

**FLORIDA POLYTECHNIC UNIVERSITY**  
**ACADEMIC AFFAIRS – VIA CONFERENCE CALL**  
**MEETING MINUTES**  
**ONE POLY PLACE**  
**439 S. Florida Avenue, Suite 300**  
**Lakeland, FL 33801**  
**November 22, 2013 at 10:00 a.m.**

1. Call to Order

Chair Sandra Featherman called the meeting to order at 10:04 a.m. Roll call was completed by Gina DeJulio. Members on the call were Chair Sandra Featherman, Trustee Dick Hallion, Trustee Don Wilson, and Trustee Robert MacCuspie (Quorum).

Staff & Others: Ava Parker, Dr. Ghazi Darkazalli, Dr. Mary Carpenter, Richard Stephens, Gina DeJulio, Rick Maxey, Scott Rhodes, Tom Hull, and Heather Johnson.

2. Approval of Minutes

**Trustee Hallion made a motion to approve the minutes from September 25, 2013. Trustee Wilson seconded the motion, and the motion passed unanimously.**

3. Approval of the Academic Calendar for 2014-15 and 2015-16

Heather Johnson went over the academic calendar for 2014-15/2015-16 and the Board of Governors regulation regarding the academic calendar.

**Trustee Hallion made a motion to approve the academic calendar for 2014-15 and 2015-16. Trustee MacCuspie seconded the motion, and the motion passed unanimously.**

There was some discussion on the summer session classes versus the fall and spring classes.

4. Approval of Regulations

Gina DeJulio went over the regulations FPU-1.004 Non-Discrimination/Equal Opportunity and FPU - 1.005 Discrimination and Harassment Complaint and Investigation Procedures and answered questions that came up concerning the regulations.

Trustee Hallion had some concern with the third paragraph on page eight:

*“All University employees have an absolute duty to cooperate fully and unconditionally in an investigation pursuant to this regulation. This responsibility includes, among other things, speaking with the investigator and voluntarily providing all documentation which relates to the claim being investigated, whether it is requested or not. Failure and/or refusal to cooperate in an investigation will result in disciplinary and other action up to and including termination.”*

There was some discussion on the concerns of the wording of the second sentence.

Dr. Featherman requested that Gina DeJulio compare this wording with the Board of Governors requirements and with what some of the other universities have and bring the findings back to the Committee.

Dr. Featherman suggested approving the regulation then appointing a subcommittee with Trustee Wilson and Trustee Hallion to review and agree on the wording of the third paragraph on page eight.

**Trustee Wilson made a motion to approve FPU-1.004 Non-Discrimination/Equal Opportunity. Trustee Hallion seconded the motion, and the motion passed unanimously.**

**Trustee Wilson made a motion to approve regulation FPU-1.005 Discrimination and Harassment Complaint and Investigation Procedures subject to further review of the subcommittee designated by the Chair with a report going to all the Committee members prior to the next Board meeting on the results of that subcommittees work. Trustee Hallion seconded the motion, and the motion passed unanimously.**

Gina DeJulio went over the regulation FPU-3.006 Student Code of Conduct and answered questions that came up concerning the regulation.

**Trustee Hallion made a motion to approve FPU-3.006 Student Code of Conduct. Trustee MacCuspie seconded the motion, and the motion passed unanimously.**

Gina DeJulio went over the regulation FPU-5.001 Academic Freedom and Responsibility and answered questions that came up concerning the regulation.

**Trustee Hallion made a motion to approve FPU-5.001 Academic Freedom and Responsibility. Trustee Wilson seconded the motion, and the motion passed unanimously.**

#### 5. Online Education Model

Dr. Darkazalli advised that they are working on a plan for online education. Once a plan has been decided then suggestions will be made for various options.

Tom Hull provided an overview of the online education model for the next 45 – 60 days.

Dr. Darkazalli advised that the Board of Governors will be releasing a report in the next few weeks on the status of online education in the state of Florida compared to other states.

Trustee MacCuspie stated that he felt the challenge was developing the curriculum; whether implemented online, in the classroom, or hybrid. New curriculum will need to be built to meet cutting edge technology.

Dr. Darkazalli agreed and advised that you have to have the curriculum either way and sometimes fully online classes are not as cost effective.

Dr. Featherman stated that she favored blended systems where content is delivered in person and partially online. She advised that studies have shown this is the most effective way to offer content.

#### 6. Faculty Handbook

Dr. Darkazalli advised that the General Counsel's Office was asked to review other Universities' handbooks and they presented a draft of the handbook. The staff and faculty both came together and reviewed the handbook. Recommendations were sent to the General Counsel of the requested changes. A draft of the handbook was then sent to the Board.

Trustee Wilson advised that he went through the handbook and he is fine with the format that it is currently there as long as it is consistent with Florida Poly's policies and regulations.

7. Educational Partnerships

Rick Maxey gave an overview of the educational partnerships. He advised that Florida Poly is working with high schools and state colleges to create a partnership with them for students to attend Florida Poly.

Rick Maxey advised that Florida Poly is currently working with Tenoroc High School in Polk County Florida. Rick Maxey advised that Florida Poly is also working with Polk State College to set up a program so that when students successfully complete that program they will be guaranteed admission into Florida Poly. Rick Maxey advised that Florida Poly is also working with Valencia College in Orlando, Chipola College in Marianna, and with Florida State College in Jacksonville.

8. New Degree Program Requirements

Dr. Carpenter introduced Richard Stephens, Director of Academic and Student Affairs with the Board of Governors who was present on the call to answer questions concerning the proposal form for the degree programs that is to be submitted to the Board of Governors.

Dr. Featherman asked if each degree had to be approved by the Board of Governors because students were already being admitted based on the degrees being offered by Florida Poly. Richard Stephens advised that because Florida Poly is a new University it is in a unique position. He advised that in order to be able to put Florida Poly's degrees into the state university system inventory the Board of Governors will need the forms completed and submitted for approval.

Richard Stephens also advised that even though the Board of Trustees previously approved the degree programs they will also need to approve the degree program proposal forms. The proposal forms will then go the Board of Governors for approval prior to being placed into inventory.

9. Recruitment and Admissions Update

Scott Rhodes presented an update on recruitment and admissions and advised that the admissions office would be moving to the Florida Poly main campus on November 25, 2013.

Over the next 30 days there are currently over 270 students and family members registered for tours.

There are nine scheduled Florida Poly previews around the state of Florida.

10. Date/Time for Future Committee Meetings and Events

Academic Affairs Committee meetings were set for January 14, 2014, March 11, 2014, and May 13, 2014 at 10:00 a.m.

Ava Parker advised that the next Board of Trustees meeting via conference call is scheduled for November 26, 2013. This meeting will be focused on approving the residential housing.

The next in person Board of Trustees meeting is scheduled for Tuesday, December 17, 2013 at Full Sail University with dinner the evening before the meeting.

December 4, 2013 will be an opening for the Admissions Center from 10:00 a.m. to 12:00 p.m. Tours of the Admissions Center will also begin in December.

December 12, 2013 there is a "Thank You" reception for Poly Vision from 4:00 p.m. to 6:00 p.m.

## 11. Closing Remarks

With no further business to discuss, Trustee Wilson made a motion to adjourn the meeting. Trustee Hallion seconded the motion, and the motion passed unanimously. The meeting adjourned at 11:12 a.m.