

BOARD OF TRUSTEES
**Academic & Student
Affairs Committee**

**Wednesday, September 21, 2022
10:45 AM – 12:00 PM**

**Florida Polytechnic University
Virtual via WebEx**

Dial in: 1-415-655-0001 | Access code: 2438 347 7145#

MEMBERS

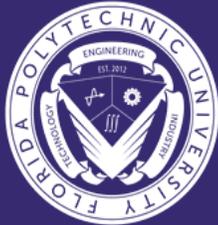
Dr. Narendra Kini, Vice Chair
Dr. Susan LeFrancois

Dr. Laine Powell
Melia Rodriguez

Lyn Stanfield

AGENDA

- | | | |
|-------|---|-----------------------------------|
| I. | Call to Order | Dr. Narendra Kini
Vice Chair |
| II. | Roll Call | Zaira Medina |
| III. | Public Comment | Dr. Narendra Kini |
| IV. | Approval of the May 23, 2022 Minutes
Action Required | Dr. Narendra Kini |
| V. | Academic and Student Affairs Committee Charter: 2022-2024
Action Required | Dr. Terry Parker
EVP & Provost |
| VI. | Academic and Student Affairs Committee Work Plan: 2022-2024
Action Required | Dr. Terry Parker |
| VII. | Provost's Report | Dr. Terry Parker |
| | A. Annual Textbook and Instructional Materials Affordability Report
Action Required | |
| | B. Review and Renewal of Out of State Fee Waiver
Action Required | |
| | C. Review of Student Orientation Programming and Student Code of Conduct | |
| | D. Reporting on Student Success Plan | |
| | E. Accreditation Update | |
| | F. Other reporting on Academic and Student Affairs Operations | |
| VIII. | Closing Remarks and Adjournment | Dr. Narendra Kini |



Academic & Student Affairs Committee Meeting

DRAFT MEETING MINUTES

Monday, May 23, 2022
12:45 PM – 2:15 PM

Florida Polytechnic University
Applied Research Center & via WebEx

Dial in: 1-415-655-0001 | Access code: 2438 347 7145#

I. Call to Order

Committee Chair Earl Sasser called the Academic and Student Affairs Committee meeting to order at 12:46 p.m.

II. Roll Call

Zaira Medina called the roll: Committee Chair Earl Sasser, Trustee Susan LeFrancois, Trustee Melia Rodriguez, and Trustee Narendra Kini were present (Quorum)

Committee Member Not Present: Trustee Laine Powell

Other Trustees Present: Chair Cliff Otto, Trustee Gary Wendt, Trustee Beth Kigel, and Trustee Bob Stork

Staff Present: President Randy Avent, Provost Terry Parker, Dr. Allan Bottorff, Dr. Ben Matthew Corpus, Dr. Kathryn Miller, Dr. Tom Dvorske, Gina DeIulio, David Blanton, Mike Dieckmann, Kristen Wharton, and Maggie Mariucci.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Trustee Narendra Kini motioned to approve the Academic and Student Affairs Committee meeting minutes of April 28, 2022. Trustee Melia Rodriguez seconded the motion; a vote was taken, and the motion passed unanimously.

V. 2020-22 Academic & Student Affairs Committee Work Plan

Provost Terry Parker presented the Academic & Student Affairs Committee Work Plan Review 2020-2022. No changes were made.

VI. Provost Report

Provost Parker presented on the incoming class for fall of 2022. The overall enrollment projection is up by 4% and Graduate applications are up 32%. There is a strong expectation for the fall 2024 enrollment which would coincide with the opening of a new Residence Hall.

Currently, Florida Poly's on-campus housing is full with 796 beds filled for fall 2022. The housing office is connecting students to outside apartment complexes near campus and will work on transportation plans during the summer. Trustee Gary Wendt inquired if the increase from 758 beds to 796 is due to taking single rooms and making them doubles. Provost Parker responded in the affirmative. Trustee Wendt inquired if the enrollment number would increase by having students connect to nearby apartment complexes. Provost Parker responded the housing office has not been able to create a formal relationship with the five apartment complexes to the west; the University can connect students to the complexes but cannot function as intermediary. Trustee Narendra Kini inquired if there was a possibility of allowing private contractors to build on campus. President Avent responded the process would be through a P3 which includes conducting an ITN. Chair Cliff Otto stated due to the current housing market, contractors and landlords are not hurting for business. President Avent reiterated the need to house freshmen on campus and upper classmen off campus. Provost Parker added there are two key objectives of the University: one is protecting the incoming class and the second is increasing the academic progression rate (retention rate).

Provost Parker presented a comparison of Florida Poly with its peers. Trustee Kini inquired if there are characteristics or metrics that differentiate the different peers. President Avent responded they are based on incoming student quality such as SAT and ACT scores.

Provost Parker presented on the Freshman Initiative and the expansion of Student Orientation directed by Student Affairs and the Academic Review Board. The Academic Review Board advises students having difficulty and provides a suspension pathway for students that are harmful to campus culture. The tutoring support has been reworked and is now tied to the academic departments.

Provost Parker presented on three new Degree Programs: Civil Engineering, Industrial Engineering, and Computer and Info Systems. Dr. Susan LeFrancois inquired why these three specific degrees were chosen. Provost Parker responded Civil Engineering will grow out of Environmental Engineering, and Industrial Engineering will grow out of Mechanical Engineering; therefore, the University has the faculty for these majors. President Avent added these three degrees address workforce gaps in the state of Florida according to the Department of Economic Opportunities.

Provost Parker presented on the faculty hiring activity to date with 13 new hires for fall 2022. Trustee Beth Kigel inquired about the reason for multiple declined offers after starting the contract process. Provost Parker responded one challenge is not having a dual program where the spouse is also hired. Some individuals receive better offers elsewhere, and on occasion he sees tenure as an issue as well. Trustee Kigel asked what the University can do to be more competitive. Provost Parker added there are two elements of the Applied Research Center (ARC) that are attractive to faculty: the labs and the offices.

Regarding Performance Based Funding (PBF), Provost Parker presented the University's desire to move from the current metric, which is "percent FTC students in the top 10% of their high school class", to "percent of Graduate degrees granted in Programs of Strategic Emphasis." In order to request this change from the Board of Governors, the threshold was set at 25 Graduate degrees awarded. This year, Florida Poly graduated 32 Graduate students and projects graduating approximately 40 in 2023.

VII. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee meeting adjourned at 1:56 p.m.

AGENDA ITEM: V.

**Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
September 21, 2022**

Subject: Academic and Student Affairs Committee Charter

Proposed Action

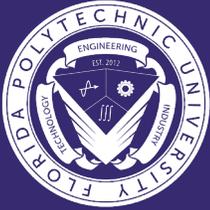
Recommend to the Board of Trustees the approval of the proposed Academic and Student Affairs Committee Charter, effective September 28, 2022.

Background Information

As the University is starting a new two-year cycle with the Board and reorganizing the Board's standing committees, charter reviews of each of the various committees is being performed.

Supporting Documentation: Academic and Student Affairs Committee Charter

Prepared by: Dr. Terry Parker, EVP and Provost



Academic and Student Affairs Committee Charter

CHARTER STATEMENT

DRAFT

The Academic and Student Affairs Committee is a standing committee of the Board of Trustees with the responsibility to provide strategic input to the Provost and President related to curricular and co-curricular educational programs, student life, academic and student support services, faculty employment matters, academic policies and procedures, learning resources, and academic assessment systems.

The Committee shall provide governance oversight on such matters as:

- Institutional Accreditation
- Academic program development, review, accreditation, and discontinuance
- Student admission and performance standards
- Major academic initiatives
- Maintaining an appropriate balance as part of the institution's mission, of teaching, research/scholarship, and service

This responsibility includes, but is not limited to, receiving and reviewing information regarding the academic and student affairs operations of the University and reviewing and, when appropriate, recommending to the Board for its approval:

- Annual Textbook and Instructional Materials Affordability Report
- Research Institute reports
- Review of fees as appropriate or required
- Consideration of tuition and fee waiver authority
- University Accountability reports
- Approval of upcoming academic calendars for the University

**Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
September 21, 2022**

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

Proposed Committee Action

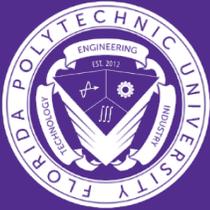
Recommend approval of the 2022-2024 Academic and Student Affairs Committee Work Plan.

Background Information

As the University is starting a new two-year cycle with the Board and reorganizing the Board's standing committees, work plan reviews of each of the various committees is being performed.

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

Prepared by: Terry Parker, Executive Vice President and Provost



Committee Work Plan

Academic & Student Affairs Committee Work Plan 2022-2024 **DRAFT**

SEPTEMBER

- Consideration of the Academic & Student Affairs Committee Charter (*review and approve every two years – due September 2022*)
- Approvals Required:
 - Report on free expression and civil discourse. (this will be in full board this year, likely will revert to ASA committee in the coming years)
 - Annual Textbook and Instructional Materials Affordability Report
 - Review and Renewal of Out of State Fee Waiver
- Necessary discussion areas, no approval required:
 - Review of student orientation programming and student code of conduct
- Possible Areas for discussion as determined by the ASA Committee Chair and the Committee liaison:
 - Institutional Accreditation Activity
 - Admissions and Financial Aid
 - Student Services
 - Four-year graduation improvement plan
 - Degree Program Additions and Faculty Hiring
 - Student and Faculty Diversity
 - Graduate programs
 - Technology and Pedagogy

NOVEMBER

- Approvals Required:
 - Advanced Mobility Institute Annual Report
 - FIPR Institute Annual Report
 - FIPR Institute Seven-Year Review
 - Revision of student code of conduct (expected)
- Possible Areas for discussion as determined by the ASA Committee Chair and the Committee liaison:
 - Institutional Accreditation Activity
 - Admissions and Financial Aid
 - Student Services
 - Four-year graduation improvement plan
 - Degree Program Additions and Faculty Hiring
 - Student and Faculty Diversity
 - Graduate programs
 - Technology and Pedagogy

FEBRUARY

- Approvals Required:
 - CITF Increase, Inc. to Existing Fees or New Fees (only if changes are proposed)
 - Academic Calendar (AY+1 and AY+2)
- Possible Areas for discussion as determined by the ASA Committee Chair and the Committee liaison:
 - Institutional Accreditation Activity
 - Admissions and Financial Aid
 - Student Services
 - Four-year graduation improvement plan
 - Degree Program Additions and Faculty Hiring
 - Student and Faculty Diversity
 - Graduate programs
 - Technology and Pedagogy

APRIL

- Approvals Required:
 - University Accountability Report

JUNE

- Approvals Required:
 - Civil Discourse: Annual review of student orientation programming and student code of conduct
- Possible Areas for discussion as determined by the ASA Committee Chair and the Committee liaison:
 - Institutional Accreditation Activity
 - Admissions and Financial Aid
 - Student Services
 - Four-year graduation improvement plan
 - Degree Program Additions and Faculty Hiring
 - Student and Faculty Diversity
 - Graduate programs
 - Technology and Pedagogy



FLORIDA POLYTECHNIC
UNIVERSITY

Provost's Report

Dr. Terry Parker

***Contributions from K. Calkins, B.M. Corpus,
T. Dvorske, K. Miller, M. Schmiz***

September 21, 2022

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

- **Approvals Required:**
 - **Annual Textbook and Instructional Materials Affordability Report**
 - **Review and Renewal of Out of State Fee Waiver**
- **Necessary presentation subjects, no approval required:**
 - **Short note on free expression and civil discourse. (more discussion in full board this year)**
 - **Review of student orientation programming and student code of conduct**
 - **Current status of student success plan**
 - **Institutional Accreditation Activity**
- **Typical Reporting to the ASA Committee:**
 - **Admissions and Financial Aid**
 - **Student Services**
 - **Four-year graduation improvement plan (implicitly included as part of student success plan)**
 - **Degree Program Additions and Faculty Hiring**
 - **Student and Faculty Diversity (includes in admissions and faculty hiring)**
 - **Graduate programs**
 - **Technology and Pedagogy**

Grey font indicates no report for this meeting

Textbook Affordability: A request for approval

By statute, each state university must submit an annual report following an exact template.

- **The primary focus;**
 - **Compliance for posting textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class**
 - **Percent of course sections meeting this requirement**
 - **Fall 2021; 98.6%**
 - **Spring 2022; 100%**
 - **The current adoption level is the result of cooperative effort between audit and compliance (means), Provost Office (methods), and faculty (activity)**

Recent legislation requires general education course syllabi to be posted 45 days prior to first day. Beginning this term, 100% of the syllabi were posted prior to this 45-day period. Next year's report will formally document this compliance.



Request for Motion

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

Motion to recommend approval of the Textbook Affordability Report to the Board of Trustees following the BOG template

Re-cap of Out-of-State Fee Waiver Program

- **Description**

- The out-of-state fee waiver was applied to the undergraduate out-of-state fee which is currently \$510 per credit hour. The waiver amount is \$410 per credit hour. This action was for students entering in fall 2021 through fall 2022.
- This fee waiver program was used to recruit students from other states in the United States.
- This fee waiver program applied only to undergraduate students from other states entering Florida Poly for the first time in the fall or spring term.
- The fee waiver applies to students for a four-year consecutive period (depending on satisfactory academic progress) for up to 120 credit hours

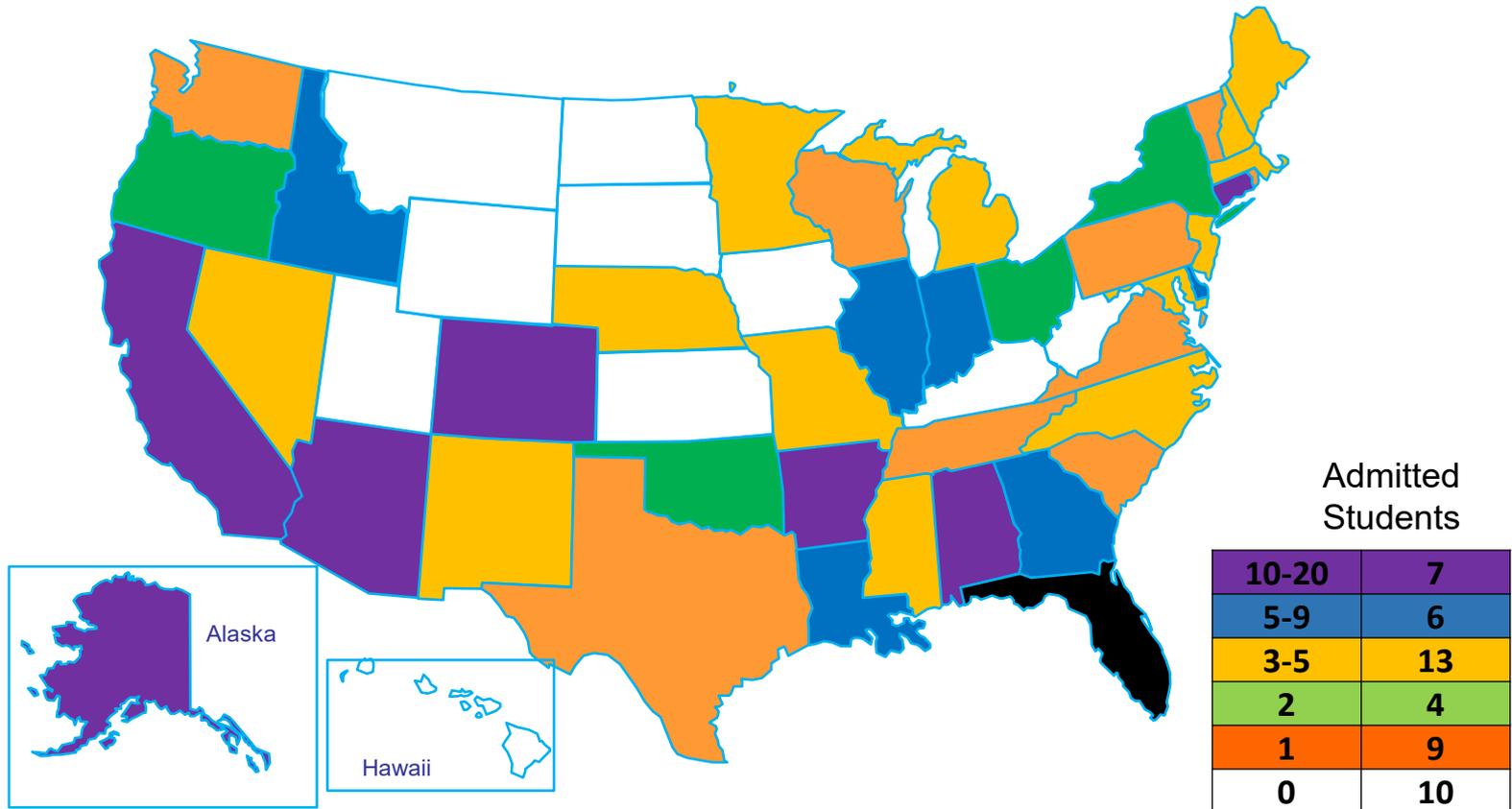
Fall 2022 Price Positioning Against OOS Flagships

Institution	Tuition and Fees	Annual Tuition and Fees	Annual Cost of Attendance
Florida Poly In-State	\$164.65	\$4,940	\$20,720
Florida Poly Out-of-State	\$700.15	\$21,005	\$36,785
Florida Poly Out-of-State with waiver	\$290.15	\$8,705	\$24,485
UNC Chapel Hill	\$299.93	\$8,998	\$25,258
NC State	\$304.26	\$9,128	\$25,752
U. South Carolina	\$422.93	\$12,688	\$27,332
U. of Wisconsin (Madison)	\$357.40	\$10,722	\$27,920
Stony Brook (NY)	\$351.87	\$10,556	\$30,700
U. Md College Park	\$473.47	\$14,204	\$28,420
Virginia Tech	\$486.20	\$14,586	\$32,274
Georgia Tech	\$392.13	\$11,764	\$28,166
Michigan State	\$514.53	\$15,436	\$30,426
UT Austin	\$432.26	\$12,968	\$31,516
Cal Poly San Luis Obispo	\$367.40	\$11,022	\$30,621
U. Mass Amherst	\$565.07	\$16,952	\$31,728
Penn. State (University Park)	\$642.87	\$19,286	\$32,270
Louisiana State University	\$398.60	\$11,958	\$33,982
New Jersey Institute of Tech.	\$617.07	\$18,512	\$36,486
Colorado School of Mines	\$668.00	\$20,040	\$39,585
U. Illinois, Urbana	\$744.13	\$22,324	\$38,744

- **Our Out-of-State pricing includes a \$510/credit hour fee**
 - **\$410 waiver continues to position us to recruit very competitively against Out-of-State flagship sticker prices**

Southeast	Southwest
Northeast	West
Midwest	

Fall 2022 OOS applications up 51% from 42 states



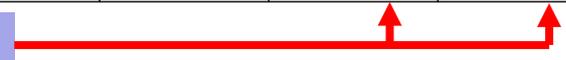
Fall 2022 OOS outcomes

- **The OOS waiver was deployed successfully**
 - more than doubled applications
 - increased the quality of applications
 - positively branded Florida Poly nationally
- **Fall 2021**
 - increased out-of-state completed applications by 32%
 - increased deposits by 180% (albeit the N is small)

- **Fall 2022**
 - increased OOS applications by 96%
 - increased deposits by 3%
 - indications are that the number of deposits was limited by housing availability.

FTICs Only	2020	2021	2022
Completed Applications	151	200	393
Admitted Students	88	108	173
Deposited Students	10	28	29

Waiver in effect

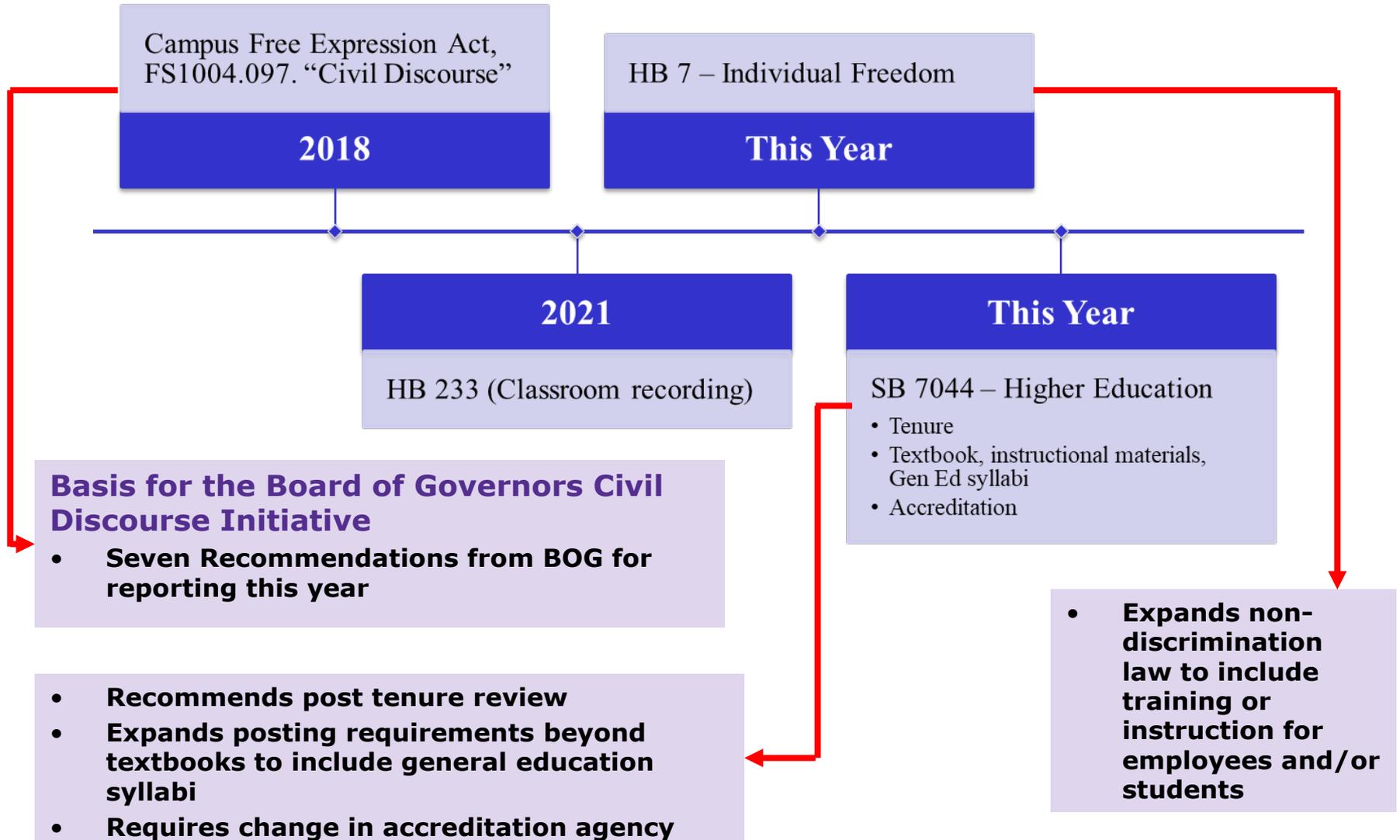


Request to continue the Out-of-State Fee Waiver Program

- **Recommend Board of Trustees approval to continue the Out-of-State Fee Waiver Program**
 - Proposal to continue the out-of-state fee waiver for incoming undergraduate students - consistent with our current waiver authority – in the amount of \$410 per credit hour.
 - This would maintain the student’s out-of-state “net” tuition and fees cost below that for institutions with which we compete.

Motion to recommend approval of the continuation of the out-of-state waiver from the Board of Trustees for the next 4 years of incoming UG cohorts.

Legislative activity in Florida requires us to take certain actions



Reviews of Student Code of Conduct and New Student Orientation

- **In compliance with Civil Discourse initiative and Individual Freedom bill**
- New Student Orientation
 - Reviewed by General Counsel office and appropriate staff to ensure training materials were compliant
 - Orientation included a Civil Discourse Exercise
- Notes on Orientation
 - 519 attendees
 - Outcomes include introduction of important policies, facilitating students making connections, introduction to campus services
- **In compliance with the Civil Discourse initiative:**
 - Student Code of Conduct: used to address various types of student misconduct, including sexual misconduct and violations of other University policies.
 - The Code has been initially reviewed by appropriate staff with a focus on considering the principles of free expression and civil discourse.
 - A broader review is occurring now, will include faculty input, and will bring proposed revisions to the Board in November.

Accreditation – SB 7044 – (effective 7/1/2022) Requirements

- **SUS and FCS institutions must change institutional accrediting agencies**
- **BOG “identifies” agencies best suited for SUS institutions**
 - Done Sept 1, 2022 and carefully positioned so that no institutional* accrediting agency would be omitted
- **The Legislation specifies:**
 - Institutions must not be accredited by the same agency for consecutive cycles
 - Must be accredited by a different agency following next reaffirmation or fifth-year review
 - Must submit quarterly progress reports to the BOG.
 - Also provides cause of action for an institution impacted by retaliatory action by the accreditor.
 - Law sunsets Dec 31, 2032.



Accreditation: Impact on Florida Poly

- **SACSCOC decides Poly's reaffirmation in December 2022, triggering us to act at start of 2023.**
- **Process**
 - Florida Poly's President recommends the request to change to the BOT, which must approve.
 - The Board must also approve the agency the University from which the University will seek accreditation.
 - The US Department of Education must approve the change request. Their decision is based on the following:
 - Our request to change must be voluntary
 - The change must not result in higher costs for students
 - The change must be in the best interest of the students and the institution
 - Upon USDOE Approval, we begin process with another agency.
 - Must maintain SACSCOC Accreditation until USDOE verifies our affiliation with another agency.

Performance for FY22 mandated the creation of a student success plan

Performance Funding Metric		FY21	FY22	FY23*
1	% BS Graduate Employed	10	9	10
2	Median Wages BS Graduates	10	10	10
3	Average Cost to Student	10	10	10
4	FTIC 4-yr Graduation Rate	0	7	5
5	Academic Progress Rate	10	0	10
6	% BS Degrees in Strategic Emphasis	10	10	10
7	University Access Rate	8	7	7
8	% Graduate Degrees in Strategic Emphasis	10	3	10
9a	FCS Transfer 2-yr Graduation Rate	0	0	0
9b	Pell Recipient Retention Rate	5	0	5
10	% BS Graduates with 2+ Workforce Experience	10	10	10
		83	66	87

Red text denotes metrics unique to Florida Poly

Driven by low APR, loss of "Improvement Points"

The Student Success Plan has six strategies

- **Excellence and achievement in the Freshman Year (PBF 4,5,9b)**
 - Freshman Council providing organizational control and enhancing the freshman initiative, create and publicize STEM core curriculum, team-based projects, policies, support services, registration and course assignments, ...
- **Student culture that supports the whole student (PBF 1,4,5)**
 - Leadership, student engagement and activities, ...
- **Graduate on time initiative (PBF 4,9a)**
 - Comprehensive advising system, new advising model, start-to-finish degree plans, ...
- **Grow and support the Graduate Program (PBF 8)**
 - New degrees and pathways, increased admissions, Graduate Program Coordinator, ...
- **Provide strong support to Pell students (PBF 7,9b)**
 - Intrusive advising, additional training for success coaches, mentors, additional funding, ..
- **Promote strong employment outcomes for students (PBF 1)**
 - Enhance career services office, ...



Student Success Plan current status

- **Formally approved by Board of Governors**
 - Approval includes a “matrix” of activity to complete by March
 - Four tasks are complete (and providing improvement)
- **Area of Focus**
 - Hiring for multiple roles
 - Software Implementation for advising
- **Good News**
 - BOG discussion of changing Metric 8 positive
 - Change from fraction of FTIC in top 10% to % degrees at graduate level in areas of strategic emphasis



The student success plan has 13 measurable outcomes to complete by March 223

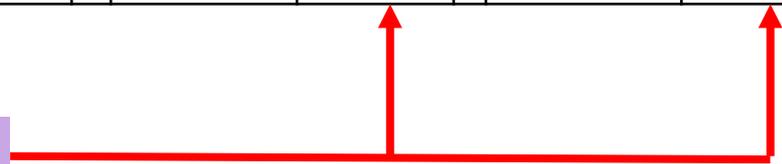
Activity in Support of Student Success Plan	Type	Status
1a. Hire a new Director of Career Services and Professional Development.		
1b. Hire program coordinator to support leadership activities.		
2. Expand leadership opportunities including an Emerging Leaders Program.		
3. Implement a comprehensive advising system.		
4. Creation of start-to-finish degree plans for first or second semester AA transfers.		
5. The Freshman Council established and acting as a virtual department.		
6. Creation of the STEM Core Curriculum.		
7. Enhancing the Freshman Year with Hands-on, Team-Based Projects: new course for initial delivery in the spring of 2023.		
8a. Rebuild the advising unit: hire a new Assistant Vice Provost of Student Success		
8b. Hire three dedicated success coaches		
9. For the entering 2022 FTIC cohort, refine the practice of using prior student admissions data as a predictor for student success.		
10. Enhanced support for Pell and first-generation students.		
11. Hire a graduate program coordinator this year.		

Hiring	
Activity	
Starting	
In progress	
Complete	

Admissions Fall 2021 vs Fall 2022

	APPLICANTS		DEPOSITS		ENROLLED	
	Fall 21	Fall 22	F all 21	Fall 22	Fall 21	Fall 22
FTIC	1926	2525	353	322	320	300
FTIC Sum/Cert/FYSP	240	189	240	189	219	168
TRANSFERS	201	265	77	79	61	64
GRADUATE	208	292	37	41	29	22
Totals	2335	3082	707	631	629	554

Housing Shortage Impact





Fall 2022 FTIC Indicators

FTIC Academic Quality	Fall 21	Fall 22
AVERAGE GPA	4.3	4.2
SAT	1310	1342
ACT	29	28.9
% PRE-CALCULUS OR GREATER	92%	95%
BRIGHT FUTURES	82%	84%
TOP 10% OF HS CLASS	38%	32%
TOP 25% OF HS CLASS	65%	65%

Summer and Fall 2022 FTIC Diversity

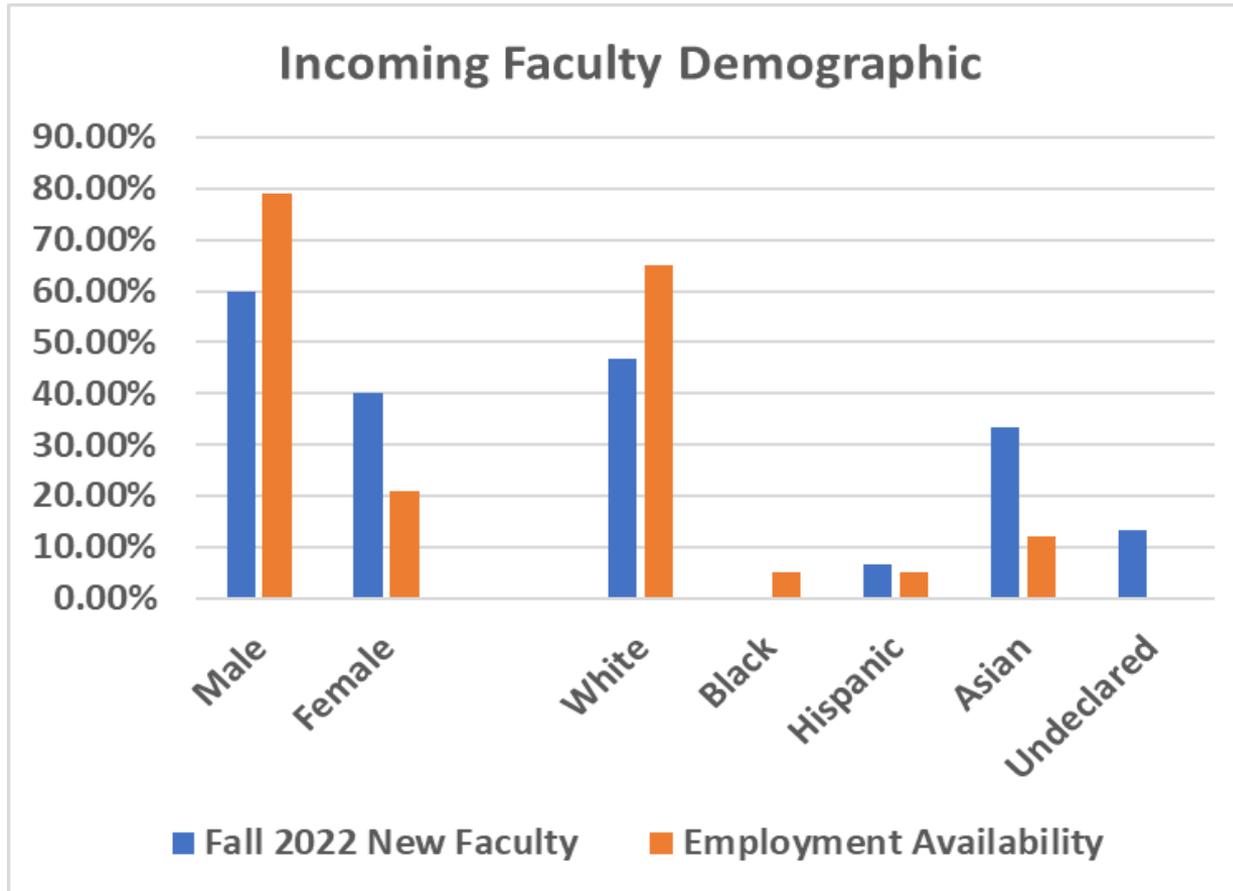
New Student Diversity	Fall 21	Fall 22
FEMALE	17%	23%
Black/African American	7%	9%
LATINO	24%	21%
Asian	8%	8%
OUT-OF-STATE	32	39
INTERNATIONAL (FR & TR)	6	11

- 65% have parents who went to college
- 35% are First Generation
- 29% Fall FTIC are Pell

Our hiring effort last spring has continued to grow and improve our faculty

- **Total ~20 searches, specified by subfield and rank**
 - Large effort by all faculty
 - AHSS: 2, 1 Visiting Faculty
 - Applied Math: 2, 1 Visiting Faculty
 - CS: 5
 - DSBA: 1, 2 Visiting Faculty
 - Env. Eng: 2
 - ME: 1
- **First round of searches for the coming year are underway**
 - Critical needs in Applied Math, Engineering Physics, Computer Science, Data Science

Our incoming Faculty demographic continues to be diverse



Key messages for today

- **Approvals required for Textbook posting and continuation of out-of-state fee waiver**
- **Legislative compliance: ongoing discussions of Civil Discourse, Accreditation, review of new student orientation, student code of conduct**
- **Review of status of student success plan**
 - Ongoing effort to finish all measurable actions by March 2023
- **Admissions and Financial Aid**
 - Incoming metrics for students are strong
 - Incoming class is diverse (note 23% female)
- **Faculty Hiring**
 - 13 new hires, critical need areas already have searches underway

**Florida Polytechnic University
Student and Academic Affairs Committee
Board of Trustees
September 21, 2022**

Subject: Annual Textbook and Instructional Materials Affordability Report

Proposed Committee Action

Recommend approval of the 2021 Textbook and Instructional Materials Report to the Board of Trustees.

Background Information

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

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

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

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

Performance on Textbook and Instructional Materials posting requirement

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

- Fall 2021; 98.6%,
 - Spring 2022; 100%.
-

Supporting Documentation: Annual Textbook and Instructional Materials Affordability Report (fall 2021 & spring 2022)

Prepared by: Tom Dvorske, Vice Provost, Academic Affairs; Zaira Medina, Academic Administration; and Kevin Calkins, Director of Institutional Research

Exceptions

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

Fall 2021				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B)	% Of Total Course Sections That Were Identified As Exceptions	Reasons For Exceptions
326	27	353	8%	Bookstore updated data (edition) ¹ Sections changed from Online (O1) to On Capus (O1) or GH to O1 ¹⁰ Courses added after the 45-day deadline ¹⁰

Spring 2022				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H)	% Of Total Course Sections That Were Identified As Exceptions	Reasons For Exceptions
291	23	314	7%	Faculty added after 45-days & Bookstore manually processed the adoption utilizing the textbook information for other sections ⁴ Courses added after the 45-day deadline ³ Course changed from "Staff" to faculty listed ⁸ Section changed from GH to unghosted & change of enrollment ² Adoption done on 11/08. Vendor advised only digital version available; bookstore updated ⁶

Textbook and Instructional Materials Affordability Annual Report

Instructions

1. Complete each tab/worksheet as designed. The template reflects the interpretation of the reporting requirements by Board staff.
Do not edit the content of the template. Expand the response space as needed.
2. Statutory due date is September 30, 2022.
3. If there are questions, contact Lynn Nelson, Director of Student Affairs - lynn.nelson@flbog.edu
4. Include the university contact name and email for the staff who completed the report below:

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

Textbook and Instructional Materials Affordability Annual Report
Fall 2021 and Spring 2022

University Submitting Report:
Florida Polytechnic University

Date Approved by the University Board of Trustees:

Signature of Chair, University Board of Trustees:

Signature of Vice President for Academic Affairs:

Signature of President:

Courses with No Cost for Textbooks/Instructional Materials

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

Fall 2021			
Total Number of Course Sections Offered		$n = 353$ (Courses with and without textbooks to adopt)	
Course Title(s) with No Cost to the Student for Course Materials			Number of Section(s)
ARH	2000	Art Appreciation	2
CAP	4052	Game Design and Development 1	1
CAP	4056	Game Design and Development 2	1
CAP	5410	Advanced Computer Vision	1
CDA	4210	VLSI Design	1
CDA	5216	Advanced VLSI Design	1
CEN	4722	User Interface and User Experience	1
COP	4421C	Autonomous Systems Programming	1
COP	4934C	Senior Design 1	4
COP	4935C	Senior Design 2	1
ECO	2023	Principles of Microeconomics	1
ECO	3930	Special Topics: Contemporary Economic Issues	1
EEL	3111L	Circuits 1 Lab	2
EEL	4652	Control Theory	1
EEL	4914C	Senior Design 1	1
EEL	4915C	Senior Design 2	1
EGN	4905	Independent Study	9
EGN	1006	Career Design for STEM Disciplines	1
EGN	3466	Discrete Event Simulation	1
EGN	4941	Internship	1
EGN	5950	Project	1
EGN	5970	Thesis 1	7
EGS	5930	Research for Master's Thesis	1
EML	4950C	Engineering Design Senior Capstone 1	3
EML	4951C	Engineering Design Senior Capstone 2	1
ENC	1101	English Comp. 1: Expository and Argumentative	10
ENC	2210	Technical Writing	3
ENV	2930	Special Topics - ENV	2
IDC	4942	Data Analytics Capstone I	1
IDS	4941	Professional Experience Internship	1
IDS	5950	Project	1
IDS	5970	Thesis 1	8
IDS	5975	Thesis 2	3
MAN	5245	Organizational Behavior and Leadership	1
PHY	2048L	Physics 1 Laboratory	12
PHY	2049L	Physics 2 Laboratory	10
SLS	1106	Academic and Professional Skills	23
SLS	1901	Foundations for Academic Success	5
SLS	1930	Academic Enhancement and Personal Growth	5
SLS	2930	Academic Continuity: Skills for Enduring Success	2
TOTAL			133

Spring 2022			
Total Number of Course Sections Offered		$n = 314$ (Courses with and without textbooks to adopt)	
Course Title(s) with No Cost to the Student for Course Materials			Number of Section(s)
CAP	4410	Computer Vision	1
CAP	4730	Computer Graphics	1
CHM	2046L	Chemistry 2 Laboratory	1
CNT	4526	Wireless and Mobile Networking	1
COP	4610	Operating Systems Concepts	1
COP	4935	Senior Design 2	2
ECO	2023	Principles of Microeconomics	1
ECP	4044	Economic Analysis for Technologists	1
ECP	5007	Economic Analysis for Technologists	1

EEL	3111	Circuits 1	1
EEL	3111L	Circuits 1 Lab	2
EEL	4515	Digital Communication Systems	1
EEL	4612	Control System Design	1
EEL	4915C	Senior Design 2	1
EEL	5521	Advanced Digital Communications	1
EGN	4941	Internship	1
EGN	5950	Project	4
EGN	5970	Thesis 1	2
EGN	5975	Thesis 2	8
EGS	5930	Research for Master's Thesis	1
EML	3535C	Computer Manufacturing and Control	1
EML	4951C	Engineering Design Senior Capstone 2	2
ENC	1101	English Comp. 1: Expository and Argumentative	3
ENC	2210	Technical Writing	8
ENT	2112	Entrepreneurial Opportunity Analysis	1
ESI	4513	Intelligent Mobility	1
IDC	4943	Data Analytics Capstone II	1
IDS	4930	Applied Liberal Studies Seminar	1
IDS	4941	Professional Experience Internship	1
IDS	5950	Project	8
IDS	5970	Thesis 1	1
IDS	5975	Thesis 2	9
MAP	2302	Differential Equations	3
PHY	2048L	Physics 1 Laboratory	12
PHY	2049L	Physics 2 Laboratory	6
PHY	3840L	Experimental Techniques in Engineering Physics (Lab)	1
SLS	1106	Academic and Professional Skills	1
SLS	1901	Foundations for Academic Success	7
SLS	1930	Academic Enhancement and Personal Growth	1
SLS	2930	Academic Continuity: Skills for Enduring Success	2
TOTAL			103

Board Action Plan - Low Cost Course Materials

Report all institution's course title(s) and the number of section(s) that required or recommended textbook(s)/instructional materials for \$20 or less per credit hour (e.g., \$60 or less for a three-credit-hour course), which meets the State University System of Florida Action Plan for the Pricing of Textbooks and other Instructional Materials.

Fall 2021			
Total Number of Course Sections Offered		n = 353 (Courses with and without textbooks to adopt)	
Course Title(s) that Required or Recommended Course Materials for Less than \$20 per Credit Hour			Number of Section(s)
AMH	2020	American History Since 1877	3
CAP	4770	Data Mining & Text Mining	1
CAP	4786	Topics in Big Data Analytics	1
CHM	2045L	Chemistry 1 Laboratory	13
COP	4610	Operating Systems Concepts	2
COP	5610	Advanced Operating Systems Concepts	1
COP	3729C	Database 2	1
COP	2073	Introduction to Data Science	2
COP	3834C	Web Application Development	1
COP	4656	Mobile Device Applications	1
COP	3353C	Introduction to Unix	4
CTS	2375	Cloud Infrastructure and Services	3
EEL	4746C	Microcomputers	2
EEL	4332	Intro to Autonomous Vehicles	1
EGN	5470	Advanced Engineering Math	1
EIN	3390	Manufacturing Processes	1
HUM	2020	Introduction to Humanities	2
MAP	2302	Differential Equations	1
STA	2023	Statistics 1	3
TOTAL			44

Spring 2022			
Total Number of Course Sections Offered		n = 314 (Courses with and without textbooks to adopt)	
Course Title(s) that Required or Recommended Course Materials for Less than \$20 per Credit Hour			Number of Section(s)
AMH	2020	American History Since 1877	2
AMH	2930	SpTop: Native American History from Antiquity to the Present	1
CAP	4122	Virtual Reality	1
CAP	5320	Data Wrangling and Exploratory Data Analysis	1
CAP	4056	Game Design and Development 2	1
CAP	4613	Applied Deep Learning	1
CEN	5728	Advanced Human-Computer Interaction	1
CHM	2045L	Chemistry 1 Laboratory	7
CIS	4204	Ethical Hacking	1
CIS	4369	Web Application Security	1
CNT	3004	Introduction to Computer Networks	2
COP	2073	Introduction to Data Science	1
CTS	2375	Cloud Infrastructure and Services	1
DIG	2520	Digital Media Production	3
EEL	4685C	Embedded Control	1
EEL	5685C	Embedded Control	1
EEL	4746C	Microcomputers	1
EEL	5741C	Microcomputers	1
EGN	3311	Statics	1
EGN	3365	Structure and Properties of Materials	3
EML	4140	Heat Transfer	1
ENC	4260	Advanced Study in Technical and Professional Writing	1
HUM	3930	Special Topics in the Humanities: Conspiracy Theories	1
ISC	4930	Special Topics: Marketing Analytics	1
MAA	4102	Intro to Advanced Calc for Engineers and Physical Scientists	1
MAN	4558	Lean Operations Management	1
STA	2023	Statistics 1	3
TOTAL			41

Textbook & Instructional Materials Affordability Initiatives

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

The University is presently exploring options with its Library Search Engine and Cataloging system to integrate course materials into Canvas in a more complete way than is currently available. This change would facilitate greater use and ease of access to Open Resources (OER) and other resources currently available in the University Library.

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

The Opt-in provision was evaluated through our book vendor Follett. Initial analysis did not reveal any cost savings due to low volume. This option will continue to be evaluated over time.

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

The Opt-out provision is on hold until Opt-in is initiated.

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

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

- The University Textbook and Instructional Materials Selection and Affordability regulation was revised in May 2021 to clarify posting deadlines, exceptions, and process requirements (evaluated again in AY 2021-22). These changes were further detailed in the Faculty Handbook and the Academic Affairs Guidelines, which are updated at least annually and often include changes to clarify process for faculty and Department Chairs. The Guidelines, which are followed by the Academic Departments, include a streamlined process for selecting textbooks and course materials that ensures all requests are funneled through a central textbook/materials manager in the Provost's Office. Faculty are reminded of the deadlines at Department meetings each semester well in advance of course planning and registration for any upcoming terms.
- Each term the Internal Auditor monitors and validates the textbook and instructional materials adoptions along with any approved exceptions. The findings are reviewed with the UBOT.
- All changes that post-date the 45 day mark must be reviewed and approved by the Provost's designee (Vice Provost of Academic Affairs).

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

The policies are effective in ensuring the reporting requirement is met.

Fall 2021					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement
326	350	98.60%	3	3	1.40%

Spring 2022					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement
291	314	100.00%	0	0	0.00%

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

**Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
September 21, 2022**

Subject: Out-of-State Fee Waiver Continuation

Proposed Committee Action

Recommend approval to continue the Out-of-State Fee Waiver Program to the Board of Trustees.

Background Information

Staff proposes to continue the out-of-state fee waiver for incoming undergraduate students - consistent with our current waiver authority - in the amount of \$410 per credit hour. This would maintain the student's out-of-state "net" tuition and fees cost below that for institutions with which we compete.

Description of Program:

- The out-of-state fee waiver is applied to the undergraduate out-of-state fee which is currently \$510 per credit hour. The waiver amount is \$410 per credit hour.
- This fee waiver program has been used to recruit students from other states in the United States.
- This fee waiver program pilot has been successful as it applies only to undergraduate students from other states who are entering Florida Poly for the first time.

The fee waiver may be used by the student for up to 120 credit hours anytime during the four consecutive year period (including summers) following the student's initial enrollment at the University.

The effort was successful as we more than doubled applications, increased the quality of applications and positively branded Florida Poly nationally. The timing of the approval of the pilot allowed for two fall recruitment cohorts, albeit the first year was limited given timing within a smaller recruitment window.

- In Fall 2021, the initiative resulted in an increase of 32% in out-of-state completed applications, and increased deposits by 180% (albeit the N is small)
- In Fall 2022, we increased another 96% of out-of-state applications, and increased deposits by 3%. Our indications are that the number of deposits was limited by housing availability.

FTICs Only	2020	2021	2022
Completed Applications	151	200	393
Admitted Students	88	108	173
Deposited Students	10	28	29

Academic Affairs and the administration strongly recommends authorizing the program for the next 4 years to facilitate student body growth, assure high occupancy in new residence halls, and continue to grow our brand and impact outside of the state.

Supporting Documentation: Contained inside Provost's Report presentation

Prepared by: Dr. BenMatthew Corpus, Vice Provost, Enrollment Management