

**Academic and Student Affairs Committee Minutes
Trustee Nicole Washington, Chair
February 15, 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, and Nicole Washington. A quorum was established.

Trustee Dubose moved to approve the minutes for the meeting on December 7, 2022. Trustee Cavazos seconded the motion, and the motion carried.

There were two follow-up items from the December board meeting:

- Dr. Watson and her team will provide an update on academic advisement today.
- Dr. Hudson provided responses directly to Trustee Cavazos and Trustee Dubose regarding their question(s) about financial aid and veteran student population. In addition, Trustee Cliatt was provided additional information regarding campus safety measures.

The Committee recommended approval of the following items:

Sabbatical and Professional Development Leave - Each year, the University provides faculty with the opportunity to apply for sabbatical or professional development leave for the succeeding year. This year, six faculty members were recommended for approval. In addition, there were no applications for professional development leave.

Name	College/School
Dr. Yassir AbdelRazig	FAMU-FSU College of Engineering
Dr. Carlos Edwin Vega	College of Social Sciences, Arts, and Humanities
Dr. Peter N. Kalu	FAMU-FSU College of Engineering
Dr. Courtney Micots	College of Social Sciences, Arts, and Humanities
Dr. Angela Murphy	School of Business and Industry
Dr. Larry Rivers	College of Social Sciences, Arts, and Humanities

Trustee Dubose moved to approve the applications for sabbatical leave. The motion was seconded by Trustee Harper, and the motion carried.

Regulation 2.001 - Housing - The regulation was revised to include the newly named "Rattler Pointe" residential apartments, remove residence halls no longer in use (Gibbs Hall and Palmetto North), and update the University's process regarding emotional support animals in the residence hall. Specifically, the process distinguishes between a "service animal," allowed in non-residential facilities, and an "emotional support animal," viewed as a reasonable accommodation in a housing unit with a no-pet policy. Emotional Support Animals (ESAs) provide a measure of support and comfort to the individual with a qualifying disability and is a prescribed part of therapy. ESAs are restricted to the student's assigned residence hall room or bed space and can only leave for nature breaks. ESAs are not allowed in classrooms, campus buildings, common rooms, or other areas in the residence halls, or campus events. ESAs must be under the full control of their owner at all times, cannot be left alone overnight, and cannot be cared for by another student. All requests and supporting documentation for an ESA must be submitted in writing to the Center for Disability Access & Resources by the established deadlines. If the student's request is granted, the student must sign the Emotional Support Animal Agreement.

Trustee Harper moved to approve the revisions to Regulation 2.001. The motion was seconded by Trustee Dubose, and the motion was carried.

Regulation 2.006 – Counseling - The regulation was revised to clarify that counseling services are available only to currently enrolled students and specify the criteria for professional staff to submit documentation in support of a student's request for a term or retroactive withdrawal. Additionally, the limitation on the number of sessions has been removed, and instead students are provided services based on their individualized needs. Students also have the option to select in-person counseling or virtual counseling through the Zoom Healthcare platform. The Office of Counseling Services now maintains its records using a secure Electronic Medical Record Service and supplements its services to our students through a partnership with a vendor who provides additional virtual counseling services and online workshops. These services are available 24 hours a day/seven days a week.

Trustee Dubose moved to approve the revisions to Regulation 2.006. Trustee Harper seconded the motion and the motion carried.

Articles of Incorporation for FAMU Research Foundation - The Florida A&M University Board of Trustees approved the Florida A&M University Research Foundation, Inc., as a direct support organization in 2017. The University's Division of Research has concluded that it would be beneficial to the Research Foundation and the University to apply for the tax exemptions available under Section 501(c)(3) of the Internal Revenue Code. Therefore, amended and restated Articles of Incorporation of the FAMU Research Foundation, Inc., are being submitted for approval to apply for the exemptions from federal income taxes as provided for under section 501(c)(3) of the Internal Revenue Code.

There was a brief discussion regarding the accounting and management structures. Further, it was stated that this is a best practice among the top 100 colleges and universities. The majority of the universities

with big research enterprises have a research foundation. So, this is not a new foundation but we are changing the status to enhance the university's position as we reach for Carnegie R1 status.

Trustee Harper moved to approve the Articles of Incorporation for the FAMU Research Foundation, Inc. The motion was seconded by Trustee Cavazos, and the motion carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr., and his team provided updates on enrollment, housing, financial aid, and hazing prevention.
- Ms. Little-Berry provided snapshots of fall 2022 and fall 2021 admissions for the first time in college (FTIC) and Florida College System (FCS) applicants.
 - Applications for FTIC were up by 135% compared to last year. In addition, applications for FTIC were up by 201% compared to 2021.
 - There is a 20% increase in admitted students compared to 2022 and a 72% increase compared to 2021.
 - In fall 2022, the average student admitted had a 3.97 grade point average. As of now, the fall 2023 admits have a 3.98 grade point average.
 - There is a total of 1,927 students enrolled in the IGNITE program. Although applications and admits have declined, a recent BOG report indicated that FCS AA transfer students have reduced by 7% over the last five years.
- The Office of Undergraduate Admissions and the Office of University Housing have made procedural changes to better manage the increase in admissions applications and requests for on-campus housing.
 - 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.
- Mr. Edwards and Ms. Brice provided an update on financial aid.
 - Same-day awarding – Students were awarded automatically when the FAFSAs were loaded. These students had valid FAFSAs. A valid FAFSA means there are no items that require follow-up. The most significant follow-up items are verification and citizenship concerns.
 - Total disbursement – There was a brief discussion of the total aid disbursed to students by YTD overall total, fall loans disbursed by term, and spring loans disbursed by term.
 - Barriers to disbursement are late submissions of appeals and readmit of students who were suspended; enrollment status; FAFSA issues (verification, citizenship, or missing signatures); incomplete loan requirements; receipt of funding received after August 1 (institutional, foundation, or private).

- Challenges faced by the Office of Financial Aid include resources such as IT support, a clear delineation between undergraduate and graduate for professional programs, and Oracle business processes that do not align with SFP.
- The final informational update was regarding the hazing prevention initiatives:
 - The University conducted three investigations into possible violations of University Regulation 2.028. One case remains open for investigation, and the other two were unsubstantiated.
 - The Alievek, online hazing course, remains available to various student entities.

Academic Affairs Updates – The following informational updates were provided:

- Interim Provost Watson provided brief updates on the advising timeline.
 - The following activities have been completed: determined the model for advisement; identified advisor liaisons; reviewed and assessed the compensation; finalized the report structure; initiated the development of the communication plan; developed a training schedule; and developed an MOU and evaluation tools.
 - The following activities are on track: hire a director of advising; advisors will transfer to Academic Affairs at the end of February; compensation package implementation; hire new advisors; MOUs signed by academic units; and establish an advisory council.
 - Also, the following activities are on track: hire a new assistant director of advising, establish a professional advisor training schedule, and schedule academic advisory council meetings.
 - Academic Advising Perspectives – Ms. Teresa Berger, Advisor for the FAMU-FSU College of Engineering, provided an advisor's perspective. Mr. Dayon Rawls, FAMU-FSU College of Engineering, provided a student's perspective.

Follow up Items: Distance learning presentation and leave without pay for faculty (June BOT meeting), FCS admissions gap, diagram of financial aid processes and progresses, percentage of students who received awards with the timestamp including the College of Law (Trustee Cavazos), and a survey or KPIs around advisement.

There being no further discussion, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Nicole Washington, Committee Chair