

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MEETING MINUTES
Circle B Bar Reserve
4399 Winter Lake Road
Lakeland, FL 33803
June 2, 2016 @ 9:00 AM**

I. Call to Order and Roll Call

Chair Sandra Featherman called the Academic and Student Affairs Committee meeting to order at 9:10 a.m.

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

Other trustees present: Trustee Mark Bostick, Trustee Frank Martin, Trustee Henry McCance, Trustee Cliff Otto, Trustee Bob Stork, and Trustee Don Wilson were present.

Staff present: President Randy Avent, Gina DeJulio, Maggie Mariucci, Rick Maxey, Mark Mroczkowski, Dr. Elhami Nasr, and Scott Rhodes were present.

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

Trustee Richard Hallion made a motion to approve the Academic and Student Affairs Committee meeting minutes of March 16, 2016. Trustee Christina Drake seconded the motion; a vote was taken, and the motion passed unanimously.

IV. Provost's Update

Dr. Elhami Nasr provided an update from the Provost's Office.

A. Enrollment

- The University concluded the Spring semester well with 94% full-time enrollment.
- Average enrollment: 14 credit hours
- Student to faculty ratio: 18:1
- Average class size: 23 students
- There are over 500 students enrolled for Summer 2016.

Dr. Nasr reported the state requires students attend 30 credits hours per year, of which 9 credit hours must be taken during the Summer term. The University is working closely with faculty and advisors to offer the appropriate courses in the necessary sequence to enable students to meet the state requirements and graduate in four years.

For Fall 2016, Florida Poly will be offering approximately 109 courses with 289 sections, with additional sections being offered if necessary. There are 22 courses being offered in General Education with 115 sections. Additionally, evening courses are being offered to accommodate student need.

Dr. Nasr also reported retention is high. Calculus I remains the focus of discussion. With the help of the Academic Success Center, student progress in Calculus I is being watched closely in order to avoid students dropping the course and thereby complicating their progression. A curriculum committee meets regularly to discuss the quality of courses being offered and the relationship between faculty and students.

Dr. Nasr stated the first Advisory Board meeting will be held next semester.

B. Faculty

Dr. Nasr reported approximately 100 phone interviews with potential faculty have taken place, with 43 on-site interviews. This has produced a “catch rate” of 43%. There were 28 recommendations from the faculty hiring committee and 20 candidates have signed contracts.

There are currently 39 full-time faculty and 24 adjunct faculty. The University would like to hire 7 additional full-time faculty prior to the Fall 2016 semester.

Trustee Sandra Featherman inquired about the likelihood of hiring 6-7 new faculty prior to the Fall semester. Dr. Nasr stated it is not very likely; however, President Avent mentioned that the University is looking at a few other options.

C. Grants

Dr. Nasr reported the faculty continue to remain very active in this area while broadening their research.

D. Partnerships

Dr. Nasr stated Florida Poly continues to work very closely to develop relationships with industry in order to produce possible internships for students.

Florida Poly is also working to develop articulation agreements. The University is close to signing a MOU with Miami Dade College. Other area universities are also being considered.

E. ABET Accreditation

Dr. Nasr reported Florida Poly will be applying for ABET accreditation as soon as the University achieves full SACSCOC accreditation. Dr. Nasr stated ABET accredits programs, not institutions.

Trustee Sandra Featherman inquired what areas of ABET accreditation will Florida Poly seek. Dr. Nasr stated Florida Poly will seek ABET accreditation for all engineering programs.

Trustee Frank Martin asked about the timeline for ABET accreditation. Dr. Nasr stated the process normally takes about 18 months. Applications must be submitted by November 1 each year. Dr. Nasr reiterated Florida Poly will apply for ABET accreditation as soon as full SACSCOC accreditation is achieved.

President Avent stated some program modifications may need to occur once SACSCOC accreditation is achieved in order to meet ABET accreditation requirements.

Trustee Frank Martin asked about the number of programs Florida Poly will be seeking ABET accreditation. Dr. Nasr indicated the University will be applying for the following:

- Mechanical Engineering
- Computer Engineering
- Electrical Engineering
- Computer Science

F. Courses

Trustee Bob Stork inquired if Florida Poly offers online courses. Dr. Nasr stated the University does not currently offer online courses because doing so requires a completely different accreditation. However, some resources for courses are offered to students online at faculty discretion (i.e. recorded sessions), but no courses are delivered 100% online.

Trustee Philip Dur asked if trustees can view a recorded lecture online. Dr. Nasr stated due to academic freedom, permission to do so must be requested of individual faculty. Maggie Mariucci indicated the University would be happy to assist in that process if needed.

V. Admissions Update

Scott Rhodes provided the Committee with an update on enrollment services.

A. Undergraduate Fall 2016

- 96% to goal in applications (1800)
- 95% to goal in admits (1275)
- 96% to goal in deposits (585)

1. Application Trends

Applications for transfer students and first time in college (FTIC) students are down. This is due to the discontinuation of fee waivers in 2015, transferability of credits (primarily due to the lack of articulation agreements), and low achieving students have stopped applying.

2. Complete Application Trends

Completed applications for FTIC students are up, primarily due to freshmen self-reporting.

3. Admit Trends

Overall, admit trends are up, primarily due to email marketing efforts of the Admissions staff. Florida Poly continues to see the same academic quality in admits.

4. Deposit Trends

Deposits are up due to the outstanding follow-up efforts of the Admissions staff (calls, text messaging, and email).

B. Graduate Fall 2016

- 110% to goal in applications (135)
- 88% to goal in admits (26)
- 87% to goal in deposits (17)

C. Other Enrollment Services Highlights

Scott Rhodes reported Florida Poly has enrolled two Fulbright scholars from Germany who will begin attending classes Fall 2016.

1. Financial Aid

- Federal Aid application – Application will be submitted as soon as Florida Poly receives candidacy (June 17, 2016)
- Federal policies and procedures – Being created/updated
- Onboarding and training of new staff member – Added to assist with the processing of federal aid

2. International Affairs Efforts

- Study abroad planning – Two programs are being planned (Ireland and Brazil).
- Fulbright expansion – Florida Poly is currently speaking with Canada, Ireland, India, China, and Vietnam.

- International research opportunities – A delegation from Morocco recently visited Florida Poly and mutual areas of interest were determined which will be explored in the coming months.
- English Language School (ELS) launch – The University hopes to have 4-5 students conditionally admitted to both the ELS and Florida Poly in Fall 2016.

D. Enrollment Management Committee

Scott Rhodes reported this committee was formed by President Avent to focus on enrollment management. Representatives from Admissions, Student Services, Academic Success Center, Marketing and Communications, faculty, IT, IR, Registrar, External Affairs, and Government Relations are members of this committee. The primary areas of focus are:

1. Retention

Florida Poly must meet a mandate of 1244 FTE for Fall 2016. This involves areas such as:

- Recruitment
- Academic Success
- Student Life

2. Workday (SIS) – Student Information System

The student portion of Workday will come onboard in 2017.

Trustee Philip Dur asked about the percentage of out-of-state applications. Scott Rhodes stated out-of-state/international applications represent approximately 10% of all applications.

Trustee Dur inquired regarding the mean ACT/SAT/GPA scores for the incoming freshmen for Fall 2016. Scott Rhodes reported the average GPA for incoming freshmen is approximately 3.9, while the average ACT score is 26-27, and the average SAT score is 1200 (verbal and math only). President Avent indicated Florida Poly has done a great deal of analysis regarding the predictability of these scores and has found the SAT score has the least degree of predictability of success, while the ACT score is a better predictor. President Avent stated literature indicates predictability of success is more about GRIT, how badly the student wants to succeed, rather than test scores. Florida Poly is looking into having applicants take the GRIT test.

Trustee Dur asked if Florida Poly is looking at the possible differences in applicants based upon school districts from which they graduate. Scott Rhodes stated this information is available. Scott also noted Admissions will be conducting a study this summer to determine students from which schools' students have been successful at Florida Poly.

Trustee Sandra Featherman noted as a state-funded university, Florida Poly has an obligation to taxpayers. Trustee Featherman stated she would prefer to see Florida Poly have a “high gate” for getting out and some flexibility getting in. President Avent stated the University plots academic quality and is striving to get better about predicting student success.

Trustee Philip Dur stated Florida Poly should admit students into programs where they will succeed, not only as students, but are marketable, in part, because of the reputation of the institution.

Trustee Henry McCance asked if analysis has been done to determine the yield between deposited students and admitted students, where Florida Poly is losing students, and if there is a pattern to why they do not attend. Scott Rhodes stated an Admitted Student Questionnaire went out each May the past three years as an assessment tool. The results from the questionnaire indicate Florida Poly is losing students to some of the larger universities (i.e. University of Florida and University of Central Florida). However, on the positive side, Florida Poly is winning against universities such as MIT and Georgia Tech. Across the board, the larger state universities and engineering schools are Florida Poly’s biggest competition.

Trustee Sandra Featherman stated Florida Poly’s yield should be affected positively by accreditation due to the availability of federal aid and scholarships.

VI. Student Services Update

Dr. Steve Warner, Vice Provost for Student Affairs, provided a Student Services update.

A. Orientation/Move-In Day

- Summer Orientation sessions will take place June 11, 15, 18, and 22. Currently, there are 373 students registered among 7 orientation groups.
- Math Boot Camps will be conducted June 12, 14, 19, and 21. Currently, there are 195 students registered. Boot Camp helps students get ready for classes, primarily Calculus I.
- The move in date for students is August 17.
- Welcome Week is August 18-27 with many activities planned to assist students in becoming acclimated to the campus.
- Classes begin Monday, August 29.

B. Student Housing – Phase I and II

Dr. Warner reported the construction of Phase II is running on schedule and will open Fall 2016. This will increase the on-campus bed capacity to 758 (Phase I – 219; Phase II – 539). To date, there are 467 leases signed (Phase I – 187; Phase II – 280). There are also 108 in process. This could lead to a total of approximately 625 students.

Dr. Warner also noted there will be 16 Resident Assistants on staff.

Trustee Philip Dur asked what fraction of students will be housed on campus. President Avent stated the national average is 40%; however, Florida Poly will be closer to 45-50%.

Trustee Sandra Featherman noted the need for an after-class (evening) atmosphere for the students. President Avent stated having a project-based curriculum encourages on-campus living in order for the students to take advantage of labs, etc., as well as the convenience of the lack of a commute. President Avent also noted students always tend to do better when living on campus.

C. Student Activities

Dr. Warner reported 24 students participated in Poly Day at the Capitol. Also, students participated in the poster sessions during Polk County Day at the Capitol.

Additionally, approximately 80 students participated in an anti-hazing initiative.

More than 100 runners participated in the second annual Poly Pi Run on March 14. The event was 100% organized and hosted by students. Approximately \$1700 was raised and donated to the Foundation as a way for the students to give back to the University.

Dr. Warner also reported a Hunger Banquet was conducted to provide the students with the real-life experience of what it is like not to have food.

A Title IX and healthy relationships workshop was also conducted.

Dr. Warner noted a PolyCon event was conducted where the students dressed up as their favorite super heroes. Approximately 668 students participated in this event.

President Avent mentioned two students conducted a Hackathon which was entirely student organized and run, and involved students from across the state.

D. Recreation and Fitness

Dr. Steve Warner stated there are studies that show participation in activities and athletics can actually enhance and develop certain traits that are transferrable to the workplace. Therefore, Florida Poly tries to take that information and connect it with the University's recreation and fitness area.

Dr. Warner reported over 210 fitness assessments have been conducted by the University's Recreation and Fitness Coordinator to determine the current fitness level of faculty, staff and students. Programs are then created which are tailored to each individual. 87% are actively participating in personalized fitness programming. Nutritional and dietary information is also included. Dr. Warner stated the University works very closely with Sodexo to ensure healthy, nutritional food options are provided for the students.

Dr. Warner stated the average use of the Fitness Center is approximately 42 accesses per day. This is a very high usage rate for a student body of approximately 900.

Dr. Warner reported 154 students are registered participants in intramural sports. The six sports leagues offered are 3v3 basketball, ultimate Frisbee, 7v7 flag football, 6v6 sand volleyball, tennis ladder, and 7v7 soccer. A cell phone app is used for coordinating the events.

Dr. Warner mentioned students have also been involved in outdoor activities including events such as zip-lining and a trip to the Circle B Bar Reserve.

E. Health Services

1. Disability Services

Dr. Warner reported 52 students have self-identified with a disability; the most common being ADHD, psychological disability, and learning disorders. The most common requested accommodations are extended testing time, private testing room, note-taking assistance, and preferential seating in the classroom. Student Services works very closely with the Student Success Center to provide the necessary accommodations for students.

2. Counseling Services

Dr. Warner stated 208 individual counseling sessions have occurred; of that, approximately 44 students attend individual counseling sessions on a regular basis. Some of the most common reasons for counseling services are depression, anxiety and relationship issues. Additionally, 96 students participated in various outreach events.

F. Highlights

Dr. Warner reported Florida Poly has 26 recognized student organizations (RSO) within the Student Government Association (SGA). This area will continue to grow as students are encouraged to find areas of interest, secure faculty/staff mentors/mentees and minimum members, and get their executive boards in place.

Dr. Warner stated Student Life Coordinator, Alex Pearson, will begin June 6. She will focus on transition programs, as well as assisting the Resident Life Coordinator in the development of living learning communities within the dorms. Additionally, the search for a Wellness Coordinator is down to two final candidates.

Dr. Warner also reported a Threat Assessment Team has been created. Multiple training sessions have been offered along with regular meetings to address student issues and ensure campus safety.

Trustee Philip Dur asked if Florida Poly has its own campus security. Mark Mroczkowski, CFO, stated the University has 3 security officers, 5 police officers, and one Chief of Police who used to be head of a Polk County SWAT team. The entire team are seasoned officers. Dr. Warner stated a Noel Levitz survey was recently conducted and the results show a very high rating for the University's campus security team.

President Avent stated he receives email communication approximately once a month from individuals providing positive feedback regarding encounters with campus security.

Dr. Warner stated Florida Poly works in partnership with other SUS Counseling Centers and has signed a mutual aid agreement for shared services. In the event of any major campus emergency, UCF and UF will assist where needed.

Trustee Frank Martin inquired about the transportation services for students. Dr. Warner reported the bus will not run this summer; however, a modified schedule may be needed in the future as the University's summer enrollment grows. Dr. Warner also reported the bus service continues to be rated very high in satisfaction surveys. The schedule is being adjusted for next year in order to be fiscally responsible and meet the needs of the student population.

President Avent stated Florida Poly is looking at leasing off-campus space for labs and faculty research and bus service will be needed.

VII. Internships and Academic Support Services

Dr. Kathryn Miller, Vice Provost of Academic Affairs, provided an update to the Committee.

Dr. Miller stated retention is a critical issue in STEM education. Florida Poly wants students to stay and succeed. Therefore, academic support services are provided to students in the following methods:

- Tutoring
- Success Coach
- Workshops
- Career Prep
- Internships

A. Tutoring

Dr. Miller reported students participated in drop-in tutoring for Biology, Calculus I and II, Chemistry, Computer Programming, and Physics. The average GPA of students seeking tutoring is 3.1. For those students with a mid-term grade of D or F, who received tutoring support, 43% got a C or better as the final grade.

Dr. Miller stated for Spring 2016:

- 210 students attended tutoring
- 420 tutoring sessions

Dr. Miller noted for Summer 2016 there will be embedded tutors.

B. Success Coach

Dr. Miller reported this is a student lifecycle enrollment management initiative; assisting students from "yes" to graduation. The Success Coach will be new for Fall 2016 and will offer the following aid to students:

1. Personalized support - admission through graduation
 - a. Course selection advising
 - b. Mid-term grade reports
 - c. Academic Success Plans
2. Academic Coaching
3. Career Development
 - a. Resume/Cover letter drafting
 - b. Mock interviews
 - c. Market research
 - d. Job search etiquette and skills

Dr. Miller indicated the addition of the Success Coach will allow faculty to more closely focus on teaching rather than advising students as is currently being done.

C. Workshops

Dr. Miller reported the following Kickstart Program workshops will be offered for Fall 2016:

- August 26 – “How to Succeed at Poly”
- September 2 – “Note Taking and Study Groups”
- September 9 – “Time Management”

Dr. Miller also noted workshops are held throughout the academic year; they are conducted by both Academic Success Center staff and faculty.

Trustee Philip Dur asked if students are invited/required to participate in Math Boot Camp. Dr. Miller stated student involvement in Boot Camp is strongly encouraged. This year, Boot Camp is part of Summer Orientation.

D. Career Prep

Dr. Miller reported the following will be offered in the form of career preparation:

- Resume Review
- Mock Interviews
- Internship Fairs
- Dress for Success
- Career Talks
- Purple Briefcase

Dr. Miller stated exposure to STEM in the workplace is critical for retention.

E. Internships

Dr. Miller reported Florida Poly has 53 students involved in Summer internships at 40 companies. Students are required to take one internship course (3 credit hours). The

University is working hard to connect students with local companies and developing a pathway to companies for the students.

Dr. Miller also stated an Internship Fair was held in February 2016 with over 150 students and 13 companies participating. A second Fair is scheduled for September 2016. Additionally, a Career Fair will be held in January/February 2017.

Trustee Henry McCance inquired whether satisfaction surveys are completed at the conclusion of an internship. Dr. Miller stated such surveys are completed by both the student and the company at the conclusion of the internship. Dr. Elhami Nasr added the student is also required to complete a report at the end of the internship.

VIII. Approval of Policies

Gina DeIulio, Vice President and General Counsel, presented the following policy for approval:

A. FPU-2.007 – Foreign Exchange Visitor Insurance Requirements

Florida Poly currently has foreign exchange agreements in place with Brazil and Morocco. In preparation for students arriving in Spring 2017, the policy outlines the medical insurance requirements that exchange visitors and their accompanying dependents must comply with in order for the exchange visitor to be eligible and remain eligible to participate in an exchange visitor program.

Trustee Richard Hallion made a motion to recommend to the full Board the approval of policy FPU-2.007 – Foreign Exchange Visitor Insurance Requirements. Trustee Frank Martin 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 10:43 a.m.