

Academic and Student Affairs Committee Minutes
Trustee Nicole Washington, Chair
December 7, 2022

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, Craig Reed, and Nicole Washington. A quorum was established.

Trustee Harper moved to approve the minutes for the meeting on October 5, 2022. The motion was seconded by Trustee Dubose and the motion carried.

There were two follow up items from the October board meeting:

- Dr. Watson and her team will provide an update on academic advisement today.
- Dr. Hudson and his team will provide additional information regarding financial aid during the February board meeting.

The Committee recommended approval of the following items:

Tenure Upon Appointment for Dean Mira Lowe - In accordance with BOT Regulation 10.204 and Article 15.8 of the Collective Bargaining Agreement (2019 – 2022), tenure may be granted to a faculty member by the Board at the time of initial appointment, upon recommendation of the appropriate administrator (President or President’s designee). The administrator shall consider the recommendation of the department or equivalent unit prior to making his/her final tenure recommendation.

Requests for Tenure Upon Appointment are internally approved by the Provost and President, based on one or more of the following considerations:

Whether the candidate:

- Brings a national reputation to the institution,
- Has a distinguished record of scholarship/research/creative activity in the discipline,
- Fills a critical and/or strategic need,
- Meets college/school tenure requirements,
- Market/competition factors, or
- Had tenure at prior institution.

The documentation for Dean Mira Lowe was reviewed by the school/college tenure and promotion committee and the university-wide tenure and promotion committee. Additionally, Provost Watson stated that she served in a former capacity as the Chair for the School of Journalism and Graphic Communication Search Committee. “The feedback from the committee indicated strong support of the

candidate and the individual's industry and academic background were perfectly suited for the Dean's position. The SJGC tenure and promotion committee voted in favor of Dean Lowe. The university-wide committee opposed and noted significant accomplishments, but stated there was no terminal degree."

A summary of Dean Lowe's qualifications was included in the Board material.

Trustee Dubose moved to approve the tenure upon appointment for Dean Mira Lowe. The motion was seconded by Trustee Harper and the motion carried.

Institutes and Centers Annual Report - To ensure that institutes and centers implemented within the state university system are of the highest quality, the Board of Governors requires periodic evaluation of each State of Florida and/or University Institute and Center. A formal review shall be conducted at least every seven years. At a minimum, all evaluations/reviews shall include:

- A determination of the institute or center's progress against defined goals and objectives within the context of the institute or center's mission, the participating university missions, and the current Board of Governor's Strategic Plan.
- An assessment of the return on investment of State dollars, if applicable.
- The need for continuation of the institute or center.
- Possible changes in mission or organizational structure.
- Budget reduction or expansion.
- Recommendations for change of classification (State of Florida, Infrastructural, or University institute or center), if applicable.
- Recommendations for status change (active, inactive, terminated), if applicable.

Each active institute or center at FAMU was been reviewed in accordance with Board of Governors regulation 10.015. Evaluations and/or self-assessments were conducted for the AY2022-2023. Some of the institutes/centers were reviewed in conjunction with an academic program review or programmatic accreditation visit. Others were done in accordance with internal guidelines for annual reporting.

Trustee Reed moved to approve the Institutes and Centers 2022 Annual Report. The motion was seconded by Trustee Cavazos and the motion carried.

SUS of Florida Statement of Free Expression - As noted in the Board of Governors (BOG) 2022 Civil Discourse Final Report, the BOG "recommends that the leadership of each university board of trustees, faculty senate, and student government annually review and endorse the Board's Statement of Free

Expression and commit to the principles of civil discourse.” In accordance with the BOG’s recommendation, the University administration requested that the FAMU Board of Trustees consider a vote to endorse the Statement of Free Expression. A copy of the Statement of Free Expression was included in the committee material.

Trustee Harper moved to approve the Statement of Free Expression. The motion was seconded by Trustee Dubose and the motion carried. However, Trustee Cavazos opposed on behalf of the “faculty’s perspective.”

Requests for Leave without Pay - In accordance with BOT Policy Number 2005-21, the University will consider requests for unpaid leave of absence from regular employees who have at least one year of continuous service. The University grants leave of absence for the following reasons: parental, medical, educational, military service, and personal.

- Professor Andrew Jones requested personal leave for January 6, 2023 through December 9, 2024. However, the University is submitting the request for approval of Professor Jones’ leave without pay from January 6, 2023 through January 5, 2024. Professor Jones has been advised to submit another request next year for the additional leave.
- Professor Nandi Riley requested an additional leave without pay for September 27, 2022 through September 26, 2023.

Trustee Dubose moved to approve the requests for leave without pay for Professor Andrew Jones and Professor Nandi Riley. The motion was seconded by Trustee Reed and the motion carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr., and his team provided updates on the Department of Military and Veteran Affairs, campus safety, and hazing prevention.
- Mr. Dilbert provided an update on the Department of Military and Veteran Affairs:
 - The Department of Military and Veteran Affairs serves as the primary resource center for student veterans, active-duty service members, reservists, and military spouses and dependents. The team works diligently to fulfill the mission of the department that aligns with **University strategic priority 3** by providing an outstanding customer service experience, **priorities 1 and 4** by connecting students to campus and community resources and **strategic priority 1** again by educating students, faculty and staff on the value the military-connected students bring to the university. This cannot be accomplished without the support of campus partners such as Student Financial Services, Financial Aid and the Registrar’s Office.

- There was a brief discussion of the snapshot of the various military education benefits utilized by students. In addition to the four primary benefits, the department employ four to five students per semester through VA work study.
- Also, there was a brief discussion regarding the financial benefit of recruiting, enrolling, and retaining military-connected students. There was a 38% increase in student aid and tuition revenue from military-connected student enrollment.
- Chief Calloway provided an update on the shooting incident that happened at FAMU's basketball court in November. In addition, there was a request to provide campus safety preventive measures during a future meeting.
- The final informational update was regarding the hazing prevention initiatives:
 - The University conducted five investigations into possible violations of University Regulation 2.028. One case remains open for investigation and the other four were unsubstantiated.
 - The Alieviek online hazing course remains available to various student entities. To date, the Florida BOT reports that FAMU has 8,501 students that have completed the course.

Academic Affairs Updates – The following informational updates were provided:

- Interim Provost Watson provided brief updates.
 - Each month a special convening on Licensure Pass Rate happens with the leaders from the College of Law, School of Nursing, College of Pharmaceutical Sciences and Institute of Public Health, and the School of Allied Health Sciences. During the November meeting the team presented on clinical practices in the academic units. At the end of that meeting, Trustee Harper posed a question regarding the tie in between curriculum processes and clinical practices for overall programmatic success. The leaders have been working on preparing for the next licensure pass rate meeting. The members of the licensure pass rate task force propose that the next meeting will be held in January to allow for the winter break and preparation time.
 - The Academic Affairs team reviewed the current structure for the FAMU advising model. Interim Provost Watson thanked and recognized the Office of Student Affairs--Dr. Bill Hudson and Ms. Terry Little Berry and the Academic Affairs team led by Dr. Genyne Boston and Dr. Lewis Johnson for creating a seamless process during the initial review of the academic advising structure.
 - Our team conducted six exploratory focus groups with internal stakeholders and Florida SUS peer and aspirant institutions. Based on the issues from each focus group, the goal in the restructuring proposal is to bring a level of professionalism, accountability, and clearly and defined roles and duties for advisors to follow.

Additionally, we reviewed best practices from the global leader in academic advising-- National Academic Advising Association (NACADA).

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

- There was a brief discussion of SUS best practices.
- First-year advising requires a unique and highly intrusive model. We know and understand the importance of an effective retention strategy essential for student development. First-year advising that incorporates interpersonal learning and uses a case management approach has been shown to improve retention. Both FGCU and UWF have unified advising units, which they credit with improving their APRs. Freshman advisors are trained to focus on advising students through the transition from high school to college, which according to recent data, is declining (math performance on standardized tests is dropping). They work with academic coaches to get the student started on the best path to success and work to make sure the student is in the best major for success. At FAMU, the first-year advising unit would advise all incoming first-year students, freshmen transfer students, and any level student who is still exploring majors. The first-year advising unit would meet monthly with first-year students and partner with faculty through the early alert system.
- Academic Coaches - To increase the consistency for student experiences, all academic coaches will be trained in advising. While they will not become a student's first stop in the advising pipeline, coaches can fill in when or if the need arises. Moreover, advising knowledge will be important in correcting a student's trajectory when working with students in academic recovery.
- Athletics - The proposal that will be submitted with the advisement structure is aligned with the action plan for FAMU Athletics. The Athletics advising portion will include five advisors that will work solely with the student athletes. The Athletics advising is comprehensive and includes NCAA guidelines in addition to the new institutional structure. Advisors will be trained similarly; however, Athletics advisors will have specific guidance around their expectations.

There being no further discussion, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Nicole Washington, Committee Chair