

Florida Polytechnic University  
Board of Trustees

Academic and Student Affairs Committee Meeting

**DRAFT MEETING MINUTES**

Wednesday, September 5, 2018  
9:45 AM-11:15 AM

Florida Polytechnic University  
Admissions Building  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Committee Chair Dick Hallion called the Academic and Student Affairs Committee meeting to order at 9:54 a.m.

II. Roll Call

Amy Devera called the roll: Committee Chair Dick Hallion, Committee Vice Chair Adrienne Perry, Trustee Jim Dewey, Trustee Henry McCance, and Trustee Travis Hills were present (Quorum).

Other trustees present: Chair Don Wilson.

Staff present: Provost Terry Parker, Dr. Kathryn Miller, Dr. Tom Dvorske, Mrs. Kris Wharton, Ms. Amy Devera, Mrs. Melaine Schmiz, and Mrs. Laura Neff-Henderson were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Henry McCance made a motion to approve the Academic and Student Affairs Committee meeting minutes of May 22, 2018. Trustee Jim Dewey seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Academic & Student Affairs Committee Charter Review

The committee reviewed their existing charter and concluded it should remain the same. No further discussion or action is necessary.

VI. 2018-20 Strategic Planning Committee Work Plan Review

The 2018-2020 Work Plan was reviewed as part of the Provost report.

VII. Provost Report

Dr. Terry Parker reviewed activity aligned with the 2018-2020 Work Plan, which included admissions and financial aid, student services, four-year graduation improvement plan, degree program additions and faculty hiring, student and faculty diversity, graduate programs, and technology and pedagogy.

Academic Affairs Management Team

Dr. Parker reviewed the role of each staff and faculty member who comprise the Academic Affairs Management Team.

Admissions and Financial Aid

Dr. Parker noted the entering class at Florida Poly is highly qualified given their SAT/ACT scores and high school GPAs. Committee Chair Hallion asked if the SAT or ACT is more favored. Dr. Parker stated there is some indication that the ACT is a better predictor. He also stated that the University measures overall academic preparedness. Mr. Scott Rhodes added that a student's performance in high school is a much better indicator and that their transcripts are reviewed closely.

The University is now competing for students who have higher test scores, which means a smaller selection pool. The SAT entrance scores for fall of 2018 will be better. Committee Chair Hallion also asked where Cal-Tech and MIT would be on the chart and it was noted that they would be listed near Georgia Tech. Committee Chair Hallion suggested that these institutions be included on the chart in the future.

BenMatthew Corpus briefly discussed changes to the admissions process; these include admissions essays, letters of recommendations, AP tests and scores, SAT II subject tests, new application deadlines, early action and wait lists. Committee Chair Hallion requested staff research and consider a "life experience" requirement.

Regarding diversity, Dr. Parker explained that the University is below national norm when it comes to gender. Committee Chair Hallion requested a report on the gender diversity issue.

Dr. Parker stated financial aid is a critical part of admissions. He explained how the level of aid has declined. Dr. Parker noted the average net prices of other SUS and STEM institutions. Florida Poly is considered in mid-range compared to competitors. The University is operating on a \$3,500 average per student rule provided through tuition and fee waivers, not grants. Dr. Parker discussed forecasted enrollment based on three models: over-performance, accountability growth, and under-performance, as well as financial aid packaging. President Avent will further discuss financial aid at the full Board meeting.

Student Services

Dr. Parker discussed mental health services and how the University changed from a single counselor model to a network model with a Case Manager. The network model provides an on-demand service with guaranteed maximum wait times. The services are provided on-site unless a student

prefers offsite. Dr. Parker also spoke briefly about the University's recent student suicide. With respect to the family and their privacy, there were no other comments. Dr. Parker shared the maximum wait times for students to receive mental health care: for an emergent crisis, the maximum wait time is six hours; for a not as severe crisis, the maximum wait time is 24 hours; and for a non-emergent request, the maximum wait time is three days. An emergency situation would be a 911 call.

The Academic Success Center (ASC) continues to be the front-line advising service for degree progression. Last year the ASC department saw 92% of all students. Dr. Kathryn Miller reviewed the ASC department structure and personnel, and stated a new Associate Director for Career Services will be hired. The ASC staff are experts on what courses a student needs to graduate and how the courses flow together. The faculty are experts within their piece of the curriculum, but not the whole. Committee Chair Hallion asked how the math boot camp fits in with ASC. Dr. Parker explained that the boot camp is managed by Dr. Nicoleta Hickman, Department Chair for the Sciences, Arts and Mathematics division. He noted the University has requested funding from the Legislature to fund future boot camps.

Laura Neff-Henderson, Director of Marketing, briefly explained the Weekly Phoenix, a weekly e-newsletter launched the week of August 15. There are currently two editions: the faculty and staff edition, and the student edition. Employees across the University are able to input notices of upcoming events and activities and calendar deadlines, from which the weekly e-mail is generated. A new mobile app was also launched the week that classes started. It is the official University app and is a one-stop shop for University information. Committee Chair Hallion requested the Weekly Phoenix be sent to the Trustees.

#### Graduation Rate Improvement Plan

The Graduation Rate Improvement Plan was added last year for all universities in the SUS at the Board of Governors request. The four year graduation rate for our first cohort was 37%. The plan includes multiple activities to promote a high graduation rate. Dr. Parker reviewed the graduation rate support activity dashboard and briefly touched on how each individual department is progressing.

#### Development of New Degrees

The University is currently developing three new degrees: Engineering Mathematics, Engineering Physics, and Environmental Engineering. Total degree packages will be presented in February for formal approval by the Committee and the Board. New concentrations will also be added to existing degrees. The Entrepreneurship concentration will be set up as a certificate program, which will allow the University to add credits above the 120 hour mark without providing a cost penalty to students. Committee Chair Hallion would like to personally follow the Aerospace concentration.

#### ABET Accreditation

The University is preparing for two ABET accreditation site visits in October. One visit will focus on Computer Science degrees and one will focus on Engineering degrees. The University will not know the results of the visit until the summer of 2019.

### Faculty Hiring

Dr. Parker reviewed the faculty hiring status. The University welcomed a total of ten new faculty members this semester. Committee Vice Chair Adrienne Perry asked how overloads were handled since there are no new faculty members for mathematics this fall. Dr. Parker stated while there is some overload in math courses, Florida Poly's adjunct professors are able to fill in the gaps. Dr. Parker noted that the University's mathematic faculty hire success rate on an annual basis is nearly 75% on existing searches. Currently, there are twenty faculty openings and resumes will start to be reviewed November 1.

### Graduate Program

The University currently has two Graduate program degrees: Computer Science and Engineering. The University welcomed twenty-five new students in the program this fall. Dr. Parker reviewed the 2018 actions implemented for the Graduate program and also the 2018-2019 Graduate program activity and milestones.

### Technology and Pedagogy

An offer was made to a candidate for the Director of Teaching and Learning, but, unfortunately, it was not accepted. University employees recently completed baseline Canvas training. Curriculum and instruction guidelines have also been developed around certain areas.

### VIII. Requests for Items for Future Discussions

Trustee Travis Hills requested a breakdown on undergraduate students and their degree tracks. Dr. Parker agreed to provide this information at the next meeting. Trustee Jim Dewey also requested a tuition comparison for a student coming from out-of-state.

### IX. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 11:07 a.m.