

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Academic and Student Affairs Committee Meeting

Wednesday, October 11, 2023

10:15 a.m.

The Grand Ballroom

Committee Members: Nicole Washington, Chair
Jamal Brown, Natlie Figgers, Kristin Harper, Londe Mondelus,
and Craig Reed

AGENDA

- | | | |
|------|----------------------------------|---------------------------|
| I. | Call to Order | Trustee Nicole Washington |
| II. | Roll Call | Ms. Valeria Singleton |
| III. | Minutes for June 7, 2023 Meeting | Trustee Washington |
| IV. | Follow-up Items | Trustee Washington |

ACTION ITEMS

- | | | |
|-----|--|--------------------|
| V. | Academic Calendar (2024 – 2025) | Dr. Allyson Watson |
| VI. | Requests for Leave of Absence <ul style="list-style-type: none">• Nandi Riley• Ameenah Shakir• Elise Simmons | Dr. Watson |

INFORMATION ITEMS

- | | | |
|-------|---|---------------------------|
| VII. | ASA Committee Action Plan | Dr. Watson and Dr. Hudson |
| VIII. | Student Affairs Update <ul style="list-style-type: none">• Career Center Presentation | Dr. William Hudson, Jr. |
| IX. | Academic Affairs Update <ul style="list-style-type: none">• Distance Learning• Post Tenure Review Update | Dr. Watson |
| X. | Adjournment | |

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: III

Subject: Minutes for June 7, 2023 Meeting

Proposed Board Action: In accordance with the Florida Statutes, a governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Attachment(s): Yes

1. Minutes for June 7, 2023

**Academic and Student Affairs Committee Minutes
Trustee Nicole Washington, Chair
June 7, 2023**

The meeting was called to order by Trustee Nicole Washington. Ms. Valeria Singleton called the roll, and the following committee members were present: Ann Marie Cavazos, Michael Dubose, Kristin Harper, Londe Mondelus, Craig Reed, and Nicole Washington. A quorum was established.

Trustee Reed moved to approve the minutes for the meeting on February 15, 2023. Trustee Cavazos seconded the motion, and the motion carried.

There were several follow-up items from the February board meeting:

- Dr. Hudson and his team will provide updates on the Career Center, financial aid process, IGNITE program, and disbursement of awards for the law students.
- Dr. Watson will provide an update on the strategic plan to increase the percentage of students in the distance learning programs (especially at the graduate level) at the next BOT meeting.

The Committee recommended approval of the following items:

Tenure - Applications for tenure were reviewed by the departments, the colleges/schools, the University Tenure and Promotion Committee, Provost Watson, and President Robinson. The applicants were evaluated based on their professional experiences, teaching effectiveness, university service, public service, demonstrated contributions to their teaching discipline, technical and performance competencies, records of publications and research, certifications and exceptional scholarly or creative activities.

The eight faculty members listed below were nominated for tenure:

Name	College/School
Chenita Carter	College of Pharmacy and Pharmaceutical Sciences_Institute of Public Health
Rashig Elhag	College of Science and Technology
Leah Hunter	School of Journalism and Graphic Communication
Michee Lachaud	College of Agriculture and Food Sciences
John Odihiambo	College of Agriculture and Food Sciences
Keawin Sarjeant	College of Agriculture and Food Sciences

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Lillian Smith	College of Pharmacy and Pharmaceutical Sciences_Institute of Public Health
Ukamaka Smith	College of Pharmacy and Pharmaceutical Sciences_Institute of Public Health

Trustee Harper moved to approve the tenure recommendations. The motion was seconded by Trustee Dubose, and the motion carried.

Regulation 10.204 – Faculty Tenure - Pursuant to Board of Governors Regulation 10.003, the University will adhere to the guidelines for post-tenure review as outlined in the regulation. The University will develop procedures for determining faculty eligibility, the schedule of evaluation, and criteria associated with the process. This information will be developed by a special committee, presented to the administration and the faculty, and ultimately submitted to the Board of Governors by the deadline, October 31, 2023.

Trustee Reed moved to approve the revisions to Regulation 10.204. The motion was seconded by Trustee Dubose, and the motion was carried.

Regulation 2.007 – Voluntary and Involuntary Withdrawal - The regulation was revised to align with the University's current process for a voluntary course or term withdrawal. Additional clarification regarding the circumstances surrounding an involuntary term withdrawal is also provided, including a requirement that a student receives written notification that an involuntary withdrawal is under consideration, the reasons for the action, and the completion of an objective and individualized assessment by a licensed psychiatrist or psychologist. The assessment provides the University with an objective measurement of risk as well as any reasonable modifications that would sufficiently mitigate the risk. After receipt of the assessment, the University will proceed with an involuntary withdrawal or impose reasonable modifications that might mitigate the risk without a withdrawal. Failure of the student to comply with the reasonable modifications will result in immediate temporary withdrawal. The revised regulation also clarifies that the University may impose conditions for the student's return, including another objective, written assessment stating the student is no longer a legitimate safety risk or direct threat to the safety, health, or well-being of the individual student or the University community and is otherwise qualified to participate in the University's educational programs safely.

Regulation 2.011 – Assessment and Care Team – The regulation was revised to include the establishment of a Threat Assessment Team to identify, inquire, assess, and manage potentially violent or dangerous situations. Based on the recommendation from the Office of Compliance and Ethics, the Division of Student Affairs developed a Threat Assessment Team that blends with the already established Assessment and Care Team to maintain continuity in understanding the potential risk early and react quickly. A designee from the Department of Campus Safety and Security must serve on the Threat Assessment Team and Assessment and Care Team. Both teams will develop policies and procedures to fulfill their responsibilities.

Regulation 2.012 – Student Code of Conduct - The University’s Student Code of Conduct is reviewed biennially under the direction of the University Conduct Officer. The review was performed this year, and the regulation is being revised to include support for the principles of free speech and civil discourse. The amendments also expand code violations to include medical marijuana and/or cannabis, providing access to or hiding an individual who has been restricted or prohibited from the University's property, and public indecency. The regulation also clarifies the sanctions of suspension, expulsion, and withholding of diplomas, transcripts, or other records and the placement of a judicial hold on a student's account. Lastly, the Threat Assessment Team may provide a review and recommendation in any matter where interim measures are imposed and an emergency hearing is held.

Regulation 2.013 – Due Process, Other Rights, and Responsibilities - The University’s Student Code of Conduct is reviewed biennially under the direction of the University Conduct Officer. This year, required review was performed, and the regulation is being revised to ensure compliance with Florida Board of Governors Regulation 6.0105. The amendments clarify that the charged student and the student's advisor, advocate, or legal representative, if any, shall have the opportunity to inspect all of the information related to the allegations, including inculpatory and exculpatory information and all known witnesses. Additionally, the rights and rules of evidence or procedure in a civil or criminal proceeding do not apply in a student conduct proceeding.

Regulation 2.015 – Admissions - The regulation was revised to provide updates to admissions criteria and more adequately direct readers to Board of Governors Regulations that directly influence the University's admissions practices.

Trustee Dubose moved to approve the amendments to Regulations 2.006, 2.011, 2.012, 2.013, and 2.015. Trustee Reed seconded the motion, and the motion carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr., and his team provided updates on enrollment management, housing, financial aid, and hazing prevention. The Center for Career and Professional Development update was moved to the September meeting.
- The Office of Undergraduate Admissions and Recruitment continues to experience significant increases in first-time-in-college (FTIC) and transfer applications, with both seeing a 16% increase. There was an increase in the number of students admitted for the summer 2023 term. Final enrollment numbers will not be available until after add/drop period for the Summer B term.
 - There was a 27% decrease in transfer applications. However, this remains consistent with the national and statewide decline in community college enrollment. Although the number of applicants was smaller, there has been a 36% increase in the number of transfer applicants

admitted. FTIC admits remain at 42%, above last year, and the University anticipates seating a freshman class that will exceed previous classes.

- The Office of University Housing has a total inventory of 2,679-bed spaces for Fall 2023. This year, 1,599 beds were reserved for newly admitted summer/fall FTIC, transfers, graduates, and readmitted students. There are 1,078-bed spaces for upper-class/returning students, which includes Resident Assistants.
 - This year, the Housing application portal opened on December 1, 2022, solely for newly admitted Fall 2023 FTIC and transfer students.
 - Students must pay the enrollment deposit before they are granted access to the Housing application portal.
 - The Housing portal opened to all upper-class/returning residents on February 1, 2023.
 - The students who applied on or before March 8, 2023, were either notified of their assignment or were placed on the waitlist. At the beginning of May, some students were moved from the waitlist into an available space. We anticipated reaching capacity by May 26, 2023, thus completing the waitlist process. Any students remaining on the waitlist have been notified. The fall 2023 occupancy rate as of June 2, 2023, is 96.60%.
 - Palmetto South and Phase III are closed from May 7 – August 1 for renovations. The renovations include but are not limited to bathroom remodel, shower replacement, appliance replacement, kitchen cabinet replacement, upgrade flooring, HVAC replacement, deep cleaning, and pest control. Gibbs Hall demolition began on May 22, 2023. Polkinghorne Village East and West will be used for summer school. The Towers North and South will be used for summer camps. Rattler Pointe, our latest property, has been integrated into our Housing processes and procedures.
- An update on enrollment and financial aid for the College of Law was provided:
 - Enrollment numbers are as follows:
 - Fall 2022 - total student enrollment was 361.
 - Spring 2023 - total student enrollment was 326.
 - Summer 2023 - total student enrollment was 155.
 - Fall 2023 - total student enrollment was 224.
 - Our disbursement numbers are as follows:
 - Fall 2022 - awarded 337 students and disbursed a total of \$10,233,852.82.
 - Spring 2023 - awarded 286 and disbursed a total of \$9,054,588.06.
 - Summer 2023 (as of 6/5/2023) - awarded 64 students and disbursed \$1,408,944.
 - Fall 2024 data – We are currently packaging all students for the upcoming academic year.
- The final informational update was regarding the hazing prevention initiatives:
 - The University has one open investigation of a possible violation of University Regulation 2.028.

- AVP Smith will be representing the University at the 2023 SUS Hazing Summit on the University of Central Florida campus on June 8, 2023. In addition, he will attend the Hazing Prevention Network Symposium in Indianapolis on June 10 – 12, 2023.

Academic Affairs Updates – The following informational updates were provided:

- Interim Provost Watson provided brief updates on student success, academic excellence, operational effectiveness, and brand leveraging.
 - **Student Success** – We want to embody excellence from the time the students enter the University with their first advising experience. So, two new advisors have been hired. In addition, Dr. Jennifer Collins was an assistant provost and has been appointed as associate provost for student success and first-year experience. Dr. Collins will work directly with the academic advisors by providing training, teaching, mentoring, and coaching to ensure that the advisors feel that they are a part of a winning team.
 - The process for academic advising has been enhanced by appointing Ms. Kimberly Black as the interim director and Dr. Julian Bourne Smothers as the interim associate director.
 - **Academic Excellence** – We want to upgrade the software (Civitas) associated with student enrollment from entry to exit.
 - **Operational Effectiveness** – We are in conversations with two companies that can help faculty streamline their research, teaching, and service. The software would help create professional dossiers that can be shared broadly and bring notoriety to the University.
 - **Leveraging the Brand** – We recently hired a Director of Communications for the Division of Academic Affairs. Ms. Deidre Williams will work solidly with Academic Affairs and a dotted line with Mr. Keith Miles in the Office of Communications.

In addition, there was a lengthy discussion on academic advisement.

Follow-up Items:

- Ensure that the faculty senate is included in the post-tenure review process.
- Breakdown of male/female admits for summer 2023 and fall 2023.
- Additional information on the decline of enrollment at the law school (to be addressed during the special Committee on law).
- A list of KPIs for academic advisement so that the BOT can evaluate progress. It should also include student input/experience.
- What training and input will students have for the new advising software? Students should be involved in any beta-testing of the software.
- Provide a better understanding of the student registration process and roles of advisors and faculty.

There being no further discussion, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Nicole Washington, Committee Chair

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: IV

Subject: Follow-Up Items

Background Information and Summary: An update on follow-up items from June meeting.

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: V

Subject: Academic Calendar 2024 - 2025

Proposed Board Action: The academic calendar for 2024-2025 is being presented to the Board of Trustees for approval, in accordance with Florida Board of Education Rule 6A-10.019. Additionally, the Board of Governors Regulation 8.001 requires each university to adopt an annual calendar which includes the beginning and ending dates for each semester, the dates for final examinations, and the dates for the issuance of diplomas.

Please note that the beginning and ending dates of each semester, the holidays, and the breaks have been agreed upon by the Calendar Committee, which includes representatives from Florida A&M University, Florida State University, and Tallahassee Community College. The Calendar Committee meets annually to coordinate the calendars of the three educational institutions in Tallahassee.

Attachment: Yes

1. Academic Calendar for 2024 - 2025

ACADEMIC CALENDARS: 2024 -2025

1. Please complete academic class and finals date information below:

Semester	Beginning Date of Classes	Last Day of Classes	Finals
Fall 2024	8/26/2024	12/13/2024	December 9 - 13, 2024
Spring 2025	1/6/2025	5/2/2025	April 28 - May 2, 2025
Summer 2025 – Term 1 (C)	5/12/2025	8/1/2025	July 31 - August 1, 2025
Summer 2025 – Term 2 (A)	5/12/2025	6/20/2025	June 18 - 20, 2025
Summer 2025 – Term 3 (B)	6/23/2025	8/1/2025	July 31 - August 1, 2025

2. Does Fall Semester 2024 begin on or within **August 10 – August 31**?

Yes [X]

No []

3. Does Spring Semester 2025 begin on or within **January 2 – January 11**?

Yes [X]

No []

4. Does Summer Semester 2025 begin on or within **May 1 – May 16**?

Yes [X]

No []

If you answered no to question 2-4, please provide a request for exemption to BOG 8.001 with your justification.

Note: FAMU has worked to align with area high schools, community college and Florida State University.

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ACTION ITEM

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: VI

Subject: Requests for Leave of Absences

Proposed Board Action: It is recommended that the Board of Trustees approve the Requests for Leave of Absences for Professor Nandi Riley, Dr. Ameenah Shakir, and Dr. Elise Simmons.

Employee's Name	Dates of Leave	Reason
Nandi Riley	9/27/2023 – 9/27/2024	Personal
Ameenah Shakir	9/1/2023 – 9/1/2024	Personal
Elise Simmons	8/14/2023 – 5/10/2024	Personal

Attachment: No

**Board of Trustees
INFORMATION ITEM**

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: VII

Subject: Academic and Student Affairs Committee Annual Action Plan (2023-2024)

Meeting Date	Major Discussion Topics	Action Items	Due Date
September 27-28, 2023	<ul style="list-style-type: none"> • SA-Career Center Presentation • AA-Distance Learning • AA-Post-Tenure Review 	<ul style="list-style-type: none"> • AA-Academic Calendar (2024-2025) • AA-Leave of Absence • AA-Annual Textbook and Instructional Materials Affordability Report 	September 29, 2023
December 6-7, 2023	<ul style="list-style-type: none"> • AA-SA Joint Presentation Student Success Pathways for Academic Excellence • AA-New Hire/Dean Tenure Review • SA-New Student Application Process 	<ul style="list-style-type: none"> • AA-Leave of Absence • AA-Institutes and Centers 	
February 5, 2024 <i>(Virtual)</i>	<ul style="list-style-type: none"> • AA-EduNav™ (Software) Academic Advising • AA-Faculty Excellence in Research Academic Analytics™ (Software) 	<ul style="list-style-type: none"> • AA-Sabbatical and Professional Development Leave 	N/A
March 6-7, 2024	<ul style="list-style-type: none"> • AA-Spring Performance Based Funding Metrics Tracking Overview • SA-Spring Recruitment Update/Projections 		
April 17, 2024 <i>(Virtual)</i>	<ul style="list-style-type: none"> • SA-Anti-Hazing Office Update • AA-Student Success Highlight Example of AA-Academic Excellence with a student and faculty member 	<ul style="list-style-type: none"> • AA-Accountability Plan 	May 1, 2024

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INFORMATION ITEM**

June 5-6, 2024	<ul style="list-style-type: none"> • AA-Student Success Year in Review 	<ul style="list-style-type: none"> • AA-Tenure and Promotion • SA-Student Code of Conduct Amendments (BOG Amendments) 	N/A
August 8, 2024 <i>(BOT Retreat)</i>			
TBD	<ul style="list-style-type: none"> • SA-Enrollment Update • SA-Financial Aid Awards Update • SA-Housing Occupancy Update 		

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Academic and Student Affairs Committee
Wednesday, October 11, 2023
Agenda Item: VIII

Subject: Student Affairs Update

Background Information and Summary: An update on the Division of Student Affairs.

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Academic and Student Affairs Committee

Wednesday, October 11, 2023

Agenda Item: IX

Subject: Academic Affairs Update

Background Information and Summary: An update on the Division of Academic Affairs.