



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Meeting

Friday, September 21, 2018  
1:00 PM - 1:30 PM

By Telephone: 888-670-3525  
Participant Code: 4872254143#

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Don Wilson, Chair  
Dr. Jim Dewey  
Travis Hills  
Dr. Adrienne Perry  
Gary C. Wendt

Cliff Otto, Vice Chair  
Rear Admiral Philip Dur  
Frank Martin  
Dr. Louis Saco

Mark Bostick  
Dr. Richard Hallion  
Henry McCance  
Bob Stork

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### AGENDA

- |      |   |                   |
|------|---|-------------------|
| I.   | Call to Order   | Don Wilson, Chair |
| II.  | Roll Call   | Kris Wharton      |
| III. | Public Comment  | Don Wilson, Chair |
| IV.  | <a href="#">Approval of the Annual Textbook and Instructional Materials Affordability Report</a><br>*Action Required* | Don Wilson, Chair |
| V.   | <a href="#">Other Business</a><br>*Action Required*   | Don Wilson, Chair |
| VI.  | Closing Remarks and Adjournment   | Don Wilson, Chair |

**Florida Polytechnic University  
Board of Trustees Meeting  
September 21, 2018**

**Subject:** Approval of the Annual Textbook and Instructional Materials Affordability Report

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**Proposed Action**

During the 2016 Legislative Session, House Bill 7019 was passed and signed into law requiring each university to submit an annual report regarding textbook and instructional material affordability.

**Background Information**

The template for the annual report meets the required reporting components and provides consistency for each university. The information details all required and recommended textbooks and supplies for each section teaching general education courses (not major courses). When there are wide cost variances (\$200 or more) over the average cost for the same course, an explanation is required. In addition, the report lists all courses (general education and major courses) that do not require or recommend a textbook. Often these courses use open source materials. The report also provides specific initiatives the University has taken to reduce the cost of textbooks and describes policies for posting textbook and materials for at least 95% of all courses and course sections 45 days before the first day of class.

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**Supporting Documentation:** Annual Textbook and Instructional Materials Affordability Report (fall 2017 & spring 2018 with 2016-17 given as a comparison).

**Prepared by:** Raymond Galleno, Executive Director of Auxiliary & Business Services and Kevin Calkins, Director of Institutional Research

**State University System of Florida**  
**Textbook and Instructional Materials Affordability**  
**Annual Report**  
**Statutory Due Date: September 30**

<b>Florida Polytechnic University</b>		<b>Fall 2018</b>	
University Submitting Report		Semester(s) Reported*	
Date Approved by the University Board of Trustees		Signature of Chair, Board of Trustees	Date
Signature of President	Date	Signature of Vice President for Academic Affairs	Date

\*Report Fall and Spring data separately to allow for Fall to Fall semester comparison and Spring to Spring semester comparison.

*Definitions:*

- *Wide cost variance is defined as a cost per course section of \$200 or more over the median average cost of textbooks and instructional materials for the same course.*
- *High enrollment is defined as the top 10% of courses ordered by headcount enrollment.*

**1) Required and Recommended Textbooks and Instructional Materials for General Education Courses**

a) Report on the course sections identified as wide cost variance and include the number of course sections within a course ( $n$ ). An explanation may be provided for sections with wide cost variance (e.g. honors course, economics text for two courses).

*Methodology: Identify the median average cost for textbooks and instructional materials for all course sections of a course. Exclude sections with Open Educational Resources (OER) or no required materials from wide cost variance analysis. Course sections with a cost of \$200 or more over the median cost are considered wide cost variance.*

- Required (Req) Textbooks and Instructional Materials
- Recommended (Rec) Textbooks and Instructional Materials

*(University response)*

***There is no cost variance for required or recommended textbooks and instructional materials among sections within a course because all sections use the same textbook(s).***

Fall 2016

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req. or Rec	Average Cost	Dollar Variance
AMH 2020	<i>United States History to 1877</i>	1	4	Req.	\$57.74	\$0.00
ARH 2000	<i>Art Appreciation</i>	1	4	Req.	50.42	\$0.00
BSC 1010	<i>Biology 1</i>	1	4	Req.	\$200.23	\$0.00
BSC 1010L	<i>Biology 1 Laboratory</i>	1	5	Req.	\$13.40	\$0.00
CHM 2045	<i>Chemistry 1</i>	1	9	Req.	\$150.60	\$0.00
CHM 2045L	<i>Chemistry 1 Laboratory</i>	1	14	Req.	\$27.85	\$0.00
ECO 2013	<i>Principles of Macroeconomics</i>	1	1	Req.	\$165.21	\$0.00
ECO 2023	<i>Principles of Microeconomics</i>	1	1	Req.	\$23.89	\$0.00
ENC 1101	<i>English Comp. 1: Expository and Argumentative</i>	1	10	Req.	\$74.45	\$0.00
ENC 2210	<i>Technical Writing</i>	1	3	Req.	\$70.02	\$0.00
ENC 2210	<i>Technical Writing</i>	1	3	Req.	\$65.97	\$0.00
MAC 2311	<i>Analytic Geometry and Calculus 1</i>	1	13	Req.	\$325.55	\$0.00
MAC 2312	<i>Analytic Geometry and Calculus 2</i>	1	4	Req.	\$325.55	\$0.00
MAC 2313	<i>Analytic Geometry and Calculus 3</i>	1	4	Rec.	\$325.55	\$0.00
MAD 2104	<i>Discrete Mathematics</i>	1	4	Req.	\$167.41	\$0.00
MAS 2105	<i>Linear Algebra</i>	1	2	Req.	\$168.65	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$11.00	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$8.25	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$7.80	\$0.00
PHY 2048	<i>Physics 1</i>	1	6	Req.	\$150.60	\$0.00
PHY 2049	<i>Physics 2</i>	1	7	Req.	\$150.60	\$0.00
PSY 2012	<i>General Psychology</i>	1	2	Req.	\$188.68	\$0.00

STA 2023	Statistics 1	1	4	Rec.	\$17.50	\$0.00

Explanation:

*There is no cost variance for required or recommended textbooks and instructional materials among sections within a course because all sections use the same textbook(s).*

Spring 2017

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req. or Rec	Average Cost	Dollar Variance
AMH 2020	American History Since 1877	1	4	Req.	\$57.74	\$0.00
ARH 2000	Art Appreciation	1	2	Rec.	\$57.51	\$0.00
BSC 1010	Biology 1	1	3	Req.	\$197.95	\$0.00
BSC 1010L	Biology 1 Laboratory	1	4	Req.	\$13.08	\$0.00
CHM 2045	Chemistry 1	1	3	Req.	\$150.63	\$0.00
CHM 2045L	Chemistry 1 Laboratory	1	3	Req.	\$30.05	\$0.00
CHM 4411	Survey of Physical Chemistry	1	1	Req.	\$96.53	\$0.00
ECO 2013	Principles of Macroeconomics	1	1	Req.	\$144.66	\$0.00
ECO 2023	Principles of Macroeconomics	1	1	Req.	\$23.89	\$0.00
ECP 4031	Benefit Cost Analysis	1	1	Req.	\$150.81	\$0.00
ENC 1101	English Composition 1: Exposition; and Argumentative Writing	1	2	Req.	\$60.57	\$0.00
ENC 2210	Technical Writing	1	10	Req.	\$66.68	\$0.00
ENC 2210	Technical Writing	1	10	Req.	\$11.63	\$0.00

MAC 2311	<i>Analytic Geometry and Calculus 1</i>	1	2	Rec.	\$132.00	\$0.00
MAC 2311	<i>Analytic Geometry and Calculus 1</i>	1	2	Req.	\$177.75	\$0.00
MAC 2312	<i>Analytic Geometry and Calculus 2</i>	1	10	Rec.	\$132.00	\$0.00
MAC 2312	<i>Analytic Geometry and Calculus 2</i>	1	10	Req.	\$177.75	\$0.00
MAC 2313	<i>Analytic Geometry and Calculus 3</i>	1	2	Rec.	\$132.00	\$0.00
MAC 2313	<i>Analytic Geometry and Calculus 3</i>	1	2	Req.	\$177.75	\$0.00
MAD 2104	<i>Discrete Mathematics</i>	1	4	Req.	\$171.91	\$0.00
MAP 2302	<i>Differential Equations</i>	1	5	Req.	\$13.00	\$0.00
MAS 2105	<i>Linear Algebra</i>	1	1	Req.	\$145.66	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$11.00	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$7.80	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$8.25	\$0.00
PHY 2048	<i>Physics 1</i>	1	8	Req.	\$150.60	\$0.00
PHY 2049	<i>Physics 2</i>	1	6	Req.	\$150.60	\$0.00
PHZ 4404	<i>Introduction to Solid State Physics</i>	1	1	Req.	\$78.28	\$0.00
PSY 2012	<i>General Psychology</i>	1	2	Req.	\$168.26	\$0.00
STA 2023	<i>Statistics 1</i>	1	4	Req.	\$8.88	\$0.00

*Explanation:*

***There is no cost variance for required or recommended textbooks and instructional materials among sections within a course because all sections use the same textbook(s).***

Fall 2017

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req. or Rec	Average Cost	Dollar Variance
AMH 2010	<i>United States History to 1877</i>	1	2	Req.	\$65.98	\$0.00
AMH 2020	<i>American History Since 1877</i>	1	1	Req.	\$65.98	\$0.00
AMH 2930	<i>Special Topics in American History: American Slavery</i>	1	3	Req.	\$34.23	\$0.00
AMH 2930	<i>Special Topics in American History: American Popular Culture</i>	1	2	Req.	\$69.00	\$0.00
BSC 1010	<i>Biology 1</i>	1	4	Req.	\$163.48	\$0.00
BSC 1010L	<i>Biology 1 Laboratory</i>	1	5	Req.	\$41.80	\$0.00
CHM 2045	<i>Chemistry 1</i>	1	8	Req.	\$150.60	\$0.00
CHM 2045L	<i>Chemistry 1 Laboratory</i>	1	10	Req.	\$27.85	\$0.00
ECO 2013	<i>Principles of Macroeconomics</i>	1	1	Req.	\$179.29	\$0.00
ECO 2023	<i>Principles of Microeconomics</i>	1	1	Req.	\$25.15	\$0.00
ENC 1101	<i>English Comp. 1: Expository and Argumentative</i>	1	12	Req.	\$75.56	\$0.00
ENC 2210	<i>Technical Writing</i>	1	4	Req.	\$70.02	\$0.00
MAC 1147	<i>Precalculus Algebra/Trigonometry</i>	1	5	Req.	\$189.40	\$0.00
MAC 1147	<i>Precalculus Algebra/Trigonometry</i>	1	5	Rec.	\$266.70	\$0.00
MAC 2311	<i>Analytic Geometry and Calculus 1</i>	1	13	Req.	\$325.55	\$0.00
MAC 2312	<i>Analytic Geometry and Calculus 2</i>	1	4	Req.	\$325.55	\$0.00
MAC 2313	<i>Analytic Geometry and Calculus 3</i>	1	4	Req.	\$325.55	\$0.00
MAD 2104	<i>Discrete Mathematics</i>	1	5	Req.	\$167.41	\$0.00

MAS 2105	<i>Linear Algebra</i>	1	2	Req.	\$145.41	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$11.60	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$8.33	\$0.00
PHI 2010	<i>Introduction to Philosophy</i>	1	2	Req.	\$7.80	\$0.00
PHY 2048	<i>Physics 1</i>	1	5	Req.	\$150.60	\$0.00
PHY 2048	<i>Physics 1</i>	1	5	Rec.	\$195.06	\$0.00
PHY 2049	<i>Physics 2</i>	1	7	Req.	\$150.60	\$0.00
PSY 2012	<i>General Psychology</i>	1	2	Req.	\$191.10	\$0.00
STA 2023	<i>Statistics 1</i>	1	5	Req.	\$17.50	\$0.00

*Explanation:*

***There is no cost variance for required or recommended textbooks and instructional materials among sections within a course because all sections use the same textbook(s).***

*Spring 2018*

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance
AMH 2010	<i>United States History to 1877</i>	1	2	Req.	\$65.98	\$0.00
AMH 2020	<i>American History Since 1877</i>	1	1	Req.	\$78.55	\$0.00
AMH 2930	<i>Special Topics in American History: Slavery</i>	1	3	Req.	\$11.60	\$0.00
AMH 2930	<i>Special Topics in American History: Slavery</i>	1	3	Req.	\$14.46	\$0.00
AMH 2930	<i>Special Topics in American History: Slavery</i>	1	3	Req.	\$8.86	\$0.00
AMH 2930	<i>Special Topics in American History: American Popular Culture</i>	2	1	Req.	\$69.00	\$0.00
CHM 2045	<i>Chemistry 1</i>	1	3	Req.	\$150.60	\$0.00
CHM 2045L	<i>Chemistry 1 Laboratory</i>	1	6	Req.	\$27.85	\$0.00



ECO 2023	<i>Principles of Microeconomics</i>	1	1	Req.	\$29.33	\$0.00
ENC 1101	<i>English Comp. 1: Expository and Argumentative</i>	1	1	Req.	\$75.56	\$0.00
ENC 2210	<i>Technical Writing</i>	1	8	Req.	\$58.83	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$7.25	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$11.68	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$11.56	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$14.50	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$7.98	\$0.00
HUM 2022	<i>Explorations in the Humanities</i>	1	1	Req.	\$12.00	\$0.00
MAC 1147	<i>Precalculus Algebra/Trigonometry</i>	1	2	Req.	\$266.70	\$0.00
MAC 1147	<i>Precalculus Algebra/Trigonometry</i>	1	2	Rec.	\$135.00	\$0.00
MAC 1147	<i>Precalculus Algebra/Trigonometry</i>	1	2	Rec.	\$189.40	\$0.00
MAC 2311	<i>Analytic Geometry and Calculus 1</i>	1	4	Req.	\$325.55	\$0.00
MAC 2312	<i>Analytic Geometry and Calculus 2</i>	1	4	Req.	\$325.55	\$0.00
MAC 2013	<i>Analytic Geometry and Calculus 3</i>	1	3	Req.	\$325.55	\$0.00
MAD 2104	<i>Discrete Mathematics</i>	1	2	Req.	\$174.91	\$0.00
MAS 3105	<i>Linear Algebra</i>	1	2	Req.	\$145.41	\$0.00
MAS 3114	<i>Computational Linear Algebra</i>	1	3	Req.	\$115.12	\$0.00
PHY 2048	<i>Physics 1</i>	1	8	Req.	\$150.60	\$0.00
PHY 2049	<i>Physics 2</i>	1	5	Req.	\$150.60	\$0.00
PSY 2012	<i>General Psychology</i>	1	2	Req.	\$191.10	\$0.00
STA 2023	<i>Statistics 1</i>	1	3	Req.	\$17.50	\$0.00

STA 3032	Probability and Statistics	1	2	Req.	\$188.70	\$0.00
STA 3032	Probability and Statistics	1	2	Rec.	\$112.83	\$0.00

Explanation:

- b) Describe the textbook and instructional materials selection process for general education courses with a wide cost variance among different sections of the same course.

(University response)

*The process is that program coordinators for each disciplinary area collaborate with faculty to select a common text(s) for all sections of a course. There are no courses with wide cost variance.*

- c) Report the course title(s) and number of section(s) that do not require or recommend the purchase of a textbook(s) and/or instructional material(s).

(University response)

<i>Fall 2016</i>	
Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
Embedded Operating Systems	1
Advanced Digital Signal Processing	1
Independent Study	1
Internship	1
Internship	7
Senior Design 1	15
Nano EHS Risk Assessment	1
Unique Nanoscale Phenomena and Interfaces	2
Survey of US Health Care System	1

<i>Spring 2017</i>	
Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
Systems Acquisition, Integration and Implementation	1
Digital Forensics	1
Ethical Hacking	1
Directed Independent Research	1
Operating Systems Concepts	3
Economic Analysis for Technologists	1
Digital Electronics	1
Physical Electronics	1
Control System Design	1

Implementation of HER/EMR and Clinical Support Methods	1
Applied Math	1
Physics 1 Laboratory	8
Physics 2 Laboratory	9
Engineering Design Senior Capstone 1	1
Project	1
First Year Experience	1

Hardware or System in the Loop Simulation and Characterization	1
Microcomputers	1
Hybrid Devices and Systems	1
Design2	13
Internship	1
Introduction to Engineering Design	7
Project	1
Design3	1
Independent Study	3
Thesis/Project 1	1
Thesis/Project 2	1
Ethics	3
Multifunctional Materials	1
Introduction to Instrumentation and Characterization	2
Physics 1 Laboratory	12
Physics 2 Laboratory	9

*Fall 2017*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
Game Design and Development 2	1
Embedded Operating Systems	1
Advanced Applied Information	1

*Spring 2018*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
Art Appreciation	2
Air Transportation and Operations	1
Senior Capstone 2: Directed Research	1

Digital Forensics	1
Senior Design I	2
Techniques for High Fidelity Signal Acquisition	1
Digital Logic Design	4
Autonomous Robotic Systems	1
Sophomore Design Skills	2
Junior Design Skills	3
Operations Research	2
Experimental Optimum Engineering Design	1
Thesis/Project 1	3
Engineering Design Capstone 1	1
Introduction to STEM	8
Project	1
Physics 1	5
Physics 1 Laboratory	5
Physics 2	6
Physics 2 Laboratory	12
Quantitative Empirical Research Methods	1
First Year Experience	10
Science & Technology Capstone 1	1

Computer Graphics	1
Advanced Topics 1: Forecasting, Modeling, Web Analytics	1
Digital Forensics	1
Operating Systems Concepts	1
Senior Design II	2
Digital Logic Design	2
Hardware or System in the Loop Simulation and Characterization	1
Autonomous Robotic Systems	1
Embedded Control	1
Senior Design 2	1
Concepts and Methods	11
Mechanical Lab Design 2	3
Introduction to STEM	1
Principles of Logistics/Transportation Systems	1
Physics 1 Laboratory	13
Physics 2 Laboratory	7
First Year Experience	2
Science & Technology Capstone 2	1

d) What measures, if any, are being taken by the university to reduce wide cost variance among different sections of the same general education course?

*(University response)*

***Academic Affairs encourages faculty and program coordinators to consider affordability in their textbook decision-making process. Discipline areas strive to select common texts for each course to ensure that there is limited or no variance of cost among sections.***

e) Describe the textbook and instructional materials selection process for general education high enrollment courses.

*Methodology: Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment. Provide the number of courses (n) reported on.*

*(University response)*

***The process is the same for all general education courses regardless of enrollment. Program coordinators and faculty collaborate to select the text or texts that are used for all sections of a course. Academic Affairs encourages faculty and program coordinators to consider affordability in their textbook decision-making process. Discipline areas strive to select common texts for each course to ensure that there is limited or no variance of cost among sections.***

## **2) Specific Initiatives of the University Designed to Reduce the Costs of Textbooks and Instructional Materials for General Education Courses**

a) Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

*(University response)*

***Barnes & Noble continues to offer cost savings options such as new, used, rental and digital textbooks, with new titles added to each category. Students have the opportunity to save by purchasing textbooks in the various formats offered.***

- ***For Fall 2017, Barnes & Noble had 61.6% of all titles available to rent and additionally, 42% of all titles have a digital option***
- ***For Fall 2018, Barnes & Noble had 63.8% of all titles available to rent and additionally, 43.1% of all titles have a digital option.***
- ***For Spring 2017, Barnes & Noble had 71.6% of all titles available to rent and additionally, 48.3% of all titles have a digital option.***

- *For Spring 2018, Barnes & Noble had 72.6% of all titles available to rent and additionally, 53.3% of all titles have a digital option.*
- *Penetration rate for rental textbooks for Fall 2017 was 53.8%, and 60% for Spring 2017.*
- *Penetration rate for rental textbooks for Fall 2018 was 52.1%, and 42.5% for Spring 2018.*
- *Penetration rate for digital options for Fall 2017 was 22.9% and 10.1% for Spring 2017.*
- *Penetration rate for digital options for Fall 2018 was 20% and 14.6% for Spring 2018.*

#### *Barnes & Noble Price Match Program*

*Barnes & Noble is matching the prices for textbooks advertised by BN.com, and Amazon. This program does not include price matching items from textbook marketplaces such as Amazon Prime (membership deals) or Amazon Warehouse Deals and does not include offerings from peer to peer marketplaces, aggregator sites, digital books, publisher direct pricing or bulk purchases/ course fee pricing.*

#### *Financial Aid Book Advances*

*Students unable to afford required and recommended course materials may apply for a Florida Polytechnic University textbook scholarship or advance through the Office of Financial Aid, which continually monitors student financial need including cost of textbooks. This aid ensures that students can purchase their course materials prior to semester start and are prepared for class on the first day.*

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings? Describe the average cost savings comparing fall semester to fall semester and spring semester to spring semester.

*(University response)*

*Yes, there has been a reduction in cost of textbooks and instructional materials to the students. The price match program and financial aid book advances are new initiatives with the 2017-2018 academic year and had limited use. We have increased advertising of these options and anticipate greater use in 2018-2019.*

*The following cost reduction averages are based on Barnes and Noble reporting: Savings are based on difference of new textbook cost and cost savings options such as new, used, rental and digital textbooks. Students have the opportunity to save by purchasing textbooks in the various formats offered.*

- *The average reduction cost for Fall 2017 was 15.4% for an average savings of \$16.25 per item and total savings of \$50,508.*
- *For Fall 2018, the average cost reduction was 21.4% for an average savings of \$14.80 per item and total savings of \$74,598.*
- *The average reduction cost for Spring 2017 was 21.4% for an average savings of \$14.80 per item and total savings of \$74,598.*
- *For Spring 2018, the average cost reduction was 16% for an average savings of \$14.08 per item and total savings of \$48,053.*

c) With implementation of the initiatives, describe any reduction in cost variance among different sections of the same general education course. Describe the reduction in cost variance comparing fall semester to fall semester and spring semester to spring semester.

*(University response)*

*There is no cost variance of required or recommended textbooks and instructional materials among sections within a course because all sections use the same text(s). Academic Affairs encourages faculty and program coordinators to consider affordability in their textbook decision-making process. Discipline areas select common texts for each course, so as to ensure that there is limited or no variance of cost among sections.*

### **3) University Policies for the Posting of Textbooks and Instructional Materials**

a) Describe policies implemented to ensure the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class. For course sections that require or recommend textbooks and/or instructional materials based on student individual needs (e.g. audition/performance, directed independent study, research topic) that may miss the posting date, please reference these as exceptions in 3(d).

*(University response)*

*Florida Poly regulation FPU-5.003 Textbook and Instructional Materials Selection and Affordability governs the institution's processes for ensuring compliance. This regulation was revised in December 2016 to comply with changes in the Board of Governors policy.*

*Florida Poly's regulation includes selection considerations, procedures, deadlines, etc. Email communication, face-to-face meetings, and weekly reports for sections without adoptions are communicated to program coordinators in advance of the deadline. Academic Affairs staff assist in the communication and ordering of textbooks to ensure deadlines are met.*

b) Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

*(University response)*

***The policy is effective. Since implementation of the new regulation and changes in process, we will be able to demonstrate improvement between spring 2018 and fall 2018. The processes in place include regular, weekly reports on the progress toward 100% adoption along with simplified instructions for ordering, departmental communications to ensure multi-sections courses order the same texts, and so on.***

c) Report the number of course sections and the total percentage of course sections that were able to meet the textbook and instructional materials posting deadline for the academic year. Note: A course section is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

*(University response)*

- ***For Fall 2017 a total of 268 course sections or 100% for the 45-day adoption posting deadline.***
- ***For Spring 2018 a total of 226 course sections or 100% for the 45-day adoption posting deadline.***

***We continue to work with faculty and the Provost office to have required and recommended textbook and instructional materials posted as timely as possible.***

d) Report the number of course sections and the total percentage of course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. Provide an explanation as to why the course sections were not able to meet the posting deadline. Note: A course section is not considered in compliance if all textbooks and instructional materials in the course section were not entered by the deadline.

*(University response)*

- ***For Fall 2017 a total of zero course sections or 0% of courses did not meet the posting deadline.***
- ***For Spring 2018 a total of zero course sections or 0% of courses did not meet the posting deadline.***

e) Report the number of courses that received an exception to the reporting deadline. Provide a description of the exception(s).



*(University response)*

*No courses qualified for exception. Courses/sections would be granted an exception in cases where the course is newly developed or substantially modified and will be taught for the first time. In some cases, where a new faculty member is hired, an exception will be granted depending on the timeframe of the hire.*

Florida Polytechnic University  
Board of Trustees  
September 21, 2018

**Subject: Approval of Strategic Plan as amended by Strategic Planning Committee**

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**Proposed Board Action**

Approval of the Strategic Plan as amended by the Strategic Planning Committee on September 5, 2018.

**Background Information**

On September 5, 2018, the Strategic Planning Committee unanimously voted to recommend approval of the Strategic Plan, with requested revisions, to the Board. However, at the full Board meeting, the Board of Trustees approved the recommendation of the Committee without awareness of the requested revisions.

Following were the two requested revisions:

1. To add: “New programs will be chosen to complement and strengthen existing programs, to support identified needs in underserved industries, and to create new industries.”
2. For racial diversity percentage to state “up to 10% diversity”.

It is important the Board of Trustees has full understanding of the changes requested and approved by the Strategic Planning Committee; therefore, a new vote is requested of the full Board to approve the Strategic Plan *as amended by the Strategic Planning Committee*.

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**Supporting Documentation:** Strategic Planning Committee meeting minutes from September 5, 2019.

**Prepared by:** Kristen Wharton, Director, Office of the President and Board Operations

Florida Polytechnic University  
Board of Trustees

Strategic Planning Committee Meeting

**DRAFT MEETING MINUTES**

Wednesday, September 5, 2018  
11:30 AM-12:30 PM

Florida Polytechnic University  
Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Committee Vice Chair Cliff Otto called the Strategic Planning Committee meeting to order at 11:00 a.m.

II. Roll Call

Michele Rush called the roll: Vice-Chair Cliff Otto, Trustee Adrienne Perry, Trustee Louis Saco, Trustee Dick Hallion and Trustee Travis Hills were present (Quorum).

Staff present: President Randy Avent, Ms. Gina Delulio, Mr. Rick Maxey, Ms. Kathy Mizereck, Mrs. Maggie Mariucci, Ms. Laura Neff-Henderson, Mrs. Kim Abels, Ms. Sherri Pavlik, and Ms. Michele Rush were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of the May 22, 2018 Minutes

**Trustee Dick Hallion made a motion to approve the Strategic Planning Committee meeting minutes of May 22, 2018. Trustee Louis Saco seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Strategic Planning Committee Charter Review

The Committee Charter was reviewed and no changes were recommended.

**Trustee Dick Hallion made a motion to approve the Strategic Planning Committee Charter. Trustee Louis Saco seconded the motion; a vote was taken, and the motion passed unanimously.**

VI. 2018—2020 Strategic Planning Committee Work Plan Review

The Committee Work Plan for 2018 – 2020 was reviewed and no changes were recommended.

**Trustee Dick Hallion made a motion to approve the 2018-2020 Strategic Planning Committee Work Plan. Trustee Louis Saco seconded the motion; a vote was taken, and the motion passed unanimously.**

VII. Strategic Plan

President Avent reviewed the University's strategic plan which included narrative to support the goals previously adopted by the Board at its May 2018 meeting. University staff will add graphics and photographs to the plan and submit to the Board of Governors as required by BOG regulation. Three comments were given:

1. Numbers for graduate students are different between goal #1 and goal #5. President Avent stated the numbers are consistent: goal #1 is the total number of graduate students, goal #5 is the number of incoming graduate students per year.
2. Trustee Philip Dur requested inclusion of a statement that a priority of the University is to add new programs that don't exist at other universities. Chair Wilson suggested adding a sentence and composed the following: "New programs will be chosen to complement and strengthen existing programs, to support identified needs in underserved industries, and to create new industries."

Trustee Dick Hallion stated Trustee Dur's intent was very good as an important point was made. The additional crafted statement was good way to phrase it to achieve that end without necessarily causing problems down the road.

3. The racial diversity percentage was unclear; trustees would like the percentage to state "up to 10% diversity". Trustee Adrienne Perry proposed getting students involved in their own communities as peer-to-peer ambassadors.

**Trustee Dick Hallion made a motion to recommend approval of the 2018-2022 Florida Polytechnic University Strategic Plan with the recommended changes to the Board. Trustee Adrienne Perry seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. 2016 – 2017 Equity Report

Rick Maxey gave an update on the University's equity report. The report is required by BOG regulation and will be submitted on behalf of the Board of Trustees to the BOG. The report outlined the status of diversity among the student body, faculty and staff. It compared diversity at the University to that among its peers and other public universities in the State University System. The report also contained plans for addressing diversity over the coming year.

**Trustee Dick Hallion made a motion to recommend approval of the 2016-2017 Equity Report to the Board. Trustee Louis Saco seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. University Relations Update

The Committee received a report from Maggie Mariucci and Laura Neff-Henderson on the University's efforts in marketing and communications. They outlined initiatives designed to increase the visibility of the University, strengthen its brand identity, and strengthen relationship with various media outlets. Various media outlets, including social media, internal university communications, and billboards were discussed. Crisis communications and offsite communications center Black Swan were explained. Trustee Hallion stated billboards with the image of the IST building were more striking than the billboard with the image of the student. He also requested the University logo be more prominent in the design.

Trustee Hallion asked if high school principals and academic counselors received Florida Polytechnic University information, particularly in northwest Florida. Mrs. Mariucci stated this kind of outreach is handled by the Admissions Department; University Relations works closely with Admissions in this regard. The new Florida Polytechnic University mobile app was also presented.

X. Closing Remarks and Adjournment

With no further business to discuss, the Strategic Planning Committee Meeting adjourned at 12:30 p.m.