

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MEETING MINUTES
Florida Polytechnic University Tele-Conference
December 21, 2016 @ 10:00 AM**

I. Call to Order

Chair Sandra Featherman called the Academic and Student Affairs Committee meeting to order at 10:01 a.m.

II. Roll Call

Maggie Mariucci called the roll: Chair Sandra Featherman, Vice-Chair Richard Hallion, Trustee Philip Dur, Trustee Bob Stork, Trustee Henry McCance and Trustee Veronica Perez-Herrera were present (Quorum).

Other trustees present: Chair Frank Martin, Trustee Mark Bostick, Trustee Cliff Otto, Trustee Bill Brown and Trustee Don Wilson

Staff present: President Randy Avent, Dr. Terry Parker, Mark Mroczkowski, Maggie Mariucci, Rick Maxey, and Jessica Throckmorton

III. Public Comment

There were no requests received for public comment.

IV. Recommend Approval of the Revised Faculty Handbook

Dr. Terry Parker stated the substantive changes to the Faculty Handbook were driven by Southern Association of Colleges Commission on Colleges (SACSCOC) requirements. These changes include: specification of the minimum qualifications for academic rank; specifications of shared governance and how it relates to faculty and administration; formal recognition of the Faculty Assembly which derives its authority from the Board of Trustees; and specification of the role of University-wide Committees.

After surveying other academic institution's faculty handbooks, Florida Poly's handbook changed to a more traditional table of contents in order to make it a more useful resource for faculty.

Specification of minimum qualifications for academic rank states how qualifications are determined and ensures they are consistent with the ranks held by the faculty. Academic ranks are now listed as Instructor, Assistant Professor, Associate Professor, and Professor. It also clearly specifies that decision making authority lies with administration with input from faculty.

The Shared Governance statement was carefully constructed to reflect shared governance language that was present in the current Faculty Handbook and University policy and regulation. It also clearly defines that faculty provide input on matters but administration is the decision maker.

The process for the revised handbook involved the Academic Policy and Procedures Committee, comprised of staff and faculty members, meeting weekly to review and revise the document. The updated document was vetted by the Faculty Assembly and sent to Administration for final review and presentation to the Board of Trustees.

Dr. Featherman commended the cooperative spirit of Dr. Parker, staff and faculty for accomplishing what normally takes several years in the matter of a few months. Dr. Featherman stated that the faculty handbook is the number one item that the accreditors will review after the institution's finances.

Trustee Richard Hallion made a motion to approve the Revised Faculty Handbook. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.

V. Closing Remarks and Adjournment

Dr. Featherman shared how she and Dr. Parker discussed the Faculty Handbook several times via phone conference as well as a face to face meeting. She again commended staff and faculty for their hard work.

With no further business to discuss, Trustee Richard Hallion made a motion to adjourn the Academic and Student Affairs Committee meeting. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.