Minutes
Academic Affairs Committee Meeting
UWF Board of Trustees
August 13, 2018

Committee Chair, Trustee Adrianne Collins called the meeting to order at 10:25 a.m.

Trustee David Ramsey and Jill Singer were in attendance.

Other trustees in attendance: Mort O’Sullivan, Suzanne Lewis, Lewis Bear, Jr., Dave Cleveland, Bob Jones, Dick Baker, Greg Britton, Brandon Malone and Alonzie Scott.

Others attending:
President Martha Saunders; Dr. George Ellenberg, Provost and Senior Vice President; Ms. Betsy Bowers, IVP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Dr. Joffery Gaymon, Vice President Enrollment & Student Affairs; Dr. Kimberly McCorkle, Vice Provost; Dr. Kim LeDuff, Vice President, Academic Engagement; Mr. Howard Reddy, Vice President for Advancement; Ms., Pam Langham, General Counsel; Mr. Dave Scott, Athletic Director; Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer; Ms. Sandra Thompson, Director, ITS; Mr. Ross Dahlstrom, Network Engineer; Mr. Chase Green Technology Engineer, ITS, Mr. Eric Ingerman, Sound Engineer and Production Services; Ms. Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees and Ms. Kat Zatopkova, Board of Trustees Student Assistant.

CHAIR’S GREETING
Chair Collins welcomed all those present and explained there were two action items and one information item on the agenda.

ACTION ITEMS

1. Approval of Tenure as a Condition of Employment. Provost and Senior Vice President, Dr. George Ellenberg presented this agenda item.

The University of West Florida Board of Trustees considers all nominations for tenure at its June meeting. Tenure nominations as a condition of employment will be considered as needed.

The following faculty was considered for tenure:
Dr. Guillermo Francia, Academic Administrator, Center for Cybersecurity; Professor, Department of Electrical and Computer Engineering, Hal Marcus College of Science and Engineering.
Chair Collins asked for a motion recommending the full Board, at its September 27, 2018 meeting, approve Tenure as a Condition of Employment to Dr. Guillermo Francia as presented.

Motion by: Trustee Jill Singer
Seconded by: Trustee David Ramsey
Motion passed unanimously.

2. **Approval of 2018 UWF Textbook and Instructional Materials Affordability Annual Report.**

   Provost and Senior Vice President, Dr. George Ellenberg presented the item.

On April 14, 2016, Governor Rick Scott signed into law House Bill 7019 which requires each university board of trustees to report to the chancellor by September 30 of each year, on matters related to textbooks and instructional materials.

UWF implemented a new regulation (UWF/REG 3.040 Textbook and Instructional Materials Affordability) that aligns with BOG Regulation 8.003, Textbook and Instructional Materials Affordability, to address changes to current textbook adoption procedures.

UWF is in compliance for textbook adoptions for the Fall 2017 and Spring 2018 semesters with a 98.17% textbook compliance rate for Fall and 99.13% compliance rate for Spring.

There were no General Education courses in Fall 2017 or Spring 2018 that met the definition of course sections with a wide cost variance of $200 or more.

The University has developed several specific initiatives on campus to reduce the costs of textbooks and instructional materials for General Education courses. One of these initiatives, the Pace Library and Provost’s Office Textbook Affordability Program, resulted in students borrowing books from the library 15,858 times during the 2017-2018 academic year.

Since the implementation of the new processes, UWF has exceeded the 95% compliance threshold for textbook and instructional materials being posted 45 days prior to the first day of classes.

Chair Collins asked for a motion recommending the full Board, at its September 27, 2018 meeting, approve the 2018 UWF Textbook and Instructional Materials Affordability Annual Report as presented today.

Motion by: Trustee Jill Singer
Seconded by: Trustee David Ramsey
Motion passed unanimously.
INFORMATION ITEM

1. Summary of Degree Program Changes Approved During the Period July 1, 2017 through June 30, 2018. Ms. Angela Bryan, Director of Institutional Effectiveness presented the item.

ADJOURNMENT

With no further Audit & Compliance Committee items to discuss, the meeting was adjourned at 10:44 a.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary