

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MEETING MINUTES
Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
December 2, 2015 at 10:00 AM**

I. Call to Order and Roll Call

Chair Sandra Featherman called the meeting to order at 10:16 a.m.

Maggie Mariucci called the roll: Chair Sandra Featherman, Trustee Dick Hallion, Trustee Christina Drake, and Trustee Veronica Perez-Herrera were present (Quorum).

Other trustees present: Trustee Mark Bostick, Trustee Frank Martin, Trustee Tom O'Malley, Trustee Bob Stork and Trustee Don Wilson were present.

Staff present: President Randy Avent, Gina DeIulio, Tom Hull, Crystal Lauderdale, Maggie Mariucci, Rick Maxey, Mark Mroczkowski, and Elhami Nasr were present.

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

Trustee Dick Hallion made a motion to approve the Academic and Student Affairs Committee meeting minutes of September 9, 2015. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.

IV. Approval of Policies

A. FPU-5.0021AP – Establishment of University Institutes and Centers

Gina DeIulio presented policy FPU-5.0021AP on the establishment of University institutes and centers.

Chair Sandra Featherman stated the policy is extremely valuable to the President and she is very much in favor of the acceptance of this policy.

Dr. Randy Avent stated the creation of institutes and centers has exploded across universities and Florida Polytechnic is attempting to control that with very well thought out policies.

B. FPU-5.0022AP – Operating & Reporting Requirements for University Institutes and Centers

Gina DeIulio presented policy FPU-5.0022AP on the operating and reporting requirements for University institutes and centers.

Trustee Christina Drake made a motion to recommend approval of policies FPU-5.0021AP and FPU-5.0022AP to the Board of Trustees. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.

C. FPU-5.0095AP – Honorary Degrees

Gina DeIulio presented policy FPU-5.0022AP related to honorary degrees.

Trustee Christina Drake made a motion to recommend approval of policy FPU-5.0095AP to the Board of Trustees. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.

D. FPU-5.0001AP – New Degree Program Planning and Approval

Gina DeIulio presented the revised policy FUP-5.0001AP relating to new degree program planning and approval.

Trustee Christina Drake made a motion to recommend approval of policy FPU-5.0001AP to the Board of Trustees. Trustee Dick Hallion seconded the motion; a vote was taken, and the motion passed unanimously.

V. Information Items/Updates

A. Provost's Office Remarks

Dr. Elhami Nasr provided remarks from the Provost's Office. The following information was provided. As of December 1, 2015:

- There are 924 students registered.
- We are currently offering 74 different courses with 197 sections.
- Enrollment for spring: 825 registered students with 89 courses and 213 sections being offered.
- Retention for fall 2014-15 was 76%. This semester the retention rate is currently 88%.

Dr. Nasr thanked the faculty for helping students with registration for spring and the Academic Success Center for its assistance with students.

Regarding faculty hiring, Dr. Elhami Nasr reported there are currently 37 full-time faculty and 24 adjunct faculty.

Dr. Nasr also stated a new program began this academic year which consists of the assigning of Academic Program Coordinators to assist with meeting SACS accreditation requirements.

Dr. Nasr mentioned efforts have begun toward ABET accreditation (Accreditation Board for Engineering and Technology) which is accreditation of the engineering program. Trustee Sandra Featherman stated ABET accreditation is difficult to achieve. The application for ABET accreditation cannot be submitted until the University has received SACS accreditation; however, preliminary work has begun. After ABET proposal submission, the accreditation process takes approximately 18 months. Additionally, three other accreditation agreements are being worked on.

Trustee Tom O'Malley inquired whether there is an ABET accreditation roadmap for start-up universities such as Florida Polytechnic. Dr. Nasr stated the ABET accreditation body assigns a mentor university that has successfully completed the accreditation process to assist the University in the submission process. Trustee O'Malley stated ABET accreditation may be the single most important thing the University does at this time other than SACS accreditation.

Dr. Nasr also mentioned the following programs are being developed:

- Certificate Programs
- Internship Program (requirements are changing)
- Study Abroad – Dr. Ghazi Darkazalli is currently in Morocco discussing this
- Launch Pad – Has been implemented as reported in last Academic and Student Affairs Committee meeting

Dr. Randy Avent stated faculty are highly involved in the faculty hiring process along with assisting students in registering for classes.

Chair Sandra Featherman mentioned the largest threat to SACS accreditation could be lack of faculty. Chair Sandra Featherman also inquired as to why the University is having difficulty hiring faculty – is it lack of competitive salary? Dr. Randy Avent agreed the University could be more competitive salary wise. Chair Sandra Featherman also noted she supports not offering tenure to faculty; however, recognizes that may affect hiring.

Trustee Don Wilson inquired whether the University is permitted to provide sign-on bonuses to faculty. Dr. Randy Avent indicated the University has the resources to make one-time payments in certain situations. Dr. Randy Avent also noted SACS is more concerned with whether the University has the budget to accommodate the proposed faculty growth rather than the actual number of faculty.

B. SACSCOC Update

Tom Dvorske reported the SACSCOC accreditation on-site visit has been scheduled for March 7-10, 2016. Dr. Mary Kirk, a Vice-President at SACSCOC, has been assigned by SACSCOC to Florida Polytechnic. A Candidacy Committee of three to six members, accompanied by Dr. Kirk, will conduct the on-site candidacy visit.

Tom Dvorske reported faculty and staff continue to gather and update essential evidence and documentation in preparation for the candidacy visit which will be submitted to the Candidacy Committee by January, 14, 2016.

Tom Dvorske stated that upon completion of the candidacy visit, the Candidacy Committee will provide a report regarding the decision to the Board of Trustees. The decision regarding whether the University will be granted candidacy status should occur around June 2016.

Chair Sandra Featherman mentioned historically accreditation committees prefer to meet with members of the Board of Trustees. Tom Dvorske stated the University will not know exactly who the Candidacy Committee will want to meet with until much closer to the actual date of the visit. Therefore, he requested the trustees remain available March 7-10, 2016, if at all possible.

C. Admissions and Recruiting Update

Lauren Willison, Director of Admissions, provided an update on recent admissions and recruiting efforts.

- Recruitment Territory

The primary recruitment focus remains within the state of Florida; however, a full-time out-of-state recruiter has been hired who spent nine consecutive weeks on the road recruiting this fall. Dr. Randy Avent mentioned that currently 61% of our inquiries are from out-of-state. He also stated in order to become a top quality university with a student population of 5,000, Florida Polytechnic will need to have a large out-of-state and international student population.

Lauren Willison also reported the following recruitment effort statistics:

- Florida Polytechnic participated in 102 college fairs
- There were 389 high school visits by recruiters
- There have been 2,025 visitors on campus since August 2015

Trustee Frank Martin inquired as to what percentage of the high school visits are at public schools versus prep schools. Lauren Willison reported most of the efforts are focused on public schools. However, for out-of-state high schools, the focus is on private schools because those students are historically more likely to have the means to afford attending an out-of-state university.

- Admissions Events

Lauren Willison reported the following admissions events have occurred or are being planned:

- Ten (10) Poly Connect sessions – on-campus events for recently accepted students to show them all that is available

- Poly Premieres – movie theatre events to increase awareness in targeted areas

Chair Sandra Featherman requested the trustees be provided the dates, times, and locations of the Poly Premieres so they can attend should a Poly Premiere be taking place near their homes.

- Spring 2016

Lauren Willison reported the following admissions numbers for spring 2016:

- There have been 147 applicants
 - There are 65 admitted students
 - Deposits have been received from 38 accepted students
- Fall 2016

Lauren Willison stated that most of the recruitment efforts are currently focused on fall 2016. The following admissions numbers for fall 2016 were reported:

- There have been 956 applicants
 - There are 648 admitted students (up 52% over last year)
 - Deposits have been received from 126 accepted students (up 72% over last year)
- Admissions Process

Lauren Willison also reported the admissions process is being re-evaluated to include not only academic quality (GPA and test scores), but also extracurricular activities and possibly the GRIT test (a test to determine the applicant's tendency to sustain interest in an effort toward very long-term goals).

Dr. Randy Avent mentioned the University is looking into the possibility of our students taking the GRIT test to see if there is any correlation to the success rate of our students.

Chair Sandra Featherman asked that a copy of the University's organizational chart containing titles and names of the individuals holding those titles be provided to the trustees.

Trustee Christina Drake made a motion to adjourn the Academic and Student Affairs Committee meeting. Trustee Dick Hallion seconded the motion; a vote was taken, and the motion passed unanimously.

With no further business to discuss, the Academic and Student Affairs Committee meeting adjourned at 11:09 a.m.