

Governance Committee

**April 26, 2021
10:45 – 11:45 AM**

**Florida Polytechnic University
WEBEX TELECONFERENCE MEETING**

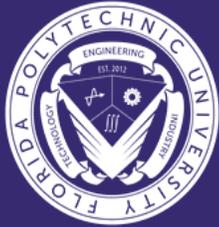
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MEMBERS

Mark Bostick, Chair Bob Stork, Vice Chair Dr. Earl Sasser
Dr. Narendra Kini

AGENDA

- | | |
|---|-------------------------------------|
| I. Call to Order | Mark Bostick, Chair |
| II. Roll Call | Sherri Pavlik |
| III. Public Comment | Mark Bostick, Chair |
| IV. Approval of the February 10, 2021 Minutes
Action Required | Mark Bostick, Chair |
| V. 2020-22 Governance Committee Work Plan Review | Mark Bostick, Chair |
| VI. Regulations
Action Required | Gina DeIulio, VP
General Counsel |
| A. FPU-5.003 Textbook and Instructional Materials Selection and Affordability | |
| B. FPU-5.005 Academic Integrity | |
| C. FPU-8.001 Procurement | |
| VII. Policies
Action Required | Gina DeIulio, VP
General Counsel |
| A. FPU-1.001AP Policy Creation and Development Process – Academic Policies | |
| VIII. President's Goals 2021-22
Action Required | Randy K. Avent,
President |
| IX. Closing Remarks and Adjournment | Mark Bostick, Chair |



Governance Committee Meeting

DRAFT MEETING MINUTES

February 10, 2021

1:30 PM – 2:30 PM

Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING

I. Call to Order

Committee Chair Mark Bostick called the Governance Committee meeting to order at 1:30 p.m.

II. Roll Call

Sherri Pavlik called the roll: Committee Chair Mark Bostick, Committee Vice Chair Bob Stork, Trustee Narendra Kini, and Trustee Earl Sasser were present (Quorum)

Other Trustees present: Chair Cliff Otto and Trustee Connor Coddington

Staff present: President Randy Avent, Ms. Gina DeIulio, Mrs. Maggie Mariucci, Mr. David Blanton, Mr. Rick Maxey, Ms. Melaine Schmiz, Mr. David Brunell, Mr. Alex Landback, Mr. John Causey, Mrs. Kris Wharton, Mrs. Kim Abels, Ms. Michele Rush, and Ms. Sherri Pavlik

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Vice Chair Bob Stork made a motion to approve the November 10, 2020 minutes. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.

V. 2018-20 Governance Committee Work Plan Review

There were no changes to the work plan at this time.

VI. Regulation FPU-3.00611 Anti-Hazing

Ms. Gina DeIulio presented an overview of the regulation. She stated that this regulation will convert the existing anti-hazing policy to a regulation to comply with the Board of Governors regulation 6.021.

The proposed regulation contains the same content as the existing policy; however, changes were necessary to make it consistent with the Board of Governors regulations.

Provisions were added to provide that even if the conduct or activity that resulted in the death or injury of a person was either not part of any official organizational event

or otherwise sanctioned or approved by the student organization or group; or was not done as a condition of membership into a student organization or group that neither of these would constitute a defense to allegations of hazing. Position titles were also updated.

The Notice of Proposed Regulation was published on the University's website on January 12, 2021. No comments were received during the review and comment period.

Trustee Earl Sasser made a motion to recommend adoption of the proposed Regulation FPU-3.00611 Anti-Hazing to the Board of Trustees. Vice Chair Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.

VII. Policies

With the adoption of the new Anti-Hazing regulation, Ms. DeIulio stated the need to repeal the existing policy.

Vice Chair Bob Stork made a motion to recommend the repeal of existing Policy FPU-3.0062P Anti-Hazing to the Board of Trustees. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.

Ms. DeIulio discussed the revisions to policy FPU-1.001P Policy Creation and Development Process: Non-Academic Policies, stating that the major changes were to clarify the process for involving Stakeholders and for repeal of policies. It also provides two new processes for more efficiency. The first is the process to be used when only technical changes are being made to a policy, and the second is the process is to be used for adopting Emergency Policies. It was noted that the Board Chair and the University community would be notified if an Emergency Policy was needed.

Trustee Earl Sasser made a motion to recommend approval of the revised Policy FPU-1.001P Policy Creation and Development Process: Non-Academic Policies to the Board of Trustees. Vice Chair Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.

Ms. DeIulio discussed the revisions to policy FPU-4.0096AP Graduate Degree Graduation Requirements. Deleted from the policy was the requirement of "a grade of B or better" in every course as graduates are required to have satisfactory completion of credit hours and a cumulative GPA of 3.0 or better, and the deletion of the title "Academic Program Coordinator" and the addition of the title "Division Director." The final change to the policy was the addition of language allowing for a project **or** thesis.

Vice Chair Bob Stork made a motion to recommend approval of the revised Policy FPU-4.0096AP Graduate Degree Graduation Requirements to the Board of Trustees. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.

VIII. Bylaws Review

Ms. DeIulio stated that under the Committee's Work Plan, the bylaws are scheduled for review by the committee. The bylaws were reviewed by staff for inconsistencies with state law or BOG regulations. No changes are being recommended at this time.

IX. Revisions to the BOT Policy on Annual Review of the President

Discussion continued from previous committee meetings regarding the Annual Review of the President. Proposed revisions were suggested and the only outstanding item to address was the frequency of the comprehensive review. In request for additional information, research of what other institutions in the State University System was conducted. There are only two other universities in the SUS that use a comprehensive review and the frequency of the reviews is every 3 years.

Committee Chair Mark Bostick reminded the committee that Trustee Earl Sasser recommended at the last meeting that a comprehensive review be conducted after the 3rd year of a new president with a 5-year comprehensive review thereafter.

Trustee Earl Sasser made a motion to recommend approval of the revised Board of Trustee Policy on Annual Review of the President with an additional change indicating that the comprehensive review would be conducted initially after the president has served 3-years and then normally every 5-years thereafter to the Board of Trustees. Vice Chair Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.

X. Board of Trustees Training

Mrs. Kris Wharton presented various training topics to consider for trustee training opportunities and information on possible presenters.

The Committee decided to take no action at this time and asked President Avent to come to the Board meeting with his recommendations on both training and consultant at which time the Board of Trustees will vote.

IX. Closing Remarks and Adjournment

With no further comments, the meeting adjourned at 3:59 p.m.

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: Governance Committee Work Plan 2020-2022

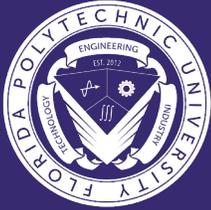
Proposed Committee Action

No action required unless changes are requested.

Background Information

Supporting Documentation: Governance Committee Work Plan 2020-2022

Prepared by: Gina DeIulio, VP & General Counsel



Committee Work Plan

Governance Committee Work Plan 2020-2022

SEPTEMBER

- Governmental Relations Legislative Advocacy Plan
- Charter review
- Board self-evaluation 2023 (every 5 years)
- Review President's employment agreement (periodically)

NOVEMBER

- Board training needs
- Recommendations to the Board on President's evaluation outcome and compensation
- Recommendation to Board on renewal of President's employment agreement

FEBRUARY

- Bylaws review 2021
- Board Chair and Vice Chair nomination process 2022 (every 2 years)

MAY

- Recommendation to Board on President's proposed goals

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: FPU-5.003 Textbook and Instructional Materials Selection and Affordability

Proposed Committee Action

Recommend the approval of the revised regulation FPU-5.003 Textbook and Instructional Materials Selection and Affordability to the Board of Trustees.

Background Information

FPU-5.003 Textbook and Instructional Materials Selection and Affordability is being revised to provide that the University will consider in its analysis of the cost savings measures the opportunity for students to exercise opt-out provisions (in addition to opt-in provisions) for the purchase of the materials. This will make our regulation consistent with the recent changes in the Florida Board of Governors Regulation 8.003.

The Notice of Proposed Revised Regulation was posted on the University's website on March 30, 2021. No comments were received during the review and comment period.

Supporting Documentation: Draft revised regulation FPU-5.003 Textbook and Instructional Materials Selection and Affordability

Prepared by: Melaine Schmiz, Assistant General Counsel

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.003 Textbook and Instructional Materials Selection and Affordability.

(1) Purpose. This regulation establishes the University's textbook and instructional materials selection procedures that support the effort to minimize the cost of textbooks and instructional materials for students while maintaining the quality of education and academic freedom, in accordance with Florida Board of Governors ("BOG") regulation 8.003.

(2) Selection of Textbooks and Instructional Materials. The University uses cost-benefit analyses, pricing techniques, and payment options to allow students to obtain the highest quality textbooks and instructional materials at the lowest available price by considering the following:

- (a) Purchasing digital textbooks in bulk;
- (b) Expanding the use of open-access textbooks and instructional materials;
- (c) Providing rental options for textbooks and instructional materials;
- (d) Increasing the availability and use of affordable digital textbooks and learning objects;
- (e) Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials;
- (f) The length of time that textbooks and instructional materials remain in use; and
- (g) An evaluation of cost savings for textbooks and instructional materials which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials. The University encourages adoption of common textbooks for the same course as a way of addressing affordability

(3) Selection Procedures. (a) Selection deadline and exceptions to deadline. The Provost or designee establishes textbook and instructional material adoption deadlines for each academic term. The deadlines are set no later than forty five (45) days prior to the first day of class for each term in order for the bookstore to confirm the availability of the requested materials, source lower cost options, explore alternatives with faculty, and maximize the availability of used textbooks and instructional materials. A request for an exception to the selection deadline must be submitted, in writing, to the Provost or designee prior to the established deadline and must provide a reasonable justification for the exception.

- (b) Instructor notifies bookstore of selections. Each instructor must provide the University bookstore with textbook and instructional material selection information for each course he/she has been assigned to teach, in accordance with the requirements specified in this regulation, as early as reasonably possible but no later than the deadline established by the Provost for each academic term. Such information must include:
- (i.) notification that no textbook or instructional materials will be required or recommended for the course, if applicable; or
 - (ii.) sufficient information detailing any and all textbooks and instructional material that the instructor will require students and/or recommend to students who are enrolled in the course to purchase;
 - (iii.) a statement of the intent of the course instructor, or academic department offering the course, to use, during the term of the course, all instructional materials that the instructor is requiring students enrolled in the course to obtain, including each individual item sold as a part of a bundled package, unless the individual items

from the bundled package would cost more, if purchased separately, than the package as a whole; and

- (iv.) if the course instructor, or academic department offering the course, is selecting a new edition of a textbook or instructional material, a statement reflecting the determination by the course instructor or academic department of the extent to which the new edition differs significantly and substantively from earlier versions and the value to the student of changing to a new edition or the extent to which open-access textbooks or instructional materials are available.

(4) Textbook and Instructional Materials Posting Deadline. Not less than forty-five (45) days prior to the first day of class scheduled for each term, the University will post a hyperlink to the lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered for the upcoming term on its course registration system and the University's website. Textbook and instructional materials information for courses added after the posting deadline must be posted immediately as such information becomes available; a course or section added after the posting deadline is exempt from this posting requirement. Requests for exceptions to the posting deadline must be submitted in writing to and approved by the Provost or designee prior to the posting deadline. For courses where an exception to the posting deadline has been approved by the Provost or designee, the required information must be posted immediately as the information becomes available. The information published to students must provide the following for all course textbooks and instructional materials that students are required or recommended to purchase:

- (a) the International Standard Book Number (ISBN), or (b) other identifying information which includes, at a minimum:
 - (i.) title
 - (ii.) all authors listed;
 - (iii.) publisher;
 - (iv.) edition number;
 - (v.) copyright date;
 - (vi.) published date; and
 - (vii.) other relevant information necessary to identify the specific textbook.

(5) Financial Aid Procedures. (a) Eligible students may choose to participate in the book voucher program to purchase course textbooks and instructional materials at the University Bookstore up to the approved purchase amount. Students who purchase textbooks and instructional materials with a book voucher will have a charge placed on their student account after the Drop/Add period for the textbooks and instructional materials they purchased. By using the book voucher, the student authorizes the University to deduct all bookstore charges made with the book voucher from the amount of financial aid in the student's account. If the student does not use the total amount of the book voucher, the student's account will be adjusted to reflect the actual purchases. Financial Aid funds in excess of the tuition and fees will be reduced as a result of these charges.

- (b) The Director of Financial Aid or designee publishes, on the University website, the procedure for students to follow that make required and recommended textbooks and instructional materials for each course offering available to students who cannot afford the cost, including consideration of the extent to which an open-access textbook or instructional material may be used.

(6) Innovative Pricing Techniques and Payment Options. The University uses innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers, including bookstores. The pricing techniques and payment options must include an opt-in or opt-out provisions for students and are used only if there is documented evidence that the options reduce the cost of the textbooks and instructional materials.

(7) Dual Enrollment Textbooks and Instructional Materials. The Provost or designee consults with school districts to identify practices that impact the cost of dual enrollment textbooks and instructional materials to school districts, including, but not limited to, the length of time that textbooks and instructional materials remain in use.

Authority: §1004.085, F.S., BOG regulation 8.003 History:

New: 2.21.14, Revised: 12.19.16, 9.16.20; 5.XX.21

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: FPU-5.005 Academic Integrity

Proposed Committee Action

Recommend the approval of the revised regulation FPU-5.005 Academic Integrity to the Board of Trustees.

Background Information

FPU-5.005 Academic Integrity is being substantially revised and rewritten to reflect that academic integrity is the responsibility of the entire University community and to update the procedures followed when addressing alleged violations.

The Notice of Change to Proposed Revised Regulation was posted on the University's website on April 2, 2021. No comments were received during the review and comment period.

Supporting Documentation:

Proposed draft revised regulation FPU-5.005 Academic Integrity
Existing regulation FPU-5.005 Academic Integrity

Prepared by: Melaine Schmiz, Assistant General Counsel

PROPOSED REGULATION

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.005 Academic Integrity.

PART I. INSTITUTION-WIDE

- (1) Statement on Academic Integrity.** As an academic community, the fundamental purpose of Florida Polytechnic University is the pursuit of knowledge.

Academic dishonesty is a corrosive force in the academic life and reputation of a university; it jeopardizes the quality of education and depreciates the genuine achievements of others.

All members of the University community share the responsibility to actively deter academic dishonesty and make known acts of apparent academic dishonesty. Apathy or acquiescence in the presence of academic dishonesty constitutes collusion to commit the act.

Any University community member (faculty, staff, students) who has witnessed an apparent act of academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted has the responsibility to report the matter to the appropriate authority (instructor or supervisor). The authority must pursue any reasonable allegation and take action where appropriate.

This regulation supersedes all current policies, regulations, and processes related to Academic Integrity.

- (2) Roles & Functions.** In order to execute this regulation, the following roles and functions are defined:

- (a) Provost.** This regulation is executed under the authority of the Executive Vice President and Provost who may formally delegate specific responsibilities to other individuals to execute or further delegate the following responsibilities:
- (b) Other Vice Presidents:** to address alleged violations among staff reporting in their respective areas.
- (c) The Vice Provost of Student Affairs (VPSA):** to execute the process as it applies to students. The VPSA may further formally delegate specific responsibilities to other individuals.
- (d) Academic Integrity Hearing Panel (AIHP)** consists of one academic chair, at least two full-time faculty, and two student representatives to hear formal cases pertaining to alleged student violations.
- (e) The Vice Provost of Academic Affairs (VPAA)** serves as a neutral hearing officer to regulate the hearing panel proceedings and sets the rules regarding evidence, witnesses, and procedure, applying rules and standards equitably.
- (f) Academic Integrity Manager (Manager):** A staff member formally designated by the Provost who will facilitate intake of forms, communications, and adherence to policy and process as they pertain to alleged student violations.

- (g) Human Resources: In cases pertaining to employees, regardless of rank or status, Human Resources will serve in a managing capacity.
- (h) Days: For purposes of this policy, days is intended to mean business days (exclusive of weekends and University holidays).

(3) Examples of Academic Integrity Violations. Behaviors of academic dishonesty in violation of this regulation are listed in the Student Handbook. Academic integrity violations include, but are not limited to:

- (a) **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any type of academic exercise.
- (b) **Plagiarism.** Appropriation of another person's ideas, processes, results, or words without giving appropriate credit in any academic exercise.
- (c) **Fabrication.** Making up data or results and recording or reporting them in an academic exercise.
- (d) **Multiple Submission.** Submission of the same or substantially the same work for credit in two or more courses. Multiple submissions shall not include those situations where the instructor gives the student prior written approval to use such prior academic work or endeavor.
- (e) **Facilitating Academic Dishonesty.** Intentionally or knowingly assisting or attempting to assist another in violating any provision of this regulation.
- (f) **Misconduct in Research and Creative Endeavors.** Serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It does not include honest error or honest disagreement about the interpretation of data. (Faculty and Staff will refer to FPU-12.0013AP Research Misconduct, which covers this type of violation. In general, student infractions in research will be processed under this policy.)
- (g) **Misuse of Intellectual Property.** Illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.
- (h) **Excessive Collaboration.** Partnering on individual assignments in such a way that one or more student(s) may benefit without contributing any original work of their own.
- (i) **Violating Examination Rules.** Rules explicitly set up for an exam, especially as they pertain to distance modalities, when violated are subject to sanction under this policy.

(4) Self-Referral. Individuals who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the appropriate authority (instructor for students; supervisor for faculty/staff). In doing so, the individual may be granted leniency depending on the nature and scope of the violation.

PART II. EMPLOYEE-SPECIFIC

This section of the regulation concerns the application of policy and process for alleged academic integrity violations.

- (1) **Responsibilities.** Faculty, staff, and administration hold the responsibility to uphold the highest standards of academic integrity in order to maintain the rights and trust of honest

students and scholars and foster appropriate behavior; therefore, it is expected that course instructors should communicate to students at the beginning of each course the standards, expectations, and clear behaviors for what is and is not acceptable.

(2) Procedures for Employees.

- (a) Faculty (in-unit) suspected or found in violation of academic integrity are governed by the procedures for discipline outlined in the most current Collective Bargaining Agreement.
- (b) Staff (and Faculty not in-unit) suspected or found in violation of academic integrity are governed by the procedures for progressive discipline outlined in the most current Employee Handbook or other applicable policy or regulation governing employee conduct.

PART III. STUDENT-SPECIFIC

The remainder of this Regulation concerns the application of policy and process to integrity violations or alleged violations perpetrated by students.

(1) Students.

(a) Responsibilities.

- (i) Students bear the responsibility for being knowledgeable about what constitutes academic integrity in all instances; recognizing the penalties associated with violating academic integrity; admitting and accepting responsibility for infractions, where they occur; and continually educating themselves and working with faculty in pursuit of more rigorous methods on the path to knowledge.
- (ii) If a student believes that an act of academic dishonesty may have occurred, that student should report the suspected violation to the course instructor. The course instructor will then proceed with investigating and determining if, in fact, a violation occurred.
 - 1. The student alleging the violation is obligated to keep this confidential (except to report the violation to the course instructor) or may subject themselves to integrity violations.
 - 2. The course instructor is obligated to keep the name of the student alleging the violation confidential but may discuss the name of the alleged violator with their supervisor or appropriate administrators as the case is processed.
- (iii) Attendance at Scheduled Meetings/Hearings: A student's failure to attend a hearing or a meeting does not stop that hearing from occurring, provided appropriate notification was delivered. The hearing will still take place, sanctions may be imposed, and holds may be placed on responding party's registration, transcript, final grade if they do not attend hearing.

(2) Suspicion of Academic Misconduct. When a course instructor suspects that a student has committed an academic integrity violation, the course instructor must follow these steps:

- (a) Gather the evidence, taking care to maintain the confidential nature of the situation and in a manner that supports teaching and learning.
- (b) Consult with their department chair to assess the evidence and determine whether the sanction identified is appropriate given the likely infraction.

- (c) Meet with the student to discuss the allegation of misconduct.
- (d) Document the meeting by having the student complete the Academic Integrity Student Acknowledgement (AISA) Form.
 - (i) The student has three (3) days from the date of Part III (2)(c) meeting to sign the form.
 - (ii) Failure to return the form within that period will be construed as not contesting the charge or sanction and the adjudication process will go forward as defined.
- (e) Upon receipt of the AISA Form, submit all documentation through the Campus Student Conduct Record System.

(3) Student Accepts Responsibility for Violation.

- (a) When the student accepts responsibility for the violation, either through the signed form or failure to return the form in the allotted timeframe, the course instructor imposes the sanction and submits the documentation through the Campus Student Conduct Record System.
- (b) The Academic Integrity Manager checks to determine whether the appropriate sanction was applied (per the sanctioning guidelines in the Student Handbook) and whether this is a first or repeat violation for the student.
 - (i) If it is the first violation, the case is closed.
 - (ii) If it is a repeat violation, the Academic Integrity Manager notifies the VPSA that the student has multiple violations.
 - (iii) The VPSA notifies the student that additional sanctions may be applied and that the matter will go before the AIHP.
- (c) **Second Violation.**
 - (i) VPSA will convene the AIHP, which will meet with the student, discuss the case, and render a decision.
 - (ii) After receiving notice, if the student does not submit a timely request for postponement (at least 24 hours prior to the scheduled hearing) and does not attend the scheduled AIHP hearing, the hearing will take place as scheduled.
 - (iii) The student should be present at the Panel's hearing. The student may bring their own evidence and a support person, provided the support person has signed all appropriate FERPA waivers. The support person may not speak for, nor present, the student's case.

(4) Student Declines to Accept Responsibility for Violations.

- (a) The student must formally decline to accept responsibility for the violation by indicating so on the Academic Integrity Student Acknowledgement (AISA) Form within three (3) days of the meeting with the faculty member.
- (b) Just as when a student accepts responsibility, the faculty member submits all documentation through the Campus Student Conduct Record System.
- (c) The Academic Integrity Manager verifies that the process was followed, and documentation is present and notifies the VPSA, or designee that a student has declined responsibility for the violation. The Academic Integrity Manager must also identify whether the student has any prior violations.

- (d) The VPSA calls the Academic Integrity Hearing Panel to review the case and uphold, modify, dismiss/overturn the sanction, and/or impose new (including additional) sanctions depending on whether this is a second (repeated) violation.
 - (i) Presence of previous violation(s) should not be considered evidence of guilt of the most recent allegation.
 - (ii) The student should be present at the Panel's hearing. The student may bring their own evidence and a support person provided the support person has signed all appropriate FERPA waivers. The support person may not speak for, nor present the student's case.
 - (iii) After receiving notice, if the student does not submit a timely request a postponement (at least 24 hours prior to the scheduled hearing) and does not attend the scheduled AIHP hearing, the hearing will take place as scheduled.

(5) Right to Appeal.

- (a) The student has the right to appeal the panel's decision to the Provost, or the Provost's designee.
- (b) Appeals must be submitted within five (5) days of the Panel's decision.
- (c) Grounds for appeal are limited to issues concerning process violations or discovery of new evidence believed to exonerate the individual.
- (d) Students are limited to one appeal per case.
- (e) The Provost's, or designee's, decision is final.

(6) Timeframes. In addition to the timeframes noted previously, the following apply:

- (a) Faculty suspecting students of violations must submit all forms and documentation as close to the date of determining there was an infraction as possible. In general, during the academic term, this should be no later than within ten (10) days of suspecting a violation.
- (b) At the end of the academic term, faculty should submit all forms and documentation related to alleged violations no later than three (3) days after grades are due. It is critical for administrative processes to be conducted as efficiently as possible prior to the start of the subsequent term, particularly between fall and spring semesters.

(7) Limitations on Course Withdrawal and Grade Forgiveness.

- (a) A student is not permitted to drop or withdraw from a course where there is an unresolved allegation that the student violated this Academic Integrity regulation. A student who has been found responsible for an act of academic dishonesty may not withdraw from the class in which the violation occurred. In cases of exceptional circumstances, the VPSA along with the Provost's Office will confer with appropriate Department Chair(s) or Division Director(s) and course instructor to make a determination.
- (b) The University Grade Forgiveness Policy will not be applied to a course in which a student has been found responsible for an act of academic dishonesty resulting in a sanction of "F" in the course.

(8) Records.

- (a) All records related to academic integrity violations are housed in the Campus Student Conduct Record System. In the event a student is cleared of all charges related to a specific violation, these records will be removed.

- (b) The University may place a hold on the records or registration of any student who fails to respond to allegations of academic dishonesty. The University may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent semester, transfer, or graduation. All pending allegations of academic integrity violations must be resolved prior to a student's graduation, transfer from, or continued education at the University.
- (c) Records of academic misconduct related to the formal hearing process will be maintained in the Campus Student Conduct Record System as part of the student's disciplinary records.
- (d) Student files involving instances of academic integrity violations that do not result in suspensions or expulsions are expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently.
- (e) Statistical and database information may be kept permanently at the University.
- (f) Records will be maintained by the University in accordance with section 1002.22, Florida Statutes, and in accordance with applicable state record retention laws.

(9) Transcript Notations.

- (a) When a student who is found responsible for an act of academic dishonesty and a resulting sanction is suspension, the University will place a temporary notation to that effect on the student's transcript immediately upon the conclusion of the hearing process (including any appeals). The notation will remain during the period of suspension, and the University will remove the notation upon the completion of the suspension.
- (b) If a student is expelled for an act of academic dishonesty, the university will place a permanent notation to that effect on the student's transcript upon the conclusion of the hearing process (including any appeals).

(10) Sanctioning Guidelines for Violations of Academic Integrity

Academic sanctions lie within the purview of faculty to assign when it concerns issues of academic integrity. Faculty must consider a range of factors when it comes to issuing sanctions including the severity of the infraction, the conditions surrounding the student and/or their infraction, as well as the level of the student: for example, a freshman and a graduate student should not be held to the same standard.

Sanctions faculty may assign include but are not limited to the following examples: Receiving a zero (0) for the assignment or exam; reduction in course grade; receiving an "F" for the course.

Sanctions also may be assigned by the Academic Integrity Hearing Panel or appropriate administrator based on the nature, severity, and frequency of violations. These sanctions may include suspension and up to expulsion.

Sanctioning Guidelines for Violations of Academic Integrity will be published annually in the Student Handbook.

Authority: BOG regulation 6.0105, Sections 1006.60, 1006.62, F.S.

History: New: 7.29.14; ~~5.XX.21~~

EXISTING REGULATION

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.005 Academic Integrity.

(1) **Introduction.** The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, this Academic Integrity regulation is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, special responsibility for upholding the principle of academic honesty lies with the students. In order to maintain the integrity of the academic process, all students must commit to the highest ethical standards in completion of all academic pursuits and endeavors. The faculty share with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity.

(2) **Academic Integrity Violations.** Behaviors of academic dishonesty in violation of this regulation are listed below and are not intended to be all inclusive. Violations may result in the imposition of academic sanctions under this regulation and/or disciplinary sanctions under the Student Code of Conduct.

- (a) **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any type of academic exercise.
- (b) **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
- (c) **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- (d) **Multiple Submission.** Submission of the same or substantially the same work for credit in two or more courses. Multiple submissions shall not include those situations where the instructor gives the student prior written approval to use such prior academic work or endeavor.
- (e) **Facilitating Academic Dishonesty.** Intentionally or knowingly assisting or attempting to assist another in violating any provision of this regulation.
- (f) **Misconduct in Research and Creative Endeavors.** Serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It does not include honest error or honest disagreement about the interpretation of data.
- (g) **Misuse of Intellectual Property.** Illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

(3) **Reporting Academic Integrity Violations.** Academic misconduct is a corrosive force in the academic life and reputation of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is a responsibility of all members of the

University Community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the University Community (e.g., students, faculty, and staff) share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any University Community member who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to report the matter to the course instructor (“instructor”). The instructor must pursue any reasonable allegation, taking action where appropriate.

(4) **Self-Referral.** Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Director of Student Affairs, subject to the following:

- (a) Students may not exercise the self-referral option more than once during their enrollment at the University.
- (b) If an investigation by the Director of Student Affairs reveals that no University Community members reported a suspicion of the self-referring student’s act of academic dishonesty, then the student will not be charged with academic dishonesty. Instead, the Director of Student Affairs will notify the course instructor (if the act of academic dishonesty was not related to a course, the program director will be notified and the program director will act as the “instructor” throughout this process). The instructor shall then convene a conference with the student. The purpose of this conference will be to ensure that the self-referral provisions of this regulation are followed. The instructor will notify the Director of Student Affairs in writing of the outcome of the conference. The instructor’s notice shall be maintained in a file of self-referrals, but shall not be considered a disciplinary record.
- (c) In all cases where a student self-referral is accepted, the student may be required to successfully complete an Academic Integrity Seminar offered by the Office of Student Affairs. Also, the student will have any grade for the academic exercise in question either reduced one letter grade, or reduced to an “F” or a zero, at the discretion of the instructor.
- (d) If the Director of Student Affairs determines that a suspicion of academic dishonesty was reported to the instructor prior to the self-referral, then the matter will be resolved in accordance with the academic misconduct review process and the informal or formal hearing process, as appropriate, provided below. The self-referral may be considered a mitigating circumstance when determining sanctions.

(5) **Academic Misconduct Review Process.**

- (a) If a person other than the instructor believes that an act of academic dishonesty may have occurred, that person should report the suspected violation to the instructor, who will then proceed with the academic misconduct review process.
- (b) If the instructor determines that there is sufficient evidence to reasonably conclude the violation occurred or was attempted, the matter shall be forwarded to the Director of Student Affairs.

(c) The instructor and the Director of Student Affairs will determine the appropriate process for handling the matter. Depending on the student's history, academic status, and/or the severity of the alleged violation, the informal hearing process or the formal hearing process will be implemented in accordance with the procedures below.

(d) The informal hearing process is appropriate if:

- (i) the student has no history of previous violations, and
- (ii) the student is not a graduate student being accused of academic dishonesty on a thesis or dissertation, and
- (iii) the instructor believes that the student's conduct does not warrant disciplinary sanctions.

(e) The formal hearing process is appropriate if:

- (i) the student has a history of previous violations, or
- (ii) the student is a graduate student being accused of an academic integrity violation on a thesis or dissertation, or
- (iii) the instructor believes that the student's conduct may warrant disciplinary sanctions.

(6) Informal Hearing Process.

(a) Within ten (10) days of becoming aware of the alleged academic integrity violation, the instructor must contact the accused student to discuss the allegations, inform the student of the findings, and to offer the student an opportunity for an informal meeting to review the case.

(b) The instructor should clearly describe the allegations against the student and review the materials and information that led the instructor to conclude that a violation has likely occurred.

(c) The instructor shall provide the student with an opportunity to respond to the allegations.

(d) After hearing the student's response, if the instructor still concludes an act of academic dishonesty likely occurred, the instructor will complete the Academic Integrity Violation Procedure Form and inform the student of what the potential academic sanction or penalty would be for the violation, if the student is found responsible.

(e) The instructor shall review the Academic Integrity Violation Procedure Form with the student and inform the student that he/she has five (5) business days from the date the student receives the form to review the information and either:

- (i) Accept responsibility for the violation, accept the sanction(s), and waive any right to a formal hearing, or
- (ii) Not accept responsibility for the violation or the sanctions and be provided a formal hearing.

(f) The instructor shall provide a copy of the completed Academic Integrity Violation Procedure Form to the student and retain the original. The instructor shall then forward a copy of the form to the Director of Student Affairs.

(g) If the student accepts responsibility for the academic integrity violation along with the instructor's sanction(s), and signs and returns the Academic Integrity Violation

Procedure Form to the instructor within five (5) business days of the student's receipt of the form, the instructor shall also sign the returned form and send it to the Director of Student Affairs with a copy to the student.

(i) The Director of Student Affairs will oversee and document the student's completion of any compliance programs or submission requirements for the imposed sanction(s).

(ii) Once the student has completed all requirements of the imposed sanction(s) and other sanctions, if applicable, have been applied, the Academic Integrity Violation Procedure Form shall be retained by the Office of Student Affairs. The case shall then be considered closed without further documentation of the academic misconduct.

(iii) If the student does not successfully complete the requirements of the imposed sanction(s) as required, the Office of Student Affairs shall place a hold on the student's University account until the requirements have been completed.

(h) If the student does not accept responsibility for the academic integrity violation, does not accept the instructor's sanction(s), or does not sign and return the Academic Integrity Violation Procedure Form within five (5) business days of the student's receipt of the form, the instructor shall sign the Academic Integrity Violation Procedure Form, indicate this outcome, attach any supporting documentation to the form, and send it to the Director of Student Affairs. The Director of Student Affairs shall then proceed with a formal hearing.

(7) **Formal Hearing Process.** The formal hearing process, and any appeal related to such formal hearing, is outlined in the Student Code of Conduct; however, the President may designate the Provost as the University official to review and make the final decision on the appeal.

(8) **Course Withdrawal and Grade Forgiveness.**

(a) A student shall not be permitted to drop or withdraw from a course in which there is an unresolved allegation that the student violated this Academic Integrity regulation. A student who has been found responsible for an act of academic dishonesty may not withdraw from the class in which the violation occurred.

(b) The University Grade Forgiveness Policy will not be applied to a course in which a student has been found responsible for an act of academic dishonesty resulting in a sanction of "F" in the course.

(c) A student who has admitted to or been found responsible for an act of academic dishonesty will not be in good academic standing and will remain in such standing until such time as imposed sanctions have been completed to the satisfaction of the Office of Student Affairs.

(9) **Academic Sanctions.** The range of academic sanctions that may be imposed on a student found to be responsible for an act of academic dishonesty include:

(a) Reprimand;

- (b) Reduction of assignment or course grade;
- (c) Educational assignments; and/or
- (d) Academic Integrity Seminar participation.

(10) **Disciplinary Sanctions.** Disciplinary sanctions that may be imposed on a student found responsible for an act of academic dishonesty are provided in the Student Code of Conduct.

(11) **Records.**

(a) For a first violation resolved according to the informal hearing process prescribed above, the signed Academic Integrity Violation Procedure Form shall be maintained in the Office of Student Affairs for the purpose of ascertaining a prior history of academic misconduct and will not be considered a disciplinary record. However, if a student is found responsible for a subsequent act of academic dishonesty or fails to successfully complete the mandatory training program within the designated timeframe, any record of a violation, previous or otherwise, will then be considered a disciplinary record and will become part of the student's disciplinary file.

(b) The University may place a hold on the records or registration of any student who fails to respond to allegations of academic dishonesty. The University may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent semester, transfer or graduation. All pending allegations of academic integrity violations must be resolved prior to a student's graduation, transfer from or continued education at the University.

(c) Records of academic misconduct related to the formal hearing process will be maintained by the Office of Student Affairs as part of the student's disciplinary records.

(d) Student files involving instances of academic integrity violations that do not result in suspensions or expulsions shall be expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently.

(e) Statistical and database information may be kept permanently at the University.

(f) An accused student who is found "not responsible" for an act of academic dishonesty or where charges of an Academic Integrity violation are dismissed, the student will not have an academic disciplinary record related to such matter. Where the charges of academic dishonesty are resolved through the informal hearing process, the student will not have an academic disciplinary record related to such charges, unless otherwise provided in this regulation. However, the records related to all such matters will be maintained by the University in accordance with Florida Statutes, Section 1002.22 and will be retained in accordance with applicable State record retention laws.

(12) **Transcript Notations.**

(a) When a student who is found responsible for an act of academic dishonesty and a resulting sanction is suspension, the University will place a temporary notation to that effect on the student's transcript immediately upon the conclusion of the hearing process (including any appeals). The notation will remain during the period of suspension, and the University will remove the notation upon the completion of the suspension.

(b) If a student is expelled for an act of academic dishonesty, the university will place a permanent notation to that effect on the student's transcript upon the conclusion of the hearing process (including any appeals).

(13) **Review of the Academic Integrity Regulation.** The University Academic Integrity regulation shall be reviewed every three years by a committee composed of at least 50 percent students under the direction of the Provost or designee.

Authority: BOG regulation 6.0105, Sections 1006.60, 1006.62, F.S.

History: New: 7.29.14

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: FPU-8.001 Procurement

Proposed Committee Action

Recommend the approval of the revised regulation FPU-8.001 Procurement to the Board of Trustees.

Background Information

FPU-8.001 Procurement is being revised in conformity with a recent revision to the Board of Governors procurement regulation that suggests universities use shared initiatives contracts as much as practical, requires justification documentation for the use of piggybacking, and further defines auditing services. It further clarifies the existing University requirement that contracts for all legal services be approved by the Office of the General Counsel and updates the requirement regarding sufficient appropriations for multiyear contracts.

The Notice of Proposed Regulation Amendment was posted on the University's website on March 30, 2021. No comments were received during the review and comment period.

Supporting Documentation: Draft revised regulation FPU-8.001 Procurement

Prepared by: David Brunell, Assistant General Counsel

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-8.001 Procurement.

(1) **Statement of Intent.** These Procurement regulations are supplemental to Chapter 18 of the Florida Board of Governors regulations (“Board of Governors Purchasing regulations”). It is the intent of Florida Polytechnic University (the “University”) to acquire quality goods and services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible purchasing officials shall be protected from improper pressures of external political or business interests. The process shall reduce the appearance and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish effective management oversight in the acquisition of commodities and contractual services, in order to preserve the integrity of public purchasing and contracting. The opportunity to respond to competitive solicitations and enter into contracts with the University is a privilege, not a right.

(2) **Definitions.**

- (a) **Commodity** - Any of the various supplies, materials, goods, merchandise, food, equipment or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University. “Commodity” also includes interest on deferred-payment contracts entered into by the University for the purchase of other commodities.
- (b) **Competitive Response** - The response submitted to an Invitation to Bid, Invitation to Negotiate, or a Request for Proposal by a responsive and qualified bidder or offeror.
- (c) **Competitive Solicitation** - An Invitation to Bid, Request for Proposals or Invitation to Negotiate to competitively select a contractor/vendor.
- (d) **Contractor/Vendor/Supplier** - A person or firm who sells commodities or contractual services to the University.
- (e) **Contractual Service** - The rendering by a contractor of its time and effort rather than the furnishing of commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. “Contractual service” does not include labor or materials or selection of professional services for the construction, renovation, repair or demolition of facilities.
- (f) **Independent Contractor** - A person or firm who provides a service to the University, but does not have any employment or other relationship or connection with the University, except as permitted by Florida law.
- (g) **Invitation to Bid** - A written solicitation for competitive bids with the title, date, and hour of the public bid opening designated and the commodity, group of commodities or services defined, for which competitive responses are sought.
- (h) **Invitation to Negotiate** - An invitation extended to prospective contractor/vendors by the University, whether by advertisement, written solicitation, electronic media or any other form of communication, to define the specifications, terms and conditions of a contract for commodities or contractual services. Cost may or may not be a consideration in the initial stages of negotiating.

~~(i) **President** – The chief executive officer of the University or chief operating officer, responsible for its operation and administration.~~

(j) **Public Entity Crime** - A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

(k) **Purchase** - An acquisition of commodities and/or services obtained by purchase order or contract whether by rent, lease, installment- purchase or lease-purchase, outright purchase, or license.

(l) **Renewal** - Contracting with the same contractor/vendor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew.

(m) **Request for Proposal** - A written solicitation for competitive proposals for commodities or contractual services with the title, date, and hour of the public opening designated. The request for proposal may be used when the scope of work is not clearly defined.

(n) **Responsive and Qualified Bidder or Offeror** - A contractor/vendor who has submitted a competitive response that conforms in all material respects to a competitive solicitation.

(3) **Procurement Department Duties.** The University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University. The Procurement Department (the “Procurement Department”) has the duty to:

(a) Canvass sources of supply and contracting for the purchase or lease of all commodities and contractual services for the University, in any manner, including purchase by installment- or lease-purchase contracts. Installment- or lease- purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.

(b) Remove any contractor/vendor from the University’s competitive vendor list that fails to fulfill any of its duties specified in a contract with the University and to reinstate any such contractor/vendor when satisfied that further instances of default will not occur.

(c) Plan and coordinate purchases in volume and negotiate and execute agreements and contracts for commodities and contractual services under which the University may make purchases.

(d) Develop an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities/services that are frequently purchased and are available from a single source.

(e) Where practical and available, implement the use of existing State University System (SUS) Shared Initiatives contracts unless the Assistant Vice President of Procurement and Auxiliary Enterprises or designee documents that such use is not in the best interest of the university.

(f) Evaluate and approve contracts that are entered into after a public and open competitive solicitation by any State of Florida agency, ~~or~~ department, Florida state college or university, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of

commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such other entities. The Procurement Department must maintain appropriate justification for the use of services contract adoption and -shall review existing consortia and cooperative contracts to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings, with the goal of achieving a five-percent savings on existing contract prices.

(~~g~~f) Award contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or State University System-wide basis and the contracts may be for multiple years.

(~~g~~h) Reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.

(~~h~~i) Bar any contractor/vendor from doing business with the University for demonstrated cause, including previous unsatisfactory performance.

(~~i~~j) Prohibit University employees and University direct-support organization employees participating on a procurement selection committee for commodities or services from soliciting donations from responding contractor/vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

(4) **Employee and Contractor/Vendor Standard of Conduct.** It shall be a breach of ethical standards for any University employee to accept, agree to accept, or solicit a gratuity of any kind, form or type in connection with any contract for commodities or services. It shall also be a breach of ethical standards for any potential contractor/vendor to offer a University employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

(5) **Competitive Solicitations Threshold.** All contracts entered into by the University for the purchase of commodities or contractual services exceeding \$75,000 shall be awarded pursuant to a public and open competitive solicitation, unless otherwise authorized herein or in the Board of Governors Purchasing regulations.

(6) **Notice of Decision or Intended Decision.** A notice of decision or intended decision concerning a solicitation, contract award, or sole source purchase shall be electronically posted on the Procurement Department website.

(7) **Preferences for Florida-Based Contractors/Vendors.** The University will provide preferences to Florida-based contractors/vendors for contracts for personal property and printing in accordance with Florida Board of Governors Purchasing regulations.

(8) **Tie Responses.** When multiple responses that are equal in all respects are received to a competitive solicitation, the University will give preference to responses that include commodities manufactured in the state, Florida businesses, businesses with a drug-free workplace program, or foreign manufacturers located in the state to determine the contract

award, or, if these conditions do not exist or are the equivalent between two or more responses, will use toss of the coin.

(9) **Extension Errors.** In the case of extension errors in quotes or competitive responses, the unit price will prevail.

(10) **Withdrawal of Competitive Response.** A contractor/vendor may withdraw his or her competitive response in writing if done within seventy-two (72) hours of the competitive response/bid opening, if the competitive response is clearly erroneous, and if the competitive response is withdrawn prior to final award or the purchase order being issued, whichever comes sooner.

(11) **Exceptional Purchases.** The University has the following exceptional purchases:

(a) **Purchase of Private Attorney Services.** Written approval from the Attorney General is not required for private attorney services acquired by the University but must be approved by the Office of the General Counsel.

(b) **Purchase of Insurance.** The University may purchase insurance as deemed necessary and appropriate for the operation and educational mission of the University. Examples of insurance coverage that may be acquired by the University include:

1. Physical damage on vehicles and boats
2. Camps insurance
3. Building and property damage
4. Equipment losses due to theft
5. Equipment subject to transportation
6. Loss of rental income
7. Commercial general liability insurance for scientific equipment
8. Excess general liability coverage

(c) **Purchase of Products with Recycled Content.**

(d) **Purchase of Printing.** University purchases of printing are not subject to Florida Statutes Chapter 283. However, if the University decides to purchase printed materials through a competitive solicitation process, the preference provision in the Board of Governors Purchasing regulations shall apply.

(12) **Types of Purchases Not Subject to the Competitive Solicitation Process.** Purchasing actions that are not subject to the competitive solicitation process include those types of purchases that are enumerated in the Florida Board of Governors Purchasing regulations or Florida Statutes and commodities to be incorporated into any public work (as that term is defined in Fla. Admin. Code R. 12A-1.094) which are procured by the University in accordance with the requirements of the University's direct purchase program.

(13) **Purchases from small and disadvantaged business enterprises.** The University is an equal opportunity institution and encourages procurement contracting with small and disadvantaged businesses which includes minority business enterprises.

(14) **Purchases from Contractors/Vendors Convicted of Public Entity Crimes.** The University shall not accept a competitive solicitation from, or purchase commodities or

contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list. No federal funds may be used to pay any party who is listed on the federal excluded parties list system.

(15) **Contractors/Vendors Excluded from Competition.** In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations to bid and/or requests for proposals shall be excluded from competing for such procurements.

(16) **University Employees Involved in the Competitive Solicitation Process.** All persons taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall follow all relevant portions of the State of Florida Code of Ethics for Public Employees, Chapter 112, Part 3, Florida Statutes, and the University's regulation on outside activities.

(17) **Bonds.** The University may require solicitation security as a condition for a contractor/vendor's participation in a competitive solicitation and/or payment and performance bonds. An entity protesting a decision or intended decision pertaining to a competitive solicitation must post a solicitation protest bond. Requirements related to solicitation security, payment and performance bonds, and solicitation protest bonds must be in accordance with Board of Governors Purchasing regulations.

(18) **Contracts.**

(a) **Form of Contract.** Contracts for commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the President or designee prior to or within thirty (30) days of the goods or services being rendered by the contractor/vendor. This provision does not apply to appropriate Expense Card (University issued procurement card) purchases that are made in accordance with applicable policies and procedures.

(b) **Annual Appropriation.** Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this ~~contract agreement~~ is contingent upon ~~upon an annual appropriation by the Legislature~~ sufficient appropriation by the Florida Legislature and other entities' allowance of the University to use such funds."

(c) **Extension.** Extension of a contract shall be for a period not to exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the original contract. There shall be only one extension of a contract.

(d) **Renewal.** A contract may contain provisions for renewal(s). -A contract entered into as a result of a competitive solicitation may be renewed for a period that may not exceed 5 years or twice the term of the original contract, whichever is longer.- This provision is not intended to apply retroactively; existing contracts entered into prior to January 1, 2017, that included any specified renewal period(s) may continue in accordance with the

existing contract terms. If the commodity or contractual service is purchased as a result of a competitive solicitation, the cost of any contemplated renewal must be included in the solicitation response. All contract renewals are subject to sufficient annual appropriations.

(e) **Deferred Payment.** The President has the authority to enter into deferred payment agreements utilizing the State of Florida Controller's Consolidated Equipment Financing Program. When a commodity contract requires deferred payments and the payment of interest under that program, the contract will be submitted to the State of Florida Controller for the purpose of pre-audit review and approval prior to acceptance by the University. No agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

(f) **Limitation of Liability.** In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a contractor/vendor consistent with Florida Statutes section 672.719.

(g) **Value of Contract.** The total value of a contract shall be the purchase price for the initial term of the contract plus all costs for the contemplated renewal terms.

(19) Purchase of Motor Vehicles.

(a) The term "motor vehicle" includes any automobile, truck, watercraft or other vehicle designed primarily for transporting persons, and construction vehicles or farm equipment.

(b) The University has authority to:

1. Establish standard classes of motor vehicles to be leased, purchased or used by University personnel.
2. Obtain the most effective and efficient use of motor vehicles for state purposes.
3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control and regulation of University-owned motor vehicles. Acquisition may be by purchase, lease, installment-purchase, loan or by any other legal means and may include a trade-in. All motor vehicles purchased or leased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University.
4. Contract for specialized maintenance services.

(c) Motor vehicles owned, leased or operated by the University shall be available for official University business only.

(20) Workday.

(a) Effective October 1, 2015, Workday, the University's Enterprise Resource Planning (ERP) system, is the mechanism used for creating requisitions and issuing purchase orders.

(b) The Procurement Department must approve, in Workday, all requisitions and approve or issue all purchase orders on behalf of the University.

(21) Procedures

(a) The procedures necessary to initiate this regulation are supported by the business processes located at the following locations:

1. Purchasing Manual (Procurement Website)

2. Expense Card Manual (Procurement Website)
3. Workday Business Processes (Workday)
 - i. Login to Workday
 - ii. Select “Poly Workday Job Aids”
 - iii. Refer to “Procurement” Job Aids

Authority: FBOG regulations 1.001(7), 18.001, 18.002, and 18.003.

History--New 8.28.13; Amended: 3.1.18; 5.XX.21

DRAFT

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: FPU-1.001AP Policy Creation and Development Process – Academic Policies

Proposed Committee Action

Recommend approval of revised policy FPU-1.001AP Policy Creation and Development Process – Academic Policies to the Board of Trustees.

Background Information

FPU-1.001AP Policy Creation and Development Process – Academic Policies governs all academic policies and was adopted December 16, 2013. This is the sister policy to FPU-1.001P Policy Creation and Development Process – Non-Academic Policies, which was recently approved at the February Board of Trustees meeting. The changes made mirror the changes made in the sister policy which streamlines the processes and provides more clarity.

The major proposed changes to this policy are to:

1. Clarify the process for involving stakeholders;
2. Clarify the repeal process;
3. Provide an expedited process to use when only technical changes are being made to a policy;
4. Provide a process for adopting Emergency Policies which may only be used for responding to recent changes in law or addressing immediate dangers to public health, safety or welfare. An emergency policy would be effective for no more than 90 days-allowing the university time to go through the normal initiating and approval process to adopt a regular policy if needed. The Emergency Process would start with the Initiating Authority and would require only the approval of the Office of the General Counsel and the President. The Board Chair and the University community would be notified of the passage of an Emergency Policy; and
5. Revise the University Policy Template Form accordingly.

Supporting Documentation: Draft FPU-1.001AP Policy Creation and Development Process – Academic Policies

Prepared by: David Brunell, General Counsel

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Policy Creation and Development Process- Academic Policies
FPU Policy Number: FPU-1.001AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 16, 2013
Date Revised:
Responsible Division/Department: Vice President Academic Affairs
Initiating Authority: General Counsel

A. APPLICABILITY & PURPOSE/ACCOUNTABILITY:

~~These guidelines on academic university policies and related procedures are applicable to all members of the university community.~~

~~This policy applies to University policies governing administration of two or more departments; it does not apply to internal policies or procedures of any single department or to rules or regulations.~~

~~This policy governs the authority of the administration to issue, revise, and repeal academic University policies in a manner that is consistent and transparent.~~

B. POLICY STATEMENT:

Florida Polytechnic University is governed by state and federal statutes, regulations and guidelines of the Florida Board of Governors (BOG), and University regulations. -The University adopts policies and related procedures to ~~dictate direct~~ and guide the operations of the University when statutes, regulations, and BOG guidelines require the University to do so or when such do not provide specific guidance, or do not offer procedures or implementation directives necessary for efficient University operations, or as is otherwise prudent.

Policies should neither conflict with provisions contained in applicable laws or regulations, and should not ~~nor~~ merely restate or duplicate those provisions, unless required by law. ~~Should~~When an existing University policy conflicts with any governing law, Florida Board of Governors regulation, or university regulation such the law or regulation prevails over ~~they shall take precedence over the~~ University policy to the extent of the conflict.

While this policy is not intended to address the University’s regulation promulgation process, Initiating Authorities should take care ~~should be taken~~ to ensure that a proposed policy does not rise to the level of a “rule” as defined in sSection 120.52, Florida Statutes. -Policies are not regulations if they are focused exclusively on internal management and do not affect the private interests of any person. -Any questions regarding the University’s regulation promulgation process or whether a policy meets the definition of a regulation should be directed to the Office of the General Counsel ~~s Office~~ (OGC).

~~The University Academic Policies and Procedures Manual is the official repository of academic university policies and related procedures. The Manual may be reviewed online. The OGC maintains the official academic University policies. Policies may be reviewed online on the University’s policies and regulations webpage, linked from the bottom of the University homepage. The effective date of a policy is the date of last approval as indicated in the signature block unless otherwise stated in the policy.~~

C. DEFINITIONS:

- 1. Initiating Authority:** a person or entity empowered to recommend creation, revision, or repeal of a University policy. Only the President, vice presidents, the General Counsel, and the Policies Committee (Established in this policy) are Initiating Authorities.
- 2. Policy-**a statement of management philosophy or practice established to provide direction and assistance to the University community in the conduct of University business or activities that directly and substantially affect multiple units, departments, or divisions with respect to their operations at the University. Policies must not conflict with statutes, regulations or guidelines applicable to the university. Policies may include related procedures.
- 3. Emergency Policy:** a policy implemented to respond to a recent change in law or to address an immediate danger to the public health, safety, or welfare.
- 4. Stakeholder-** a person or unit, department, or division within the University community interested in the terms and operation of the policy because it significantly impacts directly affects their role, responsibilities, and/or operations at the University.
- 5. Academic Policies and Procedures Committee- (the "Academic Policies Committee"):** a committee designated and appointed by the Provost/Vice President of Academic Affairs to act as the central body for making recommendations regarding the creation, revision updating, or repeal of, and management of academic University policies. The General Counsel or General Counsel's his or her designee will serve as an ex-officio nonvoting member of the committee in a non-voting capacity.
- 6. Technical Change:** nonmaterial changes to a policy that do not result in a change in meaning such as: typographical, clerical, and stylistic changes, or changes to names or titles (e.g., facility naming, positing retitling).
- 4. University President** the current President/Chief Operating Officer of Florida Polytechnic University.

D. PROCEDURES:

1. Initiation and Approval Process

- (a) The University President, Vice Presidents, the General Counsel, and representatives of the Academic Policies Committee (each an Initiating Authority) determines the need to create, revise, or repeal an academic policy or revise or eliminate an existing policy.
- (b) The Initiating Authority or his or her designee oversees the creation of a draft of the policy following the instructions in this policy provided below.
- (c) When the Initiating Authority has a working draft of the new or revised policy, he or she allows the Initiation Authority shares the draft, or that the policy is slated for repeal, to stakeholders to review the draft and provide comments. The Initiating Authority considers the takes such comments, revises accordingly if it deems necessary, and into account and sends the proposed policy or repeal to the OGC for legal review and assignment of a number, if new to the Academic Policies Committee.
- (d) Once approved by the OGC, the Office of the Provost will email the proposed policy or repeal to the faculty for review and comment, including students for those policies affecting students. The University community will have at least 3 business days to provide feedback to the Initiating Authority or designee. When the Academic Policies Committee determines that the proposed policy is acceptable, the chair of the Academic Policies Committee forwards the final draft to the Vice President of Academic Affairs.

- (e) If the Vice President of Academic Affairs approves the policy, the Vice President signs the policy and forwards the policy to the University President. Once at least 3 business days have elapsed and feedback has been considered, the Initiating Authority or designee may forward the proposed policy or repeal to the Policies Committee.
- (f) The University President forwards the policy to the Board of Trustees if the Board of Trustees is required by law or regulation to approve the policy. If and when the Policies Committee determines that a proposed policy is acceptable, the chair of the Policies Committee will forward the final document to the Provost for approval (or rejection). If a policy is being repealed, the chair of the Policies Committee will forward a document reflecting the repeal, including a signature block, to the Provost for approval (or rejection).
- (g) Finally, if the University President approves the policy, the University President signs the policy and the policy is assigned a number, if new, the policy is incorporated into the Academic Policies and Procedures Manual, and the policy is posted on the University's website. If and when the Provost determines that a proposed policy is acceptable, the Provost or designee will forward the final document to the President for approval (or rejection). If a policy is being repealed, the Provost will forward a document reflecting the repeal, including a signature block, to the President for approval (or rejection).
- (h) If the President approves the proposed policy or the repeal of the policy, the President or designee will forward the proposed policy or its repeal to the Board of Trustees (BOT) if the BOT is required by law or regulation to approve the policy (or repeal).
- (i) Once the final approval from the President or BOT occurs, the policy (or its repeal) the policy is posted on, or removed from, the University's website.

2. Technical Revision to Policy Process

- (a) Notwithstanding the above, the following process will be used when a policy is revised exclusively to make Technical Changes:
 - (i.) The Initiating Authority determines the need to make such changes.
 - (ii.) The Initiating Authority forwards the revised policy to the OGC for approval.
 - (iii.) If and when the OGC approved the revised policy, the Initiating Authority will forward the revised policy to the Provost only for approval or rejection.
 - (iv.) The Policies Committee's, President's, and BOT's approvals are not required when only Technical Changes are made.

3. Emergency Process

- (a) Notwithstanding the above, the following process will be used exclusively to adopt, amend, or repeal Emergency Policies.
 - (i.) The initiation Authority determines the need to adopt an Emergency Policy.
 - (ii.) The Initiation Authority forwards the revised policy to the OGC for approval.
 - (iii.) If and when the OGC approves the revised policy, the Initiating Authority will forward the revised policy only to the Provost and President for approval (or rejection).
 - (iv.) The President will notify the BOT Chair of the passage of an Emergency Policy and will notify the University of the policy by email, among any other methods at the President's discretion.
- (b) The Policies Committee's and BOT's approvals are not required when Emergency Policies are created.

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- (c) An Emergency Policy may be promulgated only to respond to a recent change in law or to address an immediate danger to the public health, safety, or welfare.
- (d) An Emergency Policy is not effective for more than 90 days. However, the University may adopt a similar or identical policy as outlined in the Initiation and Approval Process section of this policy in which case the Emergency Policy will be automatically repealed as of the effective date of the new policy.

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4. Drafting University Policies

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2. Instructions for Drafting University Policies

The initiating authority or designee must use the policy template (see attached Form) must submit proposed policies and related information on the policy template (see attached Form) and must include the following:

At a minimum, any policy must contain:

- (a) The subject/title of the policy;
- (b) A specification that the policy is New, Revised, a Technical Revision Only, or an Emergency Policy;
- (c) Dates of adoption and revision (if any);
- (d) The University division/department responsible for the policy;
- (e) The title of the initiating authority for the proposed policy changes; (president, vice president, general counsel, or Academic Policies and Procedures Committee—no others can initiate a policy)
- (f) A statement of applicability and purpose of the policy or Accountability;
- (g) A statement of Policy Statement
- (f) Definitions, if any are needed
- (g) Procedures, if any are needed, to implement the policy

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Policy may also include: The proposed policy may also contain the following information as necessary:

- (a) Definitions, if any are needed
- (b) Procedures, if any are needed, to implement the policy
- (c) General policy or preamble summarizing policy
- (d) Background information
- (e) Related information
- (f) Related documents
- (g) Contacts
- (h) Forms

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- ~~E.~~ Background information
- ~~F.~~ Related information
- ~~G.~~ Related documents
- ~~H.~~ Contacts
- ~~I.~~ Forms

J.E. Maintenance of the Policies and Procedures Manual

The ~~OGC~~General Counsel's Office will maintain the official version of any policies. Policies may be kept online. ~~Academic Policies and Procedures Manual and post the policies on the website.~~

F. Internal Guidelines, Procedures, or Policies (Internal Protocols):

~~Internal guidelines, procedures, and policies (Internal Protocols) specific to the operations of a particular unit are not addressed in this Policy as they are not intended to apply outside the unit. They are not maintained by the OGC. Those Internal Protocols are considered statements with specific and limited applications to guide the respective department or division in its routine internal management responsibilities. The unit is responsible for adoption, maintenance, and application of their Internal Protocols, which must not conflict with applicable law or BOG or University rules, regulations, policies or guidelines or collective bargaining agreement.~~

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~~**3. Dissemination of Information about a New or Revised Policy.** An academic policy may be announced by e-mail or released in a memorandum by the initiating authority; however, the policy itself must be provided in the form signed by the University President and found in the University Academic Policies and Procedures Manual.~~

K.G. FORMS:

University ~~Academic~~ Policy Template (attached.)
6.17.13

ACADEMIC POLICY APPROVAL	
Academic Policy No.: _____AP	
_____ Initiating Authority	_____ Date
_____ Academic Policies Committee Chair	_____ Date
_____ Vice President of Academic Affairs	_____ Date
_____ President/Designee	_____ Date
_____ Approved by FPU BOT, if required	_____ Date

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY



OFFICIAL POLICY

Subject/Title:

FPU-Policy Number: FPU-____AP

~~____ New~~ ~~____ Revised~~ ~~____ Technical Revision Only~~ ~~____ Emergency Policy~~
~~____ New Policy~~ ~~____ Major Revision of Policy~~ ~~____ Minor Technical Revision of Policy~~

Date First Adopted:

Date Revised:

Responsible Division or Department:

Initiating Authority:

A. APPLICABILITY/ACCOUNTABILITY:

B. POLICY STATEMENT:

C. DEFINITIONS: [if any are necessary]
 1.

D. PROCEDURES: [if any are necessary]
 1.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: _____AP	
_____	Date _____
Initiating Authority	Date _____
_____	Date _____
Academic Policies Committee Chair	Date _____
_____	Date _____
Vice President of Academic Affairs	Date _____
_____	Date _____
President/Designee	Date _____
Approved by <u>Florida Polytechnic University</u> FPU_BOT, if required _____Date_____	

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AGENDA ITEM: VIII.

**Florida Polytechnic University
Governance Committee
Board of Trustees
April 26, 2021**

Subject: President's Goals for 2021-22

Proposed Action

Review President's proposed goals for 2021-22 to make a recommendation to the Board of Trustees.

Background Information

Pursuant to the Policy on Annual Review of the President, the Board of Trustees must set specific annual goals for the upcoming fiscal year.

The President submitted his Operational Goals FYE22 to Chair Otto and Committee Chair Bostick. The Governance Committee needs to discuss the goals with the President and approve the proposed goals so that they may be recommended to the Trustees for final approval.

Supporting Documentation: Operational Goals FYE22

Prepared by: Randy K. Avent, President



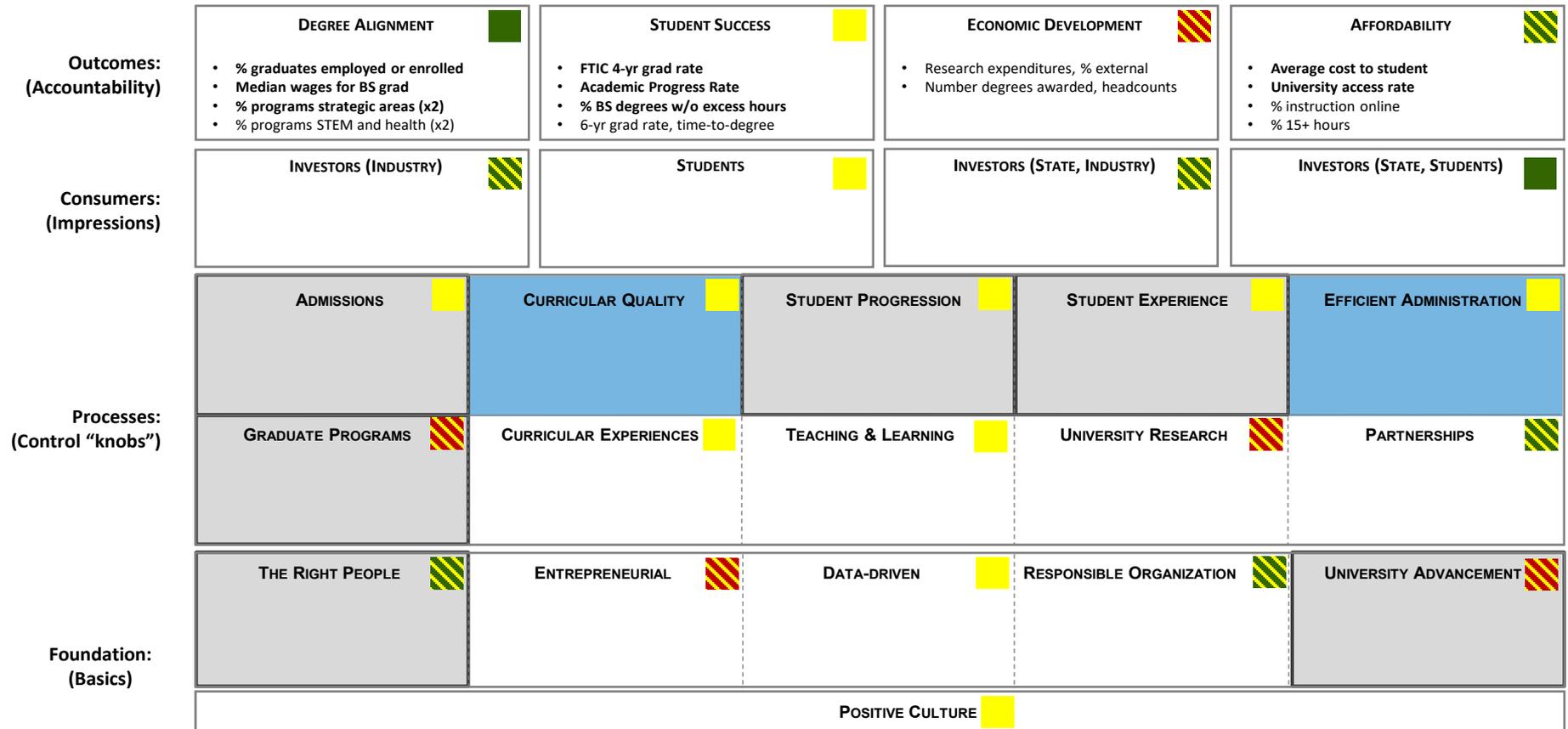
FLORIDA POLYTECHNIC
UNIVERSITY

Operational Goals FYE22

Randy K. Avent

26 April 2021

Balanced Scorecard



- Outcome metrics define institutional performance in PBF
- Continued focus on last-year's areas in addition to two new areas
- Consider adding specific process on Inclusion & Diversity

Outcome Metrics

	FY21	Peers	SUS Average	FY22
RANKING				
USNWR Regional				<40
USNWR Engineering				<60
DEGREE ALIGNMENT				
% Graduates Employed or Enrolled	74.1%		69%	75%
Median Wages for BS Graduates	\$ 56,300		\$ 38,620	\$ 54,000
% BS Programs in Strategic Emphasis	100.0%	79%	52%	100.0%
% Grad Programs Strategic Emphasis	100.0%	67%	60%	100%
STUDENT SUCCESS				
FTIC 4-year Graduate Rate	34%	37%	47%	41%
Academic Progress Rate	77%	82%	84%	66%
% HS students in top 10%	25%		22%	22%
% BS Degrees w/o Excess Hours	89%		79%	75%
6-Yr Graduation Rate	50.0%	65%	68%	56%
Time-to-Degree	4		4.3	4.4
ECONOMIC DEVELOPMENT				
% BS with 2+ Workforce Experiences	85%		38%	84%
Research Expenditures (\$K)	\$ 1,091			\$ 1,013
Number BS Degrees Awarded	293	867		251
Number Grad Degrees Awarded	15	554		26
UG Headcount	1267	4161		1300
G Headcount	48	1482		59
AFFORDABILITY				
Average Cost to Student	\$ (7,450)	\$ 22,265	\$ 6,374	\$ 2,000
University Access Rate	34%	26%	39%	32%
% 15+ Hours	32%			32%
% Instruction Online	0%			10%

Grey text includes metrics in the Accountability Report but not PBF



FYE22 Budget Summary

	Faculty	Staff	Expenses	TOTALS
Academic Operations	\$ 9,827,499			\$ 9,827,499
University Operations		\$ 6,042,838	\$ 4,410,158	\$ 10,452,996
Admissions		\$ 1,396,390	\$ 1,967,852	\$ 3,364,242
Student Progression		\$ 1,005,179	\$ 394,849	\$ 1,400,028
Student Experience		\$ 1,523,211	\$ 775,608	\$ 2,298,819
Curriculum		\$ 605,048	\$ 96,405	\$ 701,453
Graduate Program		\$ 271,150	\$ 985,705	\$ 1,256,855
Efficient Administration		\$ 3,908,986	\$ 3,651,940	\$ 7,560,926
Right People		\$ 668,541	\$ 265,850	\$ 934,391
University Advancement		\$ 990,196	\$ 214,900	\$ 1,205,096
Other		\$ 778,628	\$ 229,650	\$ 1,008,278
TOTALS	\$ 9,827,499	\$ 17,190,168	\$ 12,992,917	\$ 40,010,584

- **Academic operations and university operations similar size**
- **Each operation accounts for roughly 26% of the total budget**
- **Operational plan accounts for remaining 49% of the total budget**

Example Initiatives

Admissions

- **Build and grow a qualified and diverse student body**
 - Bus in targeted high school calculus and physics classes (FTIC)
 - Develop partnerships with state college calculus faculty (Transfers)
 - Leverage university teams/affinity groups
 - Grow the Calculus learning assistant program
 - Aggressively brand exclusive Alexander Scholar program
- **Recruit a diverse student body**
 - Hire northeast recruiter to focus on increasing out-of-state applications
 - Leverage out-of-state waivers and expand fly-in program
 - Re-engage international recruitment partner
 - Grow target pipeline programs (summer cohort, FYSP and certificate)
 - Design and develop market for a co-branded MIT summer program, primarily for underrepresented groups
- **Continued branding and national rankings**
 - Increase online and digital enrollment marketing channels
 - Design and develop a series of high-end printed marketing pieces
 - Develop relevant social media STEM blog on critical engineering/computer science topics
 - Develop year-long multi-platform plan targeting USNews ranking influencers

Example Initiatives

Student Progression

- **Grow key positions that influence retention and graduation rates**
 - Increase Math and Natural Sciences faculty (+\$911,834)
 - Leadership focus on driving retention and graduation rate improvements (+\$700,000)
- **Increased instruction support**
 - Provide summer support for efforts around Assessment and Instruction
 - Improve faculty orientation program; provide student labor funds for graders and support
- **Increased presence of academic support services**
 - Centrally locate Academic Success Center in commons
 - Provide instructional support, student attendance, support outreach
 - Holistically consider and begin implementing new Student Information System
 - Provide student-facing registrar services that enable progression
 - Rebuild Academic & Professional Skills class around engagement
 - Focus Quality Enhancement Plan around retention through peer-mentoring
- **Provide broader engagement initiatives around leadership**
 - Move Presidential Ambassador program into Student Affairs
 - Build broader base of student engagement programs
 - Increase student engagement with expanded extracurricular activities

Example Initiatives

Student Experience

- **Increase opportunities for students to belong on campus**
 - Introduction of a four-phased more intentional orientation event (POLY)
 - Welcome to campus events: fall family day, purple fire week, ...
 - Recreational sports programs
 - Campus-wide leadership initiative
- **Provide robust student services that support the student body**
 - International student programming (field trips, transportation, ...)
 - Title IX, Disability, Health, inclusion of Peer Health Educators in key wellness services....
 - Establish a new integrated library system (state-wide project)
- **Provide opportunities that prepare students for their career**
 - Career development coaching and placement (career fairs, industry meet-ups, ...)
 - Professional experience internships, Entrepreneurship programs, competitions, ...
 - Multi-disciplinary Senior Capstone projects
 - Game design Expo
- **Build and grow athletics and student affinity groups**

Example Initiatives Curriculum

- **SACSCOC five-year reaffirmation**
 - Compliance Certification
 - Quality Enhancement Plan (QEP)

Example Initiatives

Graduate Program

- **Continue to grow the graduate program**
 - Consider hiring a Graduate Program Coordinator
 - Reconfigure and increase stipend and tuition support for targeted programs
 - Provide pathways for faster degree acquisition through project and/or non-thesis option(s)
 - **Conduct market analysis for programs**
 - MS, Engineering Management, Industrial Engineering, ...
 - Other degree programs as discussed
-

Example Initiatives

Efficient Administration

- **Begin implementing an effective Student Information System**
- **Implement a centralized education data hub to consolidate and manage data for improved reporting and decisions**
- **Provide operational Workday enhancements to lower administrative burden**
- **Maintain a robust crisis support capability**
 - Crisis management and Public Relations strategic communications
- **Provide strong technology services across the institution**
- **Unfunded initiatives**
 - Improved budget formation and tracking
 - Restructure the organization
 - Operational improvements
 - Resiliency planning and enterprise risk management

Example Initiatives

Right People

- **Continue to grow a strong faculty body**
 - Identify critical needs in faculty that protect delivery, grow capacity and reputation
 - Recruit with targeted advertising in key journals (academic, diversity, ...)
 - Offer competitive salaries and startup packages
- **Professional development**
 - Formalize professional development across the institution
 - Create training grants for those that require certifications
 - Centralize mandatory training programs managed by a committee
 - Pursue tuition reimbursement agreements
- **Provide a faculty mentor program using carefully selected senior faculty from other institutions leveraged with remote meetings**

Example Initiatives

University Advancement

- **Continue briefing legislators through site, district and session visits on our state impact and Return On Investment**
- **Build key initiatives designed to raise our PBF scores**
- **Market our rankings and growth trajectory in person and in strategic media markets**
- **Expand the Executive Leadership Initiative to continue building strategic relationships**
- **Further develop key event initiatives to develop and strengthen our constituency**
- **Grow digital marketing in Advancement to reach broader audiences**
- **Build partnership relationships through corporate roundtable strategies including featured employees, pre-career fair events, corporate impact summaries, ...**

Example Initiatives

Other

- **Continue working with (potential) property developer to share our vision for the larger campus**
- **Complete ITN for private research space on campus and build facility**
- **Continue working on construction plans to move FIPR to campus**
- **Provide marketing services out of the University Relations**
 - Videography and photography
 - Graphic design support
- **Build community, city, county and Economic Development Council (EDC) relationships**