

Approved 3.13.19

**Florida Polytechnic University
Board of Trustees**

Academic and Student Affairs Committee Meeting

MEETING MINUTES

**Wednesday, December 5, 2018
10:00 AM-11:00 AM**

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

I. Call to Order

Committee Vice Chair Adrienne Perry called the Academic and Student Affairs Committee meeting to order at 10:05 a.m.

II. Roll Call

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

Other Trustees present: Trustee Don Wilson.

Staff present: Provost Terry Parker, Mrs. Kathryn Miller, Mr. Tom Dvorske, Mr. Scott Rhodes, Mrs. Kristin Stokes, Dr. B. Matthew Corpus, Mr. David Brunell, Ms. Melaine Schmiz, Mrs. Kris Wharton, and Ms. Amy Devera were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Trustee Jim Dewey made a motion to approve the Academic and Student Affairs Committee meeting minutes of September 5, 2018. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.

V. 2016-18 Strategic Planning Committee Work Plan Review

The 2016-2018 Work plan remains unchanged and no discussion occurred.

VI. Provost Report

Dr. Terry Parker reviewed activity aligned with the Work Plan, which included Admissions and Financial Aid, Student Services, degree program additions and faculty hiring status, the Graduate program, Collective

Bargaining and the Noel Levitz Survey.

A. Admissions and Financial Aid

Dr. Parker discussed three models noted on his projected total headcount chart: underperformance, accountability plan, and over-performance. Florida Poly is nicely positioned this year between the accountability plan and the over-performance.

It is very early in the academic year, but currently, applications are down significantly. Dr. Parker also noted that female applications, transfer applications and Graduate applications are up. Dr. Parker also stated that Florida Poly's current admitted quality is at or above that for the 2018 fall entering class. Trustee McCance requested that Dr. Parker give his analysis of why applications were down by 25%. Dr. Parker explained that Florida Poly had a significant negative publicity that started in the spring and lasted through the summer. He also stated that geographic data shows applications are down in central Florida. The University currently has a new Director of Admissions with new activities in place. Trustee Dewey asked if there was a difference in how vulnerable different majors are to competition. Dr. Parker does not believe that one particular field is more vulnerable than another.

Admissions activities have increased. High school visits and college fair visits are up. Admissions has broadened its focus to not only first time in college (FTIC) students, but transfers, international and graduate students as well.

Trustee McCance stated that if applications are down by significant number, the University still has a chance to recover if the yield goes up. Mr. Ben Matthew Corpus, Director of Admissions, stated that the University's yield is very high for a STEM university. Admissions still plans to drive that yield.

Last year, Mr. Mark Mroczkowski brought forward a contract for Global University Systems as a recruiter for international students. Subsequently that contract was terminated over issues of indemnification. Florida Poly now has a new contract where the indemnification terms are acceptable to all and the costs remain approximately the same.

Dr. Parker explained that there needs to be an Articulation agreement in place to provide students with an efficient pathway to a Florida Poly degree. The Florida common course numbering system makes awarding course credit relatively easy. The University has their first articulation agreement in place with South Florida State College for students pursuing an Electrical Engineering degree.

B. Student Services

The University is in its first semester of using the new mental health care model. The model utilizes a network health provider and a case manager. So far, the model has been successful. Ms. Kristin Stokes, Associate Director of Campus Wellness Management, is able to see students in a non-clinical setting. Trustee McCance asked if there was any way to assess if the students are pleased with the adjustment for this first semester. Dr. Parker stated that from the student satisfaction point of view, we would see it on a survey in the spring. Dr. Parker briefly discussed the Board of Governor's Health Initiatives which includes implementing Healthy Campus 2020, mental health literacy software for faculty and staff, as well as student insurance.

The University has reconfigured how they have managed advising. Some changes were made due to ABET and some changes were made based on need. The Registrar's Office deals with transactions around transcripts and transfer credits. The Academic Success Center takes care of registration and degree flow. This follows a national model. The faculty are subject matter experts and content experts. This fall, all

degree granting departments formalized advising delivery to students. Overall, there was strong student attendance.

C. Degree Program Additions and Faculty Hiring Status

Florida Poly is currently developing three new degrees which include Engineering Physics, Engineering Mathematics, and Environmental Engineering. Dr. Parker briefly discussed the degree approval process. BOT approval will be requested at a mid-January meeting. Dr. Parker stated that the Board of Governor's regulation requires that there is a policy in order to offer certificates, minors, and concentrations.

Dr. Parker requested the committee to recommend approval of policy FPU-5.00012AP Approval of Non-Degree Academic Programs to the Board of Trustees. Trustee Jim Dewey made a motion to approve the policy. Trustee Henry McCance seconded the motion; a vote was taken, and the motion passed unanimously.

Dr. Parker briefly went over a stoplight chart containing an update on the hiring status of faculty. Currently Data Science and Business Analytics has one employment offer out.

The University is seeking initial ABET accreditation for Computer Science, Computer Engineering, Electrical Engineering and Mechanical Engineering. There were two site visits in October 2018. Prior to the visit, there was significant effort to address the Program Evaluator's concerns. Dr. Parker stated they are happy with the results. The departments that were formed eleven months ago were critical and the summer space reconfiguration was critical as well.

D. Graduate Program

In September, the University reported enrollment of 38 Graduate students, two degrees and six concentrations. Dr. Parker noted that space is starting to become an issue and eventually he will come to the Board with a concrete plan. Dr. Parker went over the short term options for space which included renting space from the dormitory owner, adding onto the Admissions building, and building a separate free standing building. He also briefly discuss the plans for the Applied Research Center.

E. Collective Bargaining

The Collective Bargaining Agreement will have approximately 31 articles. Currently, there are more than 20 articles with tentative agreements. Eight of the articles are transactional. There are three articles that are important, but straightforward. One article sets a significant standard for benefits which puts in place parental leave. There are also four articles which are important to faculty and the University currently has agreements on them. There are three articles that are important to management of the institution. The article generating the most discussion is appointments and promotions. This is the most important article and it includes the process by which individuals are reappointed and/or promoted.

F. Noel Levitz Survey

This is the first year that includes all four undergraduate class years on the campus. There have been strong changes in the academic environment starting in fall 2017, which included curriculum flip, rigorous adherence to prerequisite requirements, increase in academic standards, reconstruction of the Registrar's Office, and change of philosophy in Student Life. 450 students participated in the student satisfaction survey that was conducted in the spring 2018 semester. The satisfaction results indicate a downward trend compared to 2016 and 2017. The downward trend on expectations is of concern. There is also a downward trend on the question, "If you had to do it over, would you enroll here again?" Dr. Parker reviewed a list of challenges for the campus based on the survey and explained briefly why a student may see one of these

items as a challenge. Trustee McCance asked Dr. Parker to provide his explanation on number 36, "The quality of instruction I receive in most of my classes is excellent." Dr. Parker stated that this is why Florida Poly has moved to common exams and syllabus review. He also stated that his takeaway is that the University's level of instruction and level of expectation in classes has been too varied. The response is to make it not as varied. Departments have also formally adopted grading standards and these are the elements that can go into the grading standards. The areas of focus based on the survey are advising, registration, instruction and Student Life.

VII. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 11:01 a.m.