



BOARD OF TRUSTEES

Academic and Student Affairs Committee Meeting Agenda

November 7, 2024
9:00 – 10:15 A

Virtual via Microsoft Teams

Dial in: 1-863-225-2351 | Conference ID: 178 338 09#

COMMITTEE MEMBERS

Dr. Sidney Theis, Chair
Ilya Shapiro

Dr. Dorian Abbot, Vice Chair
Dr. Brad Towle

Lyn Stanfield
Christos Tsetsekas

MEETING AGENDA

- | | | |
|-------|---|---|
| I. | Call to Order | Dr. Sidney Theis
Chair |
| II. | Roll Call | Kristen Wharton
Corporate Secretary |
| III. | Public Comment | Dr. Sidney Theis |
| IV. | Approval of September 6, 2024, Minutes
Action Required | Dr. Sidney Theis |
| V. | 2024-2026 Academic and Student Affairs Committee Work Plan
Action Required | Dr. Sidney Theis |
| VI. | Academic Affairs Report | Dr. Brad Thiessen
Vice President and Interim
Provost |
| VII. | Student Affairs, Enrollment Management, and Strategic Communications Report | Bryan Brooks
Vice President, Student
Affairs, Enrollment
Management, and
Strategic Communications |
| VIII. | Closing Remarks and Adjournment | Dr. Sidney Theis |



BOARD OF TRUSTEES

Academic and Student Affairs Committee **DRAFT** Meeting Minutes

September 6, 2024
1:00 – 2:15 P

Florida Polytechnic University
Barnett Applied Research Center (BARC)
and Virtual via Microsoft Teams

I. Call to Order

Committee Chair Sidney Theis called the Academic and Student Affairs Committee meeting to order at 11:33 a.m.

II. Roll Call

Kristen Wharton called the roll: Committee Chair Sidney Theis, Trustee Christos Tsetsekas, Trustee Brad Towle, Trustee Dorian Abbot, and Trustee Lyn Stanfield were present (Quorum)

Committee members not present: N/A

Other Trustees Present: Board Chair Beth Kigel, Board Vice Chair Jesse Panuccio, Trustee Ilya Shapiro, Trustee Cliff Otto, Trustee Patrick Hagen

Staff Present: President Devin Stephenson, Interim Provost Brad Thiessen, Dr. Allen Bottorff, David Fugett, Kathy Bowman, David Blanton, Mike Dieckmann, Kevin Calkins, Kristen Wharton, and Melaine Schmiz

III. Public Comment

There were no requests received for public comment.

IV. Approval of the May 29, 2024, Minutes

Trustee Brad Towle motioned to approve the Academic and Student Affairs Committee meeting minutes of May 29, 2024. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.

V. Academic and Student Affairs Committee Charter

Committee Chair Theis explained the Committee Charter is reviewed every two years to ensure that it accurately reflects the committee's responsibilities. He opened the floor for comments, however there were no questions or comments.

Trustee Christos Tsetsekas motioned to recommend approval of the Academic and Student Affairs Committee Charter to the Board of Trustees. Trustee Brad Towle seconded the motion; a vote was taken, and the motion passed unanimously.

VI. 2024-2026 Academic and Student Affairs Committee Work Plan

Committee Chair Theis stated that the Committee's Work Plan for 2024-2026 has been updated to ensure it accurately reflects the work done in quarterly committee meetings. He opened the floor for comments, however there were no questions or comments.

Trustee Christos Tsetsekas motioned to recommend approval of the 2024-2026 Academic and Student Affairs Committee Work Plan. Trustee Brad Towle seconded the motion; a vote was taken, and the motion passed unanimously.

VII. Academic and Student Affairs Reports

A. Interim Provost's Report

Interim Provost Brad Thiessen began his report by sharing current enrollment numbers. As of September 6, 2024, the student body enrollment is 1,773 which represents a 10% year-over-year growth. On-campus housing is at 85% capacity across the three residence halls. He also shared an overview of orientation weekend for new students.

Trustee Cliff Otto stated his concern at the soon-coming need for additional residential housing. Dr. Allen Bottorff, vice president and CFO, reviewed several housing options that have been considered over the past few years and stated that staff is currently discussing the best option for the University.

Provost Thiessen then covered several topics including students, faculty, curriculum, and compliance. He presented statistics on Florida Poly's student retention, Performance Based Funding (PBF) metrics, the Phoenix Rising summer program for incoming students, and math placement exams. Trustee Patrick Hagen inquired if there is a standard math exam when a student first applies to Florida Poly. Trustee Hagen also asked if the Institution is considering fallback programs for students who do not succeed in advanced math. Dr. Stephenson responded that the University must research and consider programs that will help such students succeed at Florida Poly.

Trustee Dorian Abbot inquired if staff could identify the predictors of what makes a student successful or not in advanced math. He is willing to develop a machine learning/AI model to assist with this determination. Provost Thiessen responded he will contact Trustee Abbot directly to discuss.

Board Chair Beth Kigel inquired if the University is developing a comprehensive retention plan. Provost Thiessen replied in the affirmative, stating staff and faculty are also developing a plan to address the graduation rate by helping students graduate in four years.

Provost Thiessen noted that 95 full-time faculty participated in faculty welcome week in August. He reviewed strategies for improving faculty retention. Trustee Abbot asked if the

University obtains written exit surveys as he believes this data will help the Institution devise a strategy.

Regarding curriculum, Provost Thiessen reviewed existing programs within the undergraduate and graduate programs that will be enhanced. The University needs to add new programs and develop pathways for student success with their curriculum. He recommended better communication on the University's programs and ensure there are "fun" projects included in freshman year. Since he arrived at Florida Poly, he has received and is investigating 30 new programs ideas brought by faculty. He is also researching online delivery options.

Lastly, Provost Thiessen provided an update on the status of the University's request to utilize the Higher Learning Commission (HLC) for accreditation and announced that ABET will conduct a site visit in October.

B. Annual Textbook and Instructional Materials Affordability Report

Provost Thiessen reviewed the reason and purpose behind this report. The University is at 100% compliance this year.

Trustee Lyn Stanfield motioned to recommend approval of the 2024 Annual Textbook and Instructional Materials Affordability Report to the Board of Trustees, following the BOG template. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.

C. Collective Bargaining Agreement (CBA)

David Fugett, vice president and general counsel, explained the process for reviewing the full Collective Bargaining Agreement (CBA) every three years with Florida Poly's chapter of the United Faculty of Florida. He reviewed several of the key articles that were revised. He stated that the process was conducted professionally and culminated with a unanimous ratification of the new CBA by the faculty.

Trustee Brad Towle motioned to recommend to the Board of Trustees ratification of the Collective Bargaining Agreement between Florida Polytechnic University and the United Faculty of Florida (UFF) for 2024-2027. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.

VIII. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 12:22 p.m.

Respectfully submitted:

Kristen J. Wharton
Corporate Secretary

Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
November 7, 2024

Subject: 2024-2026 Academic and Student Affairs Committee Work Plan

Proposed Committee Action

Recommend approval of amendments to the 2024-2026 Academic and Student Affairs Committee Work Plan to the Board of Trustees.

Background Information

The Committee's Work Plan has been updated to reflect recent amendments to Florida Board of Governors regulations:

- (a) Items that are no longer required by BOG regulation have been removed from the Work Plan:
 - a. Annual report and Seven Year Review for FIPR (removed from November)
 - b. Annual report for the Advanced Mobility Institute (removed from November)
- (b) BOG-required items have been added:
 - a. Sponsored Research Certification Report (September)
 - b. Foreign Influence Annual Report (September)
 - c. List of new academic degree programs for consideration (April)
 - d. Alternative Admission Student Success (April)

Additionally, the Work Plan has been reformatted to clarify BOG-required items. All recurring items for review (as needed) have been moved to the top of the Work Plan. Deadlines and references to BOG regulations have been added to all other items.

Supporting Documentation:

1. 2024-2026 Academic and Student Affairs Committee Work Plan (redline)
2. 2024-2026 Academic and Student Affairs Committee Work Plan (clean copy)

Prepared by: Dr. Brad Thiessen, Vice President and Interim Provost



Committee Work Plan

Academic & Student Affairs Committee Work Plan 2024-2026

ITEMS TO REVIEW AS NEEDED

- Academic Affairs
 - Academic program updates, additions, terminations (BOG Reg 8.012)
 - Institutional and programmatic accreditation activity
 - Faculty hiring and activities
 - Student success
- Enrollment Management and Student Affairs
 - Admissions and Financial Aid
 - Student demographics
 - Student Affairs
 - Student Success

SEPTEMBER

- Academic & Student Affairs Committee Charter *(review and approve every two years – due September 2026)*
- Civil Discourse: Review of student orientation programming and student code of conduct
- ~~Annual Textbook and Instructional Materials~~ ~~Affordability~~ Report *(BOG Reg 8.003; review and approve – due Sept. 30)*
- Renewal of Out of State Fee Waiver *(last approved Sept. 2022 for Fall 2023-2026 incoming cohorts; review and approve as needed)*
- ~~Sponsored Research Certification Report (BOG Reg 10.002; review - due Oct. 1)~~
- ~~Foreign Influence Annual Report (BOG Reg 9.012; review - due Sept. 30)~~
- ~~Institutional Accreditation Activity (review as needed)~~
- ~~Admissions and Financial Aid (review as needed)~~
- ~~Student Affairs (review as needed)~~
- ~~Four-year graduation improvement plan (review as needed)~~
- ~~Degree Program Additions and Faculty Hiring (review as needed)~~
- ~~Student and Faculty Demographics (review as needed)~~
- ~~Graduate programs (review as needed)~~
- ~~Technology and Pedagogy (review as needed)~~

NOVEMBER

- ~~Advanced Mobility Institute Annual Report (review and approve)~~
- ~~FIPR Institute Annual Report (review and approve)~~
- ~~FIPR Institute Seven-Year Review (completed – November 2022)~~
- ~~Institutional Accreditation Activity (review as needed)~~
- ~~Admissions and Financial Aid (review as needed)~~
- ~~Student Affairs (review as needed)~~
- ~~Four-year graduation improvement plan (review as needed)~~
- ~~Degree Program Additions and Faculty Hiring (review as needed)~~

- ~~Student and Faculty Demographics (review as needed)~~
- ~~Graduate programs (review as needed)~~
- ~~Technology and Pedagogy (review as needed)~~

FEBRUARY

- CITF Increase, Inc. to Existing Fees or New Fees (review and approve only if changes are proposed)
- Academic Calendar (AY+1 and AY+2) (BOG Reg 8.001; review and approve – due Mar. 1)
- ~~Institutional Accreditation Activity (review as needed)~~
- ~~Admissions and Financial Aid (review as needed)~~
- ~~Student Affairs (review as needed)~~
- ~~Four-year graduation improvement plan (review as needed)~~
- ~~Degree Program Additions and Faculty Hiring (review as needed)~~
- ~~Student and Faculty Demographics (review as needed)~~
- ~~Graduate programs (review as needed)~~
- ~~Technology and Pedagogy (review as needed)~~

APRIL

- University Accountability Report Plan (BOG Reg 2.002; review and approve)
- List of new academic degree programs for consideration (BOG Reg 8.011; review as needed)
- Alternative Admission Student Success (BOG Reg 6.002; review and approve)

JUNE

- ~~Institutional Accreditation Activity (review as needed)~~
- ~~Admissions and Financial Aid (review as needed)~~
- ~~Student Affairs (review as needed)~~
- ~~Four-year graduation improvement plan (review as needed)~~
- ~~Degree Program Additions and Faculty Hiring (review as needed)~~
- ~~Student and Faculty Demographics (review as needed)~~
- ~~Graduate programs (review as needed)~~
- ~~Technology and Pedagogy (review as needed)~~
- ~~SB266: Review and Approve General Education Course Requirements (BOG Reg 8.005; review and approve – due Sept. 1)~~
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Committee Work Plan

Academic & Student Affairs Committee Work Plan 2024-2026

ITEMS TO REVIEW AS NEEDED

- Academic Affairs
 - Academic program updates, additions, terminations (*BOG Reg 8.012*)
 - Institutional and programmatic accreditation activity
 - Faculty hiring and activities
 - Student success
- Enrollment Management and Student Affairs
 - Admissions and Financial Aid
 - Student demographics
 - Student Affairs
 - Student Success

SEPTEMBER

- Academic & Student Affairs Committee Charter (*review and approve every two years – due September 2026*)
- Civil Discourse: Review of student orientation programming and student code of conduct
- Textbook & Instructional Materials Report (*BOG Reg 8.003 – due Sept. 30; review and approve*)
- Renewal of Out of State Fee Waiver (*last approved Sept. 2022 for Fall 2023-2026 incoming cohorts*)
- Sponsored Research Certification Report (*BOG Reg 10.002 - due Oct. 1; review*)
- Foreign Influence Annual Report (*BOG Reg 9.012 – due Sept. 30; review*)

NOVEMBER

FEBRUARY

- CITF Increase, Inc. to Existing Fees or New Fees (*review and approve only if changes are proposed*)
- Academic Calendar (AY+1 and AY+2) (*BOG Reg 8.001; review– due Mar. 1*)

APRIL

- University Accountability Plan (*BOG Reg 2.002; review and approve*)
- List of new academic degree programs for consideration (*BOG Reg 8.011; review as needed*)
- Alternative Admission Student Success (*BOG Reg 6.002; review and approve*)

JUNE

- General Education Courses (*BOG Reg 8.005 – due Sept. 1; review and approve*)

Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
November 7, 2024

Subject: Interim Provost's Report

Proposed Committee Action

Information only. No action required.

Background Information

Vice President and Interim Provost, Dr. Brad Thiessen, will provide updates within Academic Affairs on student success, faculty hiring, curriculum, and compliance.

Supporting Documentation: N/A

Prepared by: Dr. Brad Thiessen, Vice President and Interim Provost

Florida Polytechnic University
Academic and Student Affairs Committee
Board of Trustees
November 7, 2024

Subject: Student Affairs Report

Proposed Committee Action

Information only. No action required.

Background Information

Vice President Bryan Brooks will provide an update on the activities and strategic initiatives within the area of Student Affairs at Florida Polytechnic University.

Supporting Documentation: N/A

Prepared by: Bryan Brooks, Vice President for Student Affairs, Enrollment Management, and Strategic Communications