parker, EVP and Provost

Contributions from K. Calkins, K. Miller, M. Schmiz, D. Voss

September 21, 2023








Today there are requests for approval, information review, and reporting

- **Approvals Required:**
 - Annual Textbook and Instructional Materials Affordability Report
- **Necessary presentation subjects, no approval required:**
 - Civil discourse activities, Office of Public Policy Events
 - Institutional Accreditation Activity (SACSCOC and ABET)
- **Typical Reporting to the ASA Committee:**
 - Admissions and Financial Aid
 - Student Services
 - Four-year graduation improvement plan (implicitly included as part of student success plan, maybe put year in review in here...)
 - Degree Program Additions and Faculty Hiring
 - Student and Faculty Diversity (included in admissions and faculty hiring)
 - Graduate programs
 - Technology and Pedagogy

Grey font indicates no report for this meeting

US NEWS Rankings

2024 Rankings for Florida Polytechnic University ^

Rankings	Previous Year Rankings	Change
 #2 in Overall Rank - Regional Colleges (South) (tied)	#3 in Overall Rank - Regional Colleges (South)	▲ 1
 #1 in Top Public Schools - Regional Colleges (South) (tied)	#1 in Top Public Schools - Regional Colleges (South)	—
 #9 in Best Value Schools - Regional Colleges (South)	#30 in Best Value Schools - Regional Colleges (South)	▲ 21
 #84 in Top Performers on Social Mobility - Regional Colleges (South) (tied)	#81 in Top Performers on Social Mobility - Regional Colleges (South)	▼ 3
 #287-#554 in Undergraduate Computer Science Programs (tied)	#308-#537 in Undergraduate Computer Science Programs	N/A
 #40 in Undergraduate Engineering Programs (No Doctorate) (tied)	#59 in Undergraduate Engineering Programs (No Doctorate)	▲ 19
 #1 in Best Colleges for Veterans - Regional Colleges (South) (tied)	#1 in Best Colleges for Veterans - Regional Colleges (South)	—



Textbook Affordability: A request for approval

- **By statute, each state university must submit an annual report following an exact template.**
- **The primary focus:**
 - **Compliance for posting textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class**
 - **Percent of course sections meeting this requirement**
 - Fall 2022; 99.3%
 - Spring 2023; 100%
 - **The current adoption level is the result of cooperative effort between audit and compliance (means), Provost Office (methods), and faculty (activity)**

Recent legislation (2022-23 cycle) requires general education course syllabi to be posted 45 days prior to first day. For the Fall 2022 and Spring 2023 terms, 100% of the syllabi were posted prior to this 45-day period.

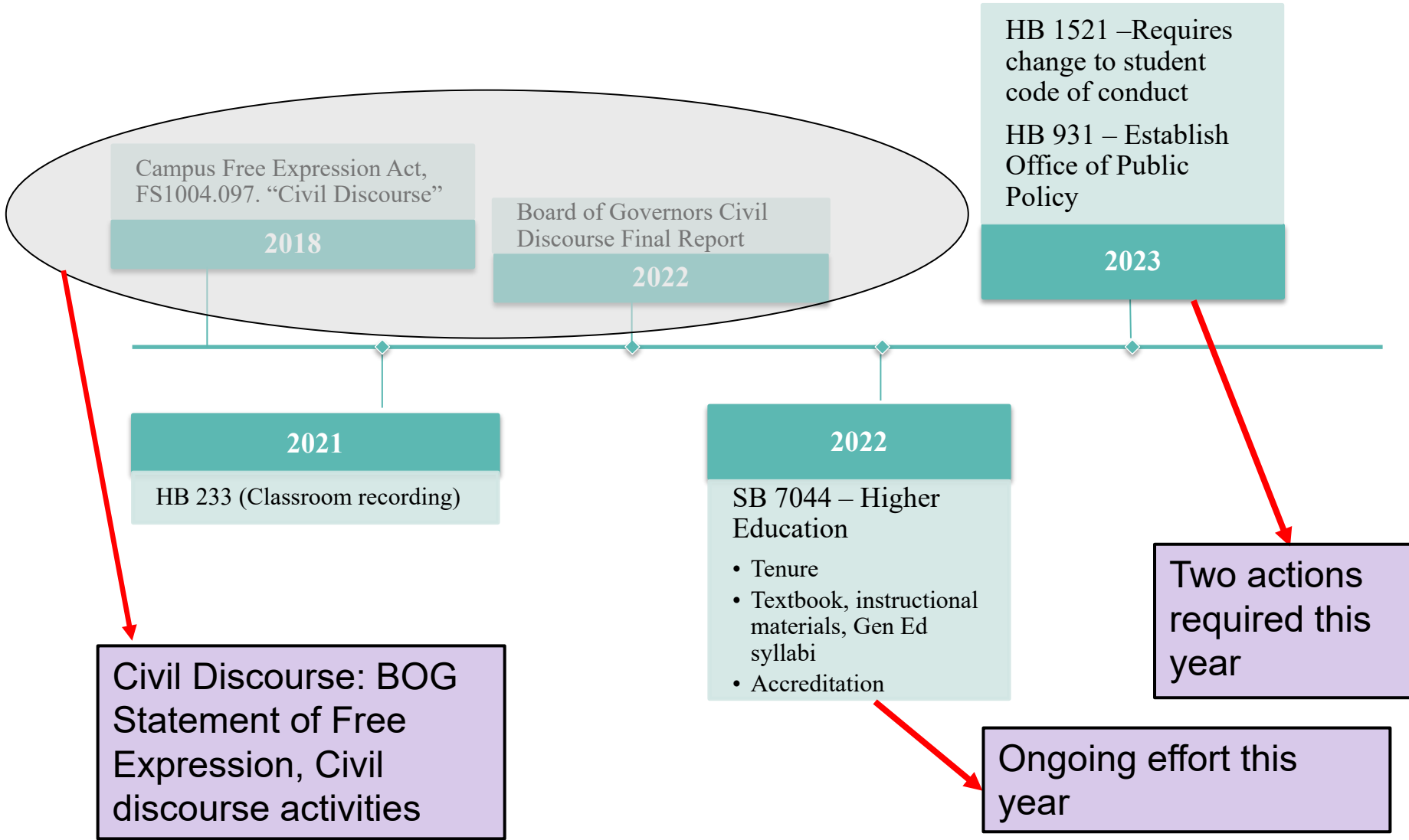


Request for Motion

- **The Textbook and Instructional Materials Affordability report and summary memo are in the board materials.**
 - Florida Poly works to minimize the cost of required or recommended textbooks and instructional materials for students while maintaining the quality of education and academic freedom.

Motion to recommend approval of the Annual Textbook and Instructional Materials Affordability Report for AY23 to the Board of Trustees.

Activity reporting to the Board is many times driven by legislation



Activities This Year in Support of Civil Discourse

- **Civil Discourse Activity**
 - **Orientation Basics**
 - Outcomes include introduction of important policies, facilitating students making connections, introduction to campus services
 - **ULEAD**
 - focus on developing communication skills,
 - developing mentors and role models
- **Student Code of Conduct change to comply with recent legislation**
- **Office of Public Policy**
 - **Reports to General Counsel (David Fugett)**
 - **Kelli Stargel, Director**
 - **Two events per semester**
 - **Theme for this year: Artificial Intelligence, Eutopia or Dystopia**
 - **Supports Civil Discourse**



Accreditation Activity

- **SUS and FCS institutions must change institutional accrediting agencies (SB 7044, effective 7/1/2022)**
- **Formal request made to US Dept. of Education (USDE)**
 - March 2023
 - Change accrediting agency from SACSCOC to HLC
 - Current status is that all information requested by USDE has been provided to them
 - Institution accreditation activity: maintain activity to support SACSCOC accreditation, consider activity required for change
- **ABET accreditation activity**
 - Four programs are up for reaccreditation this year (Computer Engineering, Computer Science, Electrical Engineering, Mechanical Engineering)
 - Activity throughout the year, each program requires a self-study report to be submitted July 01, 2024

Admissions: Fall 2022 vs Fall 2023

	APPLICANTS		DEPOSITS		ENROLLED	
	Fall 22	Fall 23	Fall 22	Fall 22	Fall 22	Fall 23
FTIC	2525	2264	353	325	320	287 ↓
FTIC Sum/Cert/FYSP	442	326	174	160	159	146 ↓
TRANSFERS	265	286	77	97	61	79 ↑
GRADUATE	292	217	37	32	29	25 ↓
Totals	3524	3093	641	614	569	537 ↓

Housing Shortage Impacted 2022 and 2023



Fall 2023 FTIC Indicators

FTIC Academic Quality	Fall 22	Fall 23
AVERAGE GPA	4.2	4.4 ↑
SAT	1342	1322 ↓
ACT	28.9	29.8 ↑
BRIGHT FUTURES	84%	79% ↓
TOP 10% OF HS CLASS	32%	30% ↓
TOP 25% OF HS CLASS	65%	57% ↓

Summer and Fall 2023 FTIC Demographics

New Student Diversity	Fall 22	Fall 23
FEMALE	23%	18.6% ↓
Black/African American	9%*	7%
LATINO	21%	26% ↑
Asian	8%*	6%
OUT-OF-STATE	39	34 ↓
INTERNATIONAL (FR & TR)	11	13 ↑

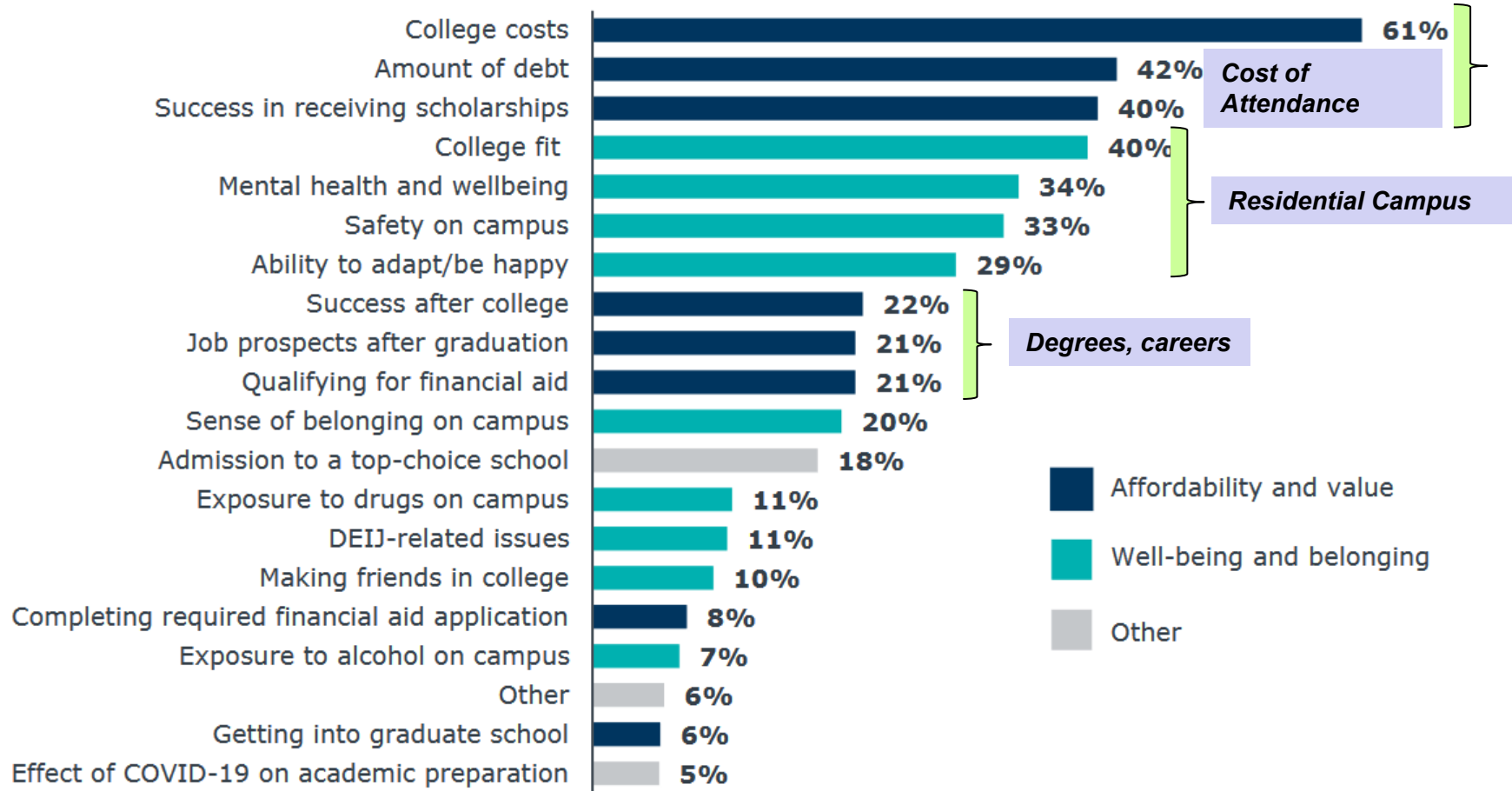
- 64% have parents who went to college
- 36% are First Generation
- 32% Fall FTIC are Pell



Top Concerns for Parents

What About Your Child's College Search Makes You Most Anxious?

Participants Could Select Up to 5 Responses



Strategic Shift in Enrollment for Fall 2024 and Beyond

- **Change in Leadership**
 - Dee Voss, Interim Vice Provost Enrollment Management
 - 20+ years in Florida Admissions, 3 major institutions, 5 years with Education Advisory Board
- **Move to market majors and not focus on concentrations**
 - Started last January with a shift in website, emphasis Degree offering
 - Focus freshmen marketing messages on majors, STEM demand, Florida Poly proven outcomes, and affordability
- **Creating strong partnerships and data sharing with academic departments and key partner offices within the University**
- **Continue the work to build brand awareness and market share and build a strong future pipeline of interested students to convert to future applicants**

Fall 2024 FTIC Early Trends

Point in Time Comparison (as of 9.14.23)

Application Trends 2024	Fall 23	Fall 24
Overall Submitted Applications	98	204 ↑
Applications from Florida	82	160 ↑
Out-of-State Applications	15	38 ↑
International Applications	1	6 ↑

Student Services: Investing in the Residential Campus

- **Housing Leasing Operations**

- **Fall 2022**
 - *Director Housing Operations (new hire)*
 - *Start implementation of Starrez*
- **Spring 2023**
 - *Finish implementation of Starrez*
 - *Open leasing*
- **Summer 2023**
 - *Early summer, reach hall capacity Phase I and II*
 - *Coordinator Housing Operations*
 - *Manage melt and refill of housing*
 - *Assist with ownership transition and summer turn*



- **Career Services**

- **Fall 2022**
 - *Associate Director only*
 - *partial support of internship program*
- **Spring 2023**
 - *Director (new hire)*
 - *Two Career Services Coordinator (new hires)*
 - *Full responsibility for Career Fair*
- **Summer**
 - *Full responsibility for Internship program*

On-Campus Activity is Growing As We Focus on the Residential Campus

- **Facilities use is up**
 - Gym and athletic fields are at capacity
- **Number of extracurricular activities is up**
- **TEAMS: Organized extracurricular activity (Band, Choir, Women’s powerlifting, Lacrosse, Soccer, E-Sports)**
 - 13 Teams this year
- **The student experience: new this year**
 - **Setting the stage for success**
 - *Reconfigured orientation*
 - *Added Convocation*

	2021-2022	2022-2023
Arcade	1,030	2,081
Gym/Workout Area	14,787	20,390
Pool	397	740
Intramurals (Fields)	753	1,447

2021-2022	2022-2023
Flag Football	Flag Football
Basketball	Basketball
Soccer	Soccer
Dodgeball	Dodgeball
Bubble Ball	Bubble Ball
Pickleball	Pickleball
Volleyball	Volleyball
Kick Ball	Kickball
Swimming	Swimming
Ping Pong	Ping Pong
	Cornhole
	Mario Kart
	Mini Golf
	Smash Brothers
	Wiffle Ball
	Bowling
	Capture the Flag
	Disc Golf
	Wilderness Spring Break Trip

Four Year Graduation Rate Improvement plan

- **In the June BOT report, we noted:**
 - Progress made with the student success plan
 - Note that the positive effect will not appear until next year
 - For “core” measures: higher scores in terms of Academic Progression Rate (APR) and also Four-Year Graduation Rate, we will need to do more
 - Defined two internal initiatives
 - GET 90, focused on acquiring better APR
 - GET 50, focused on acquiring better four-year graduation rates
-



Progress on Initiatives to Date

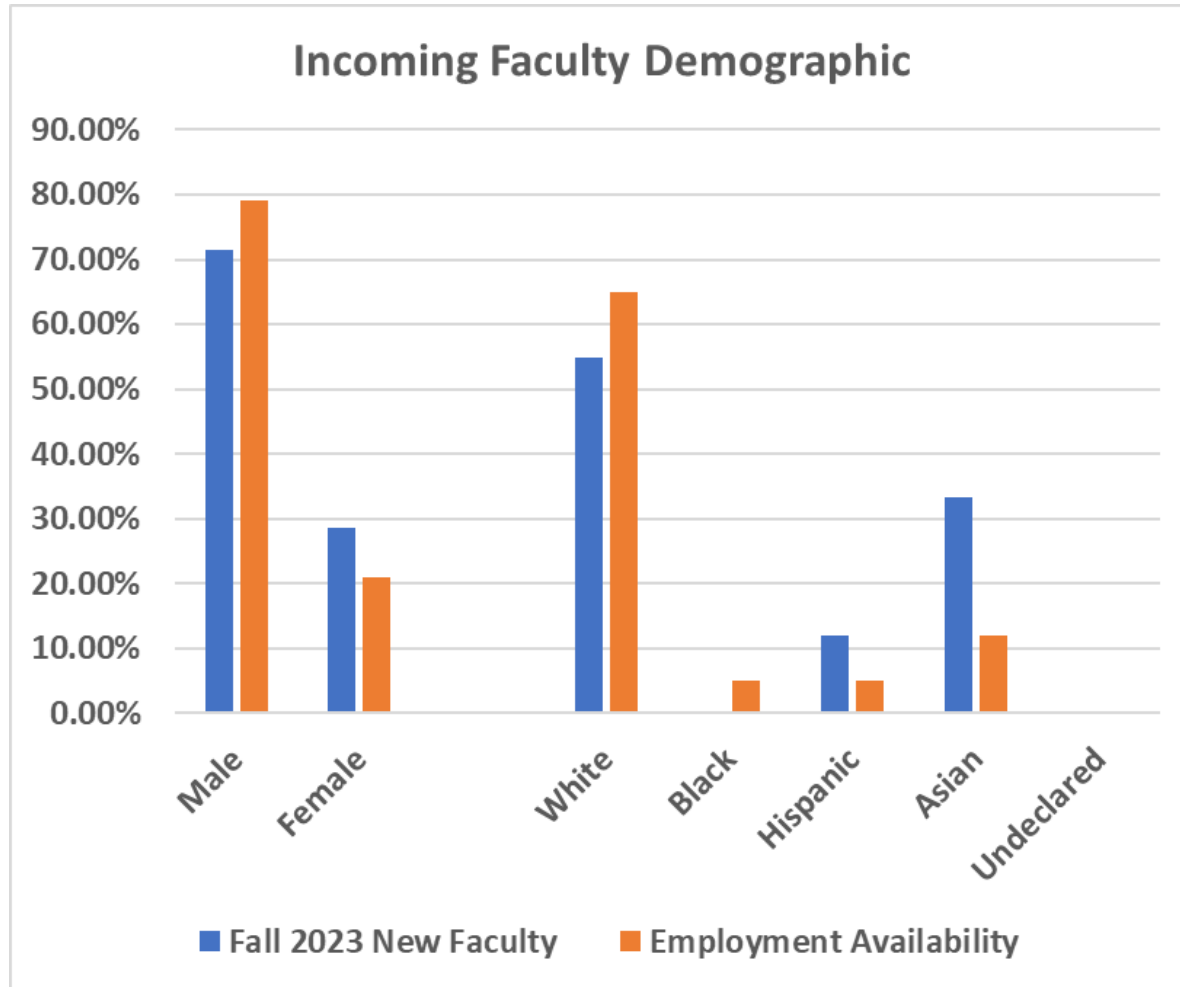
- **Activities in support of higher APR**
 - Note: first 1/2 semester is critical for success
 - Admissions: targeted recruiting, message alignment between admissions and academic and student experience; enhanced summer experience (bridge)
 - Academic Support: improved PLS, ongoing efforts from Freshman Council/Student Success Center, *ongoing emphasis on calculus placement*
 - Curriculum: engagement sequence, second year of first year experiences
 - Faculty Instruction: lower cap in math courses, faculty instructional development for first-year teaching
- **Activities in support of higher four-year graduation rate**
 - Curriculum: first year of second year experiences for engagement sequence
 - Faculty Instruction: Careful support of the “engagement” sequence; Faculty instructional support

We Have a Large Entering Group of Faculty this Year

Departments	Fall 2022	Fall				
		2023	Ins	aP	AP	P
Computer Science	16	19	2	14	3	0
Business Analytics, Data Science	5	8	0	7		1
Electrical Engineering, Computer Engineering	10	7	0	4	2	1
Mechanical Engineering	13	14	1	8	3	2
Environmental Engineering	6	8	2	6		
Engineering Physics	4	6	1	3	1	1
Applied Mathematics	10	15	4	8	2	1
Arts, Humanities, Social Sciences	6	4	2	2		
	70	81	12	52	11	6

- **Our demographic continues to be dominantly Assistant Professor**
- **Four internal promotions this year**
 - **Three Assistant to Associate, one Associate to Full**
- **22 promotion and/or reappointment requests this year**

Our Incoming Faculty Demographic Continues to be Diverse



- **21 new faculty, 2 additional visiting faculty**
 - **3 instructors**
 - **15 Assistant Professors**
 - **2 Associate Professors**
 - **1 Professor**

We Have Added a “4 + 1” Entry Path for our Graduate Programs

- **Used for students that have “room” in their senior schedule**
 - Typically, one graduate course per semester in the senior year
 - Provides good use of a student’s time
 - Eases the pressure on the balance for fall and spring course in terms of what is offered
 - **Provides an efficient way to acquire a Master’s degree**
 - Available for either Non-thesis or thesis-based degrees
-



Key Messages for Today

- **Approvals required for Textbook posting and continuation of out-of-state fee waiver**
- **Legislative compliance: ongoing discussions of Civil Discourse, Accreditation, review of new student orientation, student code of conduct**
- **Admissions: new leadership in place, a strong start for this year**
- **Student Services: strong increase in function last year, capacity issues emerging for student activity**
- **Improvements in APR and four-year graduation rate: ongoing efforts**
- **Faculty hiring: 21 new faculty**
- **Grad programs: important new entry pathway**

**Florida Polytechnic University
Student and Academic Affairs Committee
Board of Trustees
September 21, 2023**

Subject: Annual Textbook and Instructional Materials Affordability Report

Proposed Committee Action

Recommend approval of the 2023 Textbook and Instructional Materials Report to the Board of Trustees.

Background Information

Section 1004.085, Florida Statutes, requires each state university to submit an annual report to the Chancellor of the State University System on textbook and instructional materials affordability.

The template for the annual report is specified by the Board of Governors and the report provided follows this template exactly. The information provided in the report provides:

- selection methodology for the textbook and instructional materials for high enrollment general education courses (see page 3),
- a listing of courses with no-cost of instructional materials (see page 4),
- a listing of courses that require or recommend a textbook or instructional materials for \$20 or less per credit hour (see page 5),
- a statement regarding instructional materials affordability initiatives (see page 6),
- a statement regarding our compliance for posting textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class with the University's plan to improve this compliance (see page 7), and
- a statement on textbook exceptions to the deadline with an explanation for the exception. The report also provides the percentage of the total exceptions.

As an explanatory note, courses that are no-cost or low-cost typically use open-source materials or textbooks for either lecture and/or lab portion.

Performance on Textbook and Instructional Materials posting requirement

In order to be in compliance, Florida Poly must post textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class. Results for this period, in terms of percent of course sections meeting this requirement, are:

- Fall 2022; 99.3%,
 - Spring 2023; 100%.
-

Supporting Documentation: Annual Textbook and Instructional Materials Affordability Report (fall 2022 & spring 2023)

Prepared by: Zaira Medina, Academic Administration; and Kevin Calkins, Director of Institutional Research

Textbook and Instructional Materials Affordability Annual Report

Instructions

1. Complete each tab/worksheet as designed. The template reflects the interpretation of the reporting requirements by Board staff.
Do not edit the content of the template. Expand the response space as needed.
2. Statutory due date is September 30, 2023.
3. If there are questions, contact Lynn Nelson, Director of Student Affairs - lynn.nelson@flbog.edu
4. Include the university contact name and email for the staff who completed the report below:

University Contact Name and Email: Kevin Calkins, kcalkins@floridapoly.edu

**Textbook and Instructional Materials Affordability Annual Report
Fall 2022 and Spring 2023**

University Submitting Report:
Florida Polytechnic University

Date Approved by the University Board of Trustees:
Wednesday, September 27, 2023

Signature of Chair, University Board of Trustees:

Signature of Vice President for Academic Affairs:

Signature of President:

Courses with No Cost for Textbooks/Instructional Materials

Report all institution's course title(s) and number of section(s) (*n*=) that did not require or recommend the purchase of a textbook(s)/ instructional materials and/or utilized open educational resources. These may include general education courses, upper level courses, and courses for directed independent study, internships, thesis/dissertation, etc.

Fall 2022			
Total Number of Course Sections Offered		<i>n</i> = 320 (Courses with and without textbooks to adopt)	
Course Title(s) with No Cost to the Student for Course Materials			Number of Section(s)
EVR	1001L	Environmental Science Lab	2
EGN	1006	Career Design for STEM Disciplines	10
SLS	1007	Strategies in Academic Success in STEM	4
ENC	1101	English Comp. 1: Expository and Argumentative	9
SLS	1901	Foundations for Academic Success Track	5
SLS	1930	Academic Enhancement and Personal Growth	2
MUL	2010	Music Appreciation	2
ECO	2023	Principles of Microeconomics	1
STA	2023	Statistics 1	2
CHM	2046L	Chemistry 2 Laboratory	1
PHY	2048L	Physics 1 Laboratory	11
PHY	2049L	Physics 2 Laboratory	8
IDS	2144	Legal, Ethical, and Management Issues in Technology	2
ENC	2210	Technical Writing	3
MAP	2302	Differential Equations	3
SLS	2450	Academic Continuity and Enduring Success	2
SLS	2930	Academic Continuity skills for Enduring Success	1
ECP	3004	Contemporary Economic Issues	1
ENV	3004C	Environmental Engineering Lab I	1
EEL	3111L	Circuits 1 Lab	1
STA	3162	Applied Statistics	1
GEN	4065	Software Design and Architecture	1
ENC	4260	Advanced Study in Technical and Professional Writing	1
MAP	4314	Dynamical Systems	1
ENV	4341	Solid and Hazardous Waste Management	1
COP	4421	Autonomous Systems Programming	1
ESI	4513	Intelligent Mobility	1
COP	4656	Mobile Device Applications	1
GEN	4722	User Interface and User Experience	1
CAP	4770	Data Mining & Text Mining	1
CAP	4786	Topics in Big Data Analytics	1
EEL	4914	Senior Design 1	2
EEL	4915	Senior Design 2	1
COP	4934	Senior Design 1	3
COP	4935	Senior Design 2	1
IDS	4941	Professional Experience Internship	1
IDC	4942	Data Analytics Capstone I	1
EML	4950C	Engineering Design Senior Capstone 1	3
EML	4951C	Engineering Design Senior Capstone 2	1
CAP	5410	Advanced Computer Vision	1
CNT	5715	Computer Network Programming	1
CAP	5765	Computational Data Analysis	1
CAP	5771	Data Mining & Text Mining	1
EGN	5950	Project	3
IDS	5950	Project	3
EGN	5970	Thesis 1	7
IDS	5970	Thesis 1	7
EGN	5975	Thesis 2	2
IDS	5975	Thesis 2	3
TOTAL			124

Spring 2023			
Total Number of Course Sections Offered		<i>n</i> = 317 (Courses with and without textbooks to adopt)	
Course Title(s) with No Cost to the Student for Course Materials			Number of Section(s)
AMH	2010	American History to 1877	1
CAP	4056	Game Design and Development 2	1
CAP	4410	Computer Vision	1
CAP	4730	Computer Graphics	1

Textbook & Instructional Materials Affordability Initiatives

Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

The University explored using "Leganto" - a Library Search Engine and found it not to be a viable return on investment at this time. The Open Educational Resources (OER) are integrated within our Learning Management System - Canvas for ease of access of resources available in the University Library.

Has the *opt-in* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

The Opt-in Provision continues to be evaluated through our book vendor Follett. This evaluation did not reveal any cost savings due to low volume at this time.

Has the *opt-out* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

The Opt-out provision continues to be on hold until the Opt-in is initiated.

University Policies for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Describe policies implemented to ensure the posting of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

The Guidelines, which are followed by the Academic Departments, include a streamlined process for selecting textbooks and course materials that ensures all requests are funneled through a central textbook/materials manager in the Provost's Office. Faculty are reminded of the deadlines at Department meetings each semester well in advance of course planning and registration for any upcoming terms.

- Each term the Internal Auditor monitors and validates the textbook and instructional materials adoptions along with any approved exceptions. The findings are reviewed with the UBOT.
- All changes that post-date the 45 day mark must be reviewed and approved by the Provost's designee (Vice Provost of Academic Affairs).

Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

The policies are effective in ensuring the reporting requirements are met.

Fall 2022					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement
269	271	99.30%	2	2	0.07%

Spring 2023					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement
306	306	100.00%	0	0	0.00%

****Note:** Per Board Regulation 8.003 (1) (h), a course or course section added after the posting requirement is considered an exception and should be reported on the "Exceptions" tab. A request for any other exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Exceptions

Per Board of Governors Regulation 8.003(1)(h), Textbook and Instructional Materials Affordability, any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Fall 2022				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B)	% Of Total Course Sections That Were Identified As Exceptions	Reasons For Exceptions
269	51	320	16.25%	Bookstore updated data (edition) 21 Sections changed GH to 01 and/or canceled and then uncanceled 4 Courses added after the 45-day deadline 7 Faculty Name changed 19

Spring 2023				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H)	% Of Total Course Sections That Were Identified As Exceptions	Reasons For Exceptions
306	11	317	3.5%	Adoption done on 10/27/2022. It took some time for this item to be revised by the vendor and able to process the adoption by the bookstore 11