



BOARD OF TRUSTEES

# Academic and Student Affairs Committee Meeting Agenda

February 5, 2025  
9:45 – 10:45 A

Virtual via Microsoft Teams

Dial in: 1-863-225-2351 | Conference ID: 192 675 064#

## 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<br>Chair   |
| II.   | Roll Call   | Kristen Wharton<br>Corporate Secretary  |
| III.  | Public Comment  | Dr. Sidney Theis  |
| IV.   | <a href="#">Approval of November 7, 2024, Minutes</a><br><b>*Action Required*</b>           | Dr. Sidney Theis  |
| V.    | <a href="#">2024-2026 Academic and Student Affairs Committee Work Plan</a>                  | Dr. Sidney Theis  |
| VI.   | <a href="#">Academic Affairs Report</a>   | Dr. Brad Thiessen<br>Vice President and Interim<br>Provost  |
| VII.  | <a href="#">Student Affairs, Enrollment Management, and Strategic Communications Report</a> | Bryan Brooks<br>Vice President, Student<br>Affairs, Enrollment<br>Management, and<br>Strategic Communications |
| VIII. | Closing Remarks and Adjournment   | Dr. Sidney Theis  |



## BOARD OF TRUSTEES

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

November 07, 2024  
9:00 – 10:15 A

Florida Polytechnic University  
Virtual via Microsoft Teams

### I. Call to Order

Committee Chair Sidney Theis called the Academic and Student Affairs Committee meeting to order at 9:00 a.m.

### II. Roll Call

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

Committee members not present: Trustee Lyn Stanfield

Other Trustees Present: Board Chair Beth Kigel, Trustee Cliff Otto

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 September 6, 2024, Minutes

**Trustee Brad Towle motioned to approve the Academic and Student Affairs Committee meeting minutes of September 6, 2024. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.**

### V. 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 Brad Towle motioned to recommend approval of amendments to the 2024-2026 Academic and Student Affairs Committee Work Plan to the Board of Trustees. Trustee Ilya Shapiro seconded the motion; a vote was taken, and the motion passed unanimously.**

## VI. Academic Affairs Report

### A. Student Success (Performance Based Funding (PBF) Metrics)

Vice President and Interim Provost, Dr. Brad Thiessen, stated that in 2024, the University's score was 74 which earned full funding, however the score in 2023 was 86. Provost Thiessen noted if the score drops two years in a row, the University is required to submit a success improvement plan. Florida Poly projects a score of 77 for 2025; however, there are four metrics that need to be addressed and all of them pertain to student retention, student persistence, and 4-year graduation rate. Thiessen provided in-depth data pertaining to these challenging areas.

Trustee Dorian Abbot encouraged using a predictive model when looking at admissions profiles. He also asked if it is possible to construct a co-variance matrix for the PBF scores which would help the University maximize its score.

Thiessen also reviewed other areas of focus, including the tutoring center, math placement, first-year curriculum, faculty development, and curricular bottlenecks.

### B. Faculty Recruitment and Retention

Thiessen shared there are recruitment ads for open rank faculty in 15 different fields. Over 560 applications have been received; several will be hired for January 2025 and up to 20 hired for next fall. He also reviewed areas of faculty concern where improvements are being made in order to boost faculty retention.

### C. Curriculum and Compliance

Thiessen reported he is actively working on a prospectus to SACSCOC to gain approval for an online Engineering Management program. The goal is to have this program online for fall 2025. Additionally, the ABET onsite visit is now scheduled for January 26-28, 2025.

Trustee Towle inquired if the Data Science program was being reviewed for accreditation. Thiessen replied that the program was pulled from consideration to evaluate the benefit of and ability to maintain accreditation.

## VII. Student Affairs, Enrollment Management, and Strategic Communications Report

Bryan Brooks, Vice President, introduced Dr. Jon Pawlecki, new AVP for Student Affairs, and Dr. Andy Oguntola, new AVP for Enrollment Management. Brooks reviewed several student events that occurred throughout the fall, including the remarkable results of the fall 2024 Career Fair.

## VIII. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 9:37 a.m.

Respectfully submitted:

Kristen J. Wharton  
Corporate Secretary

Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
February 5, 2025

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

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**Proposed Committee Action**

Review only. No action required.

**Background Information**

Committee Chair Sid Theis will review the Committee's 2024-2026 Work Plan.

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**Supporting Documentation:** Academic and Student Affairs Committee Work Plan 2024-2026

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



# 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  
February 5, 2025

**Subject: Academic Affairs Report**

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**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 the following topics:

1. Performance Based Funding (PBF) metrics
2. Curriculum revisions
3. Faculty hiring
4. Faculty evaluations
5. Academic Calendar
6. Accreditation

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**Supporting Documentation:** 2025-26 Academic Calendar proposal

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

### 2025-26 Academic Calendar Proposals

<b>Fall 2025</b>	<u>Current</u>	<u>Proposed</u>	Impact
Classes begin	T Aug. 19	M Aug. 18	Start one day earlier. Check with housing/admissions.
Drop/Add, Withdrawal deadline	M Aug. 25	F Aug. 22	(end of fifth day)
No class (Labor Day)	M Sept. 1	M Sept. 1	
Midterm grades due	M Oct. 13	M Oct. 13	
No class (Veteran's Day)	T Nov. 11	T Nov. 11	
Withdrawal without academic penalty	T Nov. 18		Check with Registrar's Office
Thanksgiving break	W-F Nov. 26-28	M-F Nov. 24-28	2 days added to break; aligns with K-12 schools
Last day of classes	W Dec. 3	T Dec. 2	Classes end one day earlier
No class (Reading / Make-up days)	R-F Dec. 4-5	W-F Dec. 3-5	One additional reading day (make-up storm days)
Final exams	S, M-R Dec. 6, 8-11	M-F Dec. 8-12	Shifts Sat. final to Fri. Check grade submission deadline.
	<u># of sessions</u>	<u># of sessions</u>	
	M 15	M 15	
	T 16	T 15	
	W 16	W 15	
	R 15	R 15	
	F 14	F 15	
	Total 76	Total 75	

#### Intended benefits

- Aligning Thanksgiving Break with Polk, Hillsborough, and Orange counties will help employees with childcare
- An equal number of 15 class sessions on each day of the week will help keep classes coordinated
- Removing the Saturday final exam day benefits students who work weekends (and allows faculty to work M-F)
- The additional reading day gives us a 3<sup>rd</sup> make-up day in the event of a hurricane; can also be used to prepare students for finals

#### Potential negative consequences

- We lose one instructional day, while starting one day sooner and ending one day later
- (Check impact on Financial Aid, Housing, grade submission deadlines)

<b>Spring 2026</b>	<u>Current</u>	<u>Proposed</u>	Impact (The semester is shifted one week later)
Classes begin	M Jan. 5	M Jan. 12	Check with Housing.
Drop/Add, Withdrawal deadline	F Jan. 9	F Jan. 16	(end of fifth day)
No class (MLK Jr. Day)	M Jan. 19	M Jan. 19	
Career Day (no class)	T Feb. 10	T Feb. 10	(any Tuesday can work)
Midterm grades due	M Mar. 2	M Mar. 9	
Spring Break	M-F Mar. 2-6	M-F Mar. 16-20	Aligns with K-12 schools
Withdrawal without academic penalty	F Apr. 10	F Apr. 17	
Last day of classes	W Apr. 22	T Apr. 28	Classes end one day earlier
No class (Reading / Make-up days)	R-F Apr. 23-24	W-F 4/29 - 5/1	One additional reading day
Final exams	S, M-R 4/25, 27-30	M-F May 4-8	Shifts Sat. final to Fri. Check grade submission deadline
	<u># of sessions</u>	<u># of sessions</u>	
	M 15	M 15	
	T 15	T 15	
	W 16	W 15	
	R 15	R 15	
	F 15	F 15	
	Total 76	Total 75	

#### Intended benefits

- Beginning one week later gives us time to fix registration issues; prepare classes
- Aligning Spring Break with Polk, Hillsborough, and Orange counties will help employees with childcare
- An equal number of 15 class sessions on each day of the week will help keep classes coordinated
- Removing the Saturday final exam day benefits students who work weekends (and allows faculty to work M-F)
- The additional reading day gives us an opportunity to create ways to prepare students for finals

#### Potential negative consequences

- We lose one instructional day
- The semester starts and ends one week later
- We would need to request an exception from the Chancellor, as we would start after January 11.



Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
February 5, 2025

**Subject: Student Affairs, Enrollment Management, and Strategic Communications Report**

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**Proposed Committee Action**

Information only – no action required.

**Background Information**

Over the past six months, the Admissions Office at Florida Polytechnic University has made significant strides to enhance recruitment, admissions, and enrollment efforts. These improvements reflect our commitment to growth, innovation, and positioning Florida Poly as a leading destination for STEM education.

We have adjusted our admissions process to allow a larger group of students to be admitted earlier in the cycle. Redesigned acceptance and scholarship letters, complemented by the addition of Florida Poly-branded boxes, have transformed our outreach, creating a more engaging and memorable experience for prospective students.

Our communications plan has also been significantly upgraded, ensuring that detailed and targeted messaging reaches not only high school seniors but also juniors and sophomores. This proactive approach establishes earlier connections with students and their families, building stronger interest in our university.

Campus tours have been revamped to highlight the strengths of our campus, academic programs, and the unique opportunities Florida Poly offers, ensuring a powerful first impression for visitors.

The impact of these changes is evident. Since November 2024, when we were 25% behind the prior year's application numbers, we have not only closed the gap but are now up 3% in applications. Additionally, we are more than 40% ahead in admitted students compared to last year.

Operationally, we've strengthened our team with the addition of a call center and the appointment of a new director, Nick Estee, on January 27, 2025. Each admissions counselor now operates with specific recruitment and enrollment goals for their assigned areas, ensuring accountability and targeted outreach.

Finally, we will host our first "Conversion Workshop for Yield Rates" on Wednesday, March 12. This will optimize our efforts in converting admitted students into enrolled students. Together, these initiatives mark a transformative phase in Florida Poly's admissions strategy.

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**Supporting Documentation:** N/A

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