

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MEETING MINUTES  
Florida Polytechnic University Admissions Building  
4700 Research Way  
Lakeland, FL 33805  
September 7, 2016 @ 1:00 PM**

I. Call to Order

Chair Sandra Featherman called the Academic and Student Affairs Committee meeting to order at 1:02 p.m.

II. Roll Call

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

Other trustees present: Chair Frank Martin, Trustee Mark Bostick, Trustee Henry McCance, Trustee Cliff Otto, and Trustee Don Wilson were present.

Staff present: President Randy Avent, Kevin Aspegren, Gina DeJulio, Crystal Lauderdale, Maggie Mariucci, Rick Maxey, Dr. Kathryn Miller, Mark Mroczkowski, Dr. Elhami Nasr, Dr. Terry Parker, Scott Rhodes, and Dr. Steve Warner were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Richard Hallion made a motion to approve the Academic and Student Affairs Committee meeting minutes of June 2, 2016. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Provost's Update

After welcoming Dr. Terry Parker, Executive Vice President and Provost, to Florida Polytechnic University and to his first Board of Trustees meeting, Dr. Elhami Nasr provided an update from the Provost's Office:

A. Fall Semester

The University has had a great start to fall semester 2016. Florida Poly is offering 111 courses with an average class size of 24 students per class. Academic Affairs staff continue to increase course offerings and ensure that students are carrying a full course load. Dr. Nasr commended

the Registrar, staff and faculty for their work in preparing the courses and schedules for this semester.

Dr. Nasr reviewed a chart in his presentation that shows the top ten classes in which students are enrolled. These include: Analytic Geometry and Calculus 1, English Comp. 1, Design 1, Chemistry 1, Chemistry 1 Laboratory, Ethics, Introduction to Engineering, Physics 2, Physics 2 Laboratory and Computer Programming 1.

## B. Faculty Hiring

Dr. Nasr stated that the University has hired 25 new full-time faculty with 32 returning full-time faculty (57 total full-time faculty). Last year the University had 35 full-time faculty.

Seven Adjunct Professors were made full-time Visiting Professors and they carry a full teaching load. This was done for efficiency. Instead of hiring four individuals to teach four different classes, the University has hired one individual to teach four classes. The additional benefit of making these seven professors full-time is that it gives Adjunct Professors the opportunity for promotion to full-time status and gives Florida Poly the flexibility to keep quality professors.

Trustee Wilson asked what kind of contract the Visiting Professors have with Florida Poly. Dr. Nasr stated the contracts are from semester to semester.

The total number of Adjunct Faculty is 25. Combined with full-time professors, Florida Poly now has a total of 82 faculty.

Over the summer, the University held an Adjunct Faculty Fair where the University was able to review multiple candidates and resumes at one time and make offers versus setting up individual interview appointments.

Now that Florida Poly is offering upper level courses, the strategy for faculty hiring will involve looking at specific areas of need and attracting quality talent to fulfill those needs. Additionally, as the University continues to build relationships with industry, the pool of specifically trained faculty candidates should increase.

Faculty Orientation was held August 15-18 with a comprehensive on-boarding agenda. This year, Florida Poly included an entire session on assessment as well as a full day of training on the Canvas LMS system.

Dr. Nasr presented his chart showing current faculty demographics:

- 25.6% of total faculty are female
- 26% female faculty to 13% female students

Trustee Wilson asked if the percentage of full-time to part-time is based on head count or classes taught. Dr. Nasr stated both comparisons were made (figures on two separate slides). The comparison of female faculty to female students was also presented.

C. Academic Success Center

The Academic Success Center continues to build its infrastructure and personnel. Three new Success Coaches began in July and August 2016. The coaches are responsible for advising freshmen throughout their years at Florida Poly in course selections as well as helping students prepare to enter the workforce. Students who are struggling in their coursework will be referred by faculty to the Success Coaches for further assistance and advising. The Coaches have also started a peer mentoring program that includes 70 mentees and 38 mentors.

Dr. Nasr reported that Math Boot Camp and benchmark testing is helping students succeed in calculus. Over 200 incoming students attended Math Boot Camp this summer. Trustee Philip Dur asked if Florida Poly has a measure of effectiveness of Boot Camp success. Dr. Tom Dvorske and Kevin Calkins stated that the University looks at both indirect and direct measures. President Avent shared that as the University has tried different methods to prepare students for Calculus. The Institutional Effectiveness team has conducted surveys to find out what works and does not. President Avent also shared that the University looks at students before they are accepted to see who has done well in advanced math courses in high school, as they will have a higher rate of success at Florida Poly. Trustee Dur recommended that student skill levels be tested before and after Boot Camp as a way to measure success.

D. Contracts and Grants

Dr. Nasr stated the University continues to build the research infrastructure by adopting required federal research policies and internal procedures and processes. All funded faculty will be required to complete online compliance training required for federal awards.

Dr. Nasr briefly reviewed two grants recently awarded to Dr. Sesha Srinivasan and Dr. Melba Horton.

E. Textbook Affordability

Dr. Nasr stated the issue of textbook affordability is very important to Governor Rick Scott and the Board of Governors. There are new state requirements that all universities provide a textbook list 45 days prior to start of classes. This semester Florida Poly identified 82% of the textbooks at least 45 days before start of classes and over 90% before the first day of classes. The University will work with new faculty to ensure they have their textbooks identified before the deadline.

The University Bookstore currently price matches with Amazon.com and provides lower cost options such as e-books and rental books to make textbooks more affordable for students. Florida Poly is involved in an SUS Taskforce looking at this issue.

Trustee Sandra Featherman expressed concern with the low percentage of female students. Trustee Featherman stated Florida Poly has an external and internal issue. Trustee Featherman asked what the University is doing to reach out to women in high schools. Trustee Featherman also inquired if there are negative messages internally that the University is putting out there. Scott Rhodes will address this in his report. Trustee Featherman acknowledged that the University has done well in hiring female administration and fairly well with female faculty. Trustee Featherman also noted perhaps Florida Poly needs to offer degrees that are more attractive to females. Trustee Featherman expressed concern that the Board of Governors and

the Governor have only appointed one female to our Board of Trustees. Trustee Featherman stated if more women are desired in STEM fields, Florida Poly needs to walk that walk.

VI. 2016-2017 Academic Calendar Amendment:

Heather Howell, Registrar, presented an amendment to the 2016-2017 Academic calendar. The amended calendar adds the January 3, 2017 date for Commencement, and also includes deadline dates for textbook adoptions.

**Trustee Richard Hallion made a motion to approve the 2016-2017 Academic Calendar Amendment: Graduation Addition. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.**

VII. 2018-2019 Academic Calendar Amendment

Heather Howell presented an amendment to the 2018-2019 Academic calendar. The Board of Governors and the Florida Department of Education requires each University operate on a year-round calendar which provides 220 days of classroom instruction including examinations, or 210 days of instruction including exams. The calendar presented will now comply with this regulation. Trustee Cliff Otto inquired if the University needs to have commencement in this calendar. It is listed for May 4 or 5 on the calendar.

**Trustee Bob Stork made a motion to approve the 2018-2019 Academic Calendar Amendment. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Fall 2016 Admissions and Enrollment Update

Scott Rhodes, Vice Provost of Enrollment, provided the Committee with an update on enrollment services:

Enrollment and Federal Aid:

- Undergraduates: 1,800 applications, 1,275 students admitted, 585 deposits
- Graduates: 135 applications, 24 students admitted, 15 deposits, 13 actually enrolled
- International students come from Canada, Bahamas, Jamaica, Haiti, Brazil, Argentina, Germany, Italy, Ghana and India. We also have 2 Fulbright scholars.
- The University's first study abroad program will occur in May 2017 in Ireland.
- The Admissions team is currently recruiting in India, China, Japan and South Korea.
- Florida Poly has established scholarships from outside governments. To date, the University has received \$140K in scholarships and \$30K in paid internships.
- The federal aid application has been submitted and the University awaits approval.
- Florida Prepaid has been approved. President Avent clarified that since the University is a SACSCOC candidate for accreditation, students are able to receive federal financial aid. It is a 6-9 month process to obtain approval to receive this aid so the University projects that it could be in place by fall 2017. Chair Frank Martin asked if they conduct any onsite review. Scott Rhodes stated they only come to campus after our request is approved and that the purpose of the visit would be to train University staff on the different federal aid programs. Trustee Veronica Perez-Herrera asked for clarification on when students would be able to apply for federal financial aid. Scott Rhodes confirmed it should be available by fall 2017.

- Florida Poly has a total of 1,316 students after drop/add.
- Out-of-state students are 3.6% vs 96.4% in-state students.
- The University currently has 630 freshmen, 378 sophomores, 255 juniors, 21 seniors, 32 Graduate students and 2 non-degree seeking students.
- The FTIC retention rate is 83%. Second year retention is 82%.
- The total number of new students in fall 2016 is 535.

Trustee Sandra Featherman mentioned that our state system rewards institutions by the number of students who are retained for the full four years and graduate. Florida Poly is at the bottom of the list because of being so new and would be unfairly counted in that particular number. President Avent cautioned with so much focus on retention the academic programs have the potential to get watered down. President Avent stated retention should not be a major determining factor in whether or not Florida Poly receives awards from the state. If the University is more selective in the students accepted, the retention rate should increase. Trustee Philip Dur stated that the statistics of placing people in high paying jobs after leaving Florida Poly is of greater interest to the Governor than how successful the University is in retaining freshmen through graduation.

#### Annual FTE:

The annual Full-Time Equivalent (FTE) is at 1,279 which meets the 1,244 mandate required by the state Legislature. On September 19, the University will have the official FTE number. Trustee Sandra Featherman commended all staff on this achievement.

#### Gender and Ethnic Diversity:

The University is working with Hanover Research to address the discrepancy between the percentages of male/female in the student population. Florida Poly's Marketing and Communications department is targeting their marketing campaigns to females. Another issue to consider is that Florida Poly has male-dominated degree offerings. The University needs to consider other degrees that are more attractive to females.

Florida Poly is doing well with Hispanic/Latino recruiting and is ahead of other STEM schools in African American numbers.

Trustee Philip Dur asked about the 75th percentile SAT scores. Jhojana Infante, Data Analyst with Institutional Research, stated that these numbers reflect the percentile of admitted students. Trustee Henry McCance stated it may be useful to put in the lower 25th percentile. Now that Florida Poly is past the 1,244 FTE requirement, the University can be more selective in the students admitted.

Chair Frank Martin asked what the University attributes the good percentage of African-American students to and Scott Rhodes stated that is directly attributed to a great deal of outreach to specific targeted groups. Admissions hosts 20-30 buses of high school students each week, especially from the Tampa area. Follow up visits to their schools are then conducted.

President Avent talked about implementing a MIT "Beaverworks" program next summer, targeting just the top minority high school students in Florida. President Avent stated this could be a great recruiting tool.

Trustee Sandra Featherman encouraged considering recruiting students who may not have high test scores but are gifted in other ways. President Avent agreed Florida Poly has a number of students who are very skilled at building things, but don't have the highest GPAs.

Scott Rhodes stated there are four areas he is focused on improving

- Sophomore retention
- Gender (F)
- GPA
- Test scores

#### IX. Student Services Update

Dr. Steve Warner, Vice Provost for Student Affairs, provided a Student Services update:

- Over the summer, four orientation sessions for new students and their parents were held. 430 students attended.
- Of those 430 students, 200 attended Math Boot Camp which was held in conjunction with orientation. The camp was included in the student's orientation fee so there was no additional charge to students.
- Graduate student orientation was held on August 16.
- Student move-in days occurred August 17 (407 new students) and August 20 (231 returning students).
- Phase 2 housing was completed two days prior to move-in.
- There are 638 students living on campus: Phase 1 housing is 91% full and Phase 2 housing is 81% full.
- RISE Management is the entity who manages our dorms.
- Recent rain has deterred the completion of Phase 2 housing's pool and outdoor area, but this should be completed within a few weeks.
- October 14-16 will be Florida Poly's inaugural "Family Weekend" where parents and family members will be invited to participate in a variety of fun and informative activities.
- Dr. Warner shared that Student Affairs is researching the concept of instituting a female engineering sorority in an effort to retain female students. Trustee Philip Dur asked about starting male fraternities. Dr. Warner stated Florida Poly is researching one in particular which would start as a club first. In order to become a full fraternity, ABET accredited programs would need to be in place.

#### X. Internships and Academic Success Center Update

Dr. Kathryn Miller, Vice Provost of Academic Support Services, provided an update to the Committee on Summer Internship Programs.

The summer internship program is a critical component of students' educational experience. Fifty-four unique organizations provided internships to 70 students this summer. Sixteen of these organizations are Industry Partners with the University.

Dr. Miller reviewed several of the experiences our students encountered this summer. She shared how the internship sponsors provided evaluations to the University so Florida Poly can learn where it is doing well and where improvement is needed. Results of the evaluations show that the students are excelling in the quality of their work, their professionalism, initiative and the ability and willingness to learn new concepts. Opportunities exist with improving communication skills and academic preparation as aligned to the internships expectations.

Dr. Miller recommends that the University can improve upon these opportunities with Design 1, 2 and 3 classes, and a communication skills workshop which will provide information on business document writing, delivering effective oral presentations, and conducting and participating in meetings.

Trustee Sandra Featherman commented how almost all medical schools have their second year students meet with “patients” and are videotaped to measure their delivery and performance. Since the University is technologically advanced, perhaps Florida Poly can include that method in its improvement approach.

Dr. Avent commended Dr. Miller for her excellent job with the internship program.

With no further business to discuss, the Academic and Student Affairs Committee meeting adjourned at 2:29 p.m.