

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS
COMMITTEE MEETING MINUTES
Florida Polytechnic University Admissions Building
4700 Research Way
Lakeland, FL 33805
December 7, 2016 @ 11:15 AM**

I. Call to Order

Chair Sandra Featherman called the Academic and Student Affairs Committee meeting to order at 11:24 a.m.

II. Roll Call

Maggie Mariucci called the roll: Chair Sandra Featherman, Vice-Chair Richard Hallion, Trustee Philip Dur, Trustee Bob Stork, Trustee Henry McCance and Trustee Veronica Perez-Herrera were present (Quorum).

Other trustees present: Chair Frank Martin, Trustee Mark Bostick, Trustee Cliff Otto, and Trustee Don Wilson were present.

Staff present: President Randy Avent, Dr. Terry Parker, Mark Mroczkowski, Kevin Aspegren, Gina Delulio, Ray Galleno, Maggie Mariucci, Rick Maxey, and Jessica Throckmorton were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Trustee Richard Hallion made a motion to approve the Academic and Student Affairs Committee meeting minutes of September 7, 2016. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.

V. Provost's Update

Dr. Terry Parker, Executive Vice President and Provost, began his report with a review of the student body. The current total number of students is 1,314. FTIC retention rate for fall 2015 was 76% compared to fall 2016 retention which is 83%. This shows improvement in retaining students.

Dr. Parker covered GPA, SAT and ACT statistics. The incoming class has very respectable scores. Trustee Dur inquired as to the current SAT and ACT scoring system. Dr. Parker stated that the maximum score for both verbal and math in SAT is 800 (1600 total) and ACT is 36.

Our students are dominantly Floridians. Within Florida, a majority of students come from Polk and Hillsborough counties as well as Broward county. There are a few gaps in the northern and Panhandle parts of the state. Trustee Dur asked what effort Admissions makes to engage students in those under-reached areas. President Avent responded that admissions counselors are constantly on the road and cover all counties in the state by region. A request was made in regards to foreign student interest which Dr. Parker will provide separately to Trustees.

The student body is 14% female. Comparable STEM institutions average 21%. Schools such as Dartmouth College of Engineering, Olin College and Harvey Mudd are closer to 50/50. Several factors will enable Florida Poly to increase the percentage of female students: the degrees offered, student life and total campus experience.

The student: faculty ratio is reasonably balanced across the institution. Trustee Featherman asked if Science and Technology Management is considered a retreat major. President Avent stated that of all the majors, that is the one most likely to be a retreat major, and it needs a name change. Currently this major includes big data analytics and supply chain and logistics. Dr. Parker concurs that aligning names with degrees is very important.

The current faculty reflect the youth of the institution. Young faculty are very current in their fields and highly energetic. However, the University is missing key faculty leadership in a few areas like curriculum development, research, and culture. Trustee Dur stated that having a young faculty who can relate to millennials is an important consideration. Trustee McCance inquired as to the overall quality of the faculty. Dr. Parker confirmed that the key to the long-term health of the institution will be the quality and energy of the faculty. The University has a need for senior faculty in the programs who can carry forward in a quality way. Trustee Otto asked if the University has a strategy to recruit more mature faculty. Dr. Parker stated the approach is three-fold: 1. hire Assistant Professors, targeting specific institutions for recruitment; 2. target recruit from states where budgets are in freefall and faculty are deciding to walk away; 3. for the interim period as Florida Poly moves through accreditation, hire Visiting Professors with a two-year seat.

Chair Martin said diversity becomes critically important as the University identifies faculty. Dr. Parker said the competition is intense and will not be won with ads or dollars. The way to win is a combination of recruiting and promoting the attractiveness of a small campus to a whole range of faculty. Millennial-types don't want eighty-hour work weeks; they want work fifty-hour work weeks. Discussion also occurred regarding the pros and cons of tenured versus non-tenured faculty.

Admissions tactics include building personal relationships as well as using a fair amount of technology in developing leads, marketing campaigns and market research.

Current activity of the Provost's office includes identifying and growing key leadership, moving to a demand-based registration system, focusing on course quality, and creating a three-year forecast. Trustee Dur asked if there are reference groups who gauge degree quality. Dr. Parker responded that discipline-based accreditation does that to some degree; beyond that it tends to be more what is the demand on the incoming and outgoing side.

The accreditation site visit will occur in February. All documents and personal relationships are in place. One important issue is the faculty handbook which has been significantly updated and is being vetted by administrators and faculty.

VI. FPU-5.003 Textbook Adoption & Affordability Regulation-Amendment

Ms. Gina DeJulio, Vice President and General Counsel, reviewed a proposed amendment to regulation FPU-5.003 Textbook Adoption & Affordability. This regulation has been substantially revised to comply with new requirements set out in the Florida Statutes 1004.085 and revised BOG regulation 8.003. The requirements apply to textbooks as well as instructional materials and requires the University to give students the lowest available price for these materials. The posting deadline for materials has been changed from 45 days to 30 days before the first day of class for each term. The revised policy adds a section (8) which states that all textbooks and instructional materials for General Education Courses be reviewed by the Board of Trustees on a semester by semester basis and that the Board identifies any variance in the cost among different sections of the same course. The amended regulation was published the University's website on November 3, 2016 but received no public comments.

Trustee Featherman asked if a faculty member is hired at the last minute, are they required to use the materials already selected by a previous faculty member? Mr. Ray Galleno answered that there is a provision for exemptions to the course textbook adoption and an exemption for variances in textbooks for same course, different sections. That exemption has to be approved by the Provost.

Trustee Richard Hallion made a motion to approve the FPU-5.003 Textbook Adoption & Affordability Regulation-Amendment as presented. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.

VII. 2016-2018 Academic & Student Affairs Committee Work Plan

Dr. Parker reviewed the Work Plan topics:

1. Existing Degree Improvements: The University currently offers six degrees and needs to focus on a combination of degree alignment and degree differentiation. Florida Poly cannot make any substantive changes according to SACSCOC but the University can change some things that aren't considered "substantive."
2. New Degrees/Changes to Degrees: Institutional health will require a larger set of degrees. Specification and approval can be a lengthy process.
3. Faculty Hiring: This was discussed at length in the Provost's report. Faculty must be hired in alignment with the five and ten-year outlook for the institution with a focus on quality.
4. Differentiating Programs: Florida Poly has two differentiating programs: Entrepreneurship and Health Informatics. This University has a very unique project-based curriculum which is also a differentiating factor.
5. Admissions: The goal is to create a sophisticated multi-year outlook that ties to the institutional mission.
6. Student Life: Dr. Steve Warner, Vice Provost Student Affairs, is addressing the challenges of producing a "full service" residential campus.
7. Student Success and Retention: Dr. Kathryn Miller, Vice Provost Academic Success Services, is continually developing tactics to improve student success and retention.
8. Technology and Pedagogy: Higher Ed has been impacted by the arrival of the MOOC. It is important for Florida Poly to focus on using technology to create a better product to support the educational mission. President Avent shared that the University has hired someone to research this specific area and will ask him to attend the March Board of Trustees meeting to give a presentation. He stated that it is difficult to translate a project-based curriculum to online learning but there may be ways to supplement the curriculum online. There is potential to receive grants for this as well.

Trustee Philip Dur made a motion to approve the 2016-2018 Academic & Student Affairs Committee Work Plan as presented. Trustee Richard Hallion seconded the motion; a vote was taken, and the motion passed unanimously.

Trustee Featherman reminded the Committee that there will be a meeting on December 21, 2016 to discuss and vote on the revised Faculty Handbook. This meeting will be by conference call and the Committee and the entire Board of Trustees will need to participate as the Board will need to vote to approve the handbook as well. This is important to complete before the Compliance Certification is sent to the SACSCOC Accreditation Site Visit Committee on January 3, 2017. The handbook draft should be ready for review by December 14, 2016.

In her closing remarks, Trustee Featherman stated that student retention strategy is very important to this University. The Governor and the Board of Governors has made it a priority for all state universities. Florida Poly must do everything possible to help students complete their education and graduate. Also, as a STEM school, there will be a different profile for this University which shouldn't be punished. This is an important agenda item for this Committee to focus on in the future.

With no further business to discuss, the Academic and Student Affairs Committee meeting adjourned at 12:31 p.m.