

Agenda

Board of Trustees UWF Conference Center A 9:30 a.m., Friday, November 7, 2003

Roll call

Chair's greetings

President's greetings

Student recognition

Approval of minutes

August 22, 2003 meeting

Action items

- 1) UWF legislative agenda (Page 3)

Committee reports

Finance, Administration and Audit Committee

- 1) UWF/IHMC affiliation agreement (p. 6)
- 2) Student Activity and Service Fee, Health Fee and Athletic Fee (p. 11)
- 3) University housing rental rates (p. 16)
- 4) Fees for the Educational Research Center for Child Development (p. 22)
- 5) Student orientation fees (p. 29)
- 6) WFHPI certification (p. 30)
- 7) Naming of Japanese Garden (p. 31)
- 8) Naming opportunities guidelines (p. 32)
- 9) Division of Development Internal Audit Report and Pre-Campaign Planning (p. 39)

Academic and Student Affairs Committee

- 1) Modified procedure to approve academic programs (p. 41)
- 2) Masters in administration – Exploration and planning (p. 71)
- 3) Honorary Degree for Admiral Jack Fetterman (p. 80)

(Continued)

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Information items

- 1) SACS reaffirmation of accreditation (p. 83)
- 2) The Q&A Campaign (p. 84)

Other business

Adjournment

Agenda item: 1

**UWF Board of Trustees
November 7, 2003**

Issue: UWF state legislative agenda

Proposed action: Approve

Background information:

The university each year identifies its budgetary and substantive priorities prior to the start of the Florida legislative session, which begins in March. Committee hearings in preparation of that session already have begun.

Supporting documentation: UWF legislative agenda

Prepared by: Janice Gilley
850-474-2368

University of West Florida 2004 state legislative priorities

- Establish a funding formula that provides adequate state funding for UWF to maintain quality academic programs and student access.
- Management flexibility through continued devolution of authority to the university trustees, i.e. tuition policies, naming of buildings and fee flexibility
- Performance standards and accountability measures that take into account the institutional mission for each university
- Provide access for baccalaureate, graduate and professional degrees through public universities
- Establish a technology fee to fund each university's technology plan
- Finalize the transfer of ownership of the downtown historic properties to UWF
- Development of the Florida Network of Public Archaeology Centers with the principal center at UWF
- Provide appropriate funding and flexibility for fixed capital outlay projects
- Reduction of the \$160 million backlog in the Matching Gifts Trust Fund state matching-grant program
- IHMC Public Records legislation

Agenda

Finance, Administration and Audit Committee UWF Board of Trustees Conference Center 8:30 a.m., November 7, 2003

Roll call

Approval of minutes of June 19, 2003 committee meeting

Action items

- 1) UWF/IHMC affiliation agreement
- 2) Student Activity and Service Fee, Health Fee and Athletic Fee
- 3) University housing rental rates
- 4) Fees for the Educational Research Center for Child Development
- 5) Student orientation fees
- 6) WFHPI certification
- 7) Naming of Japanese Garden

Discussion items

- 8) Naming opportunities guidelines
- 9) Division of Development Internal Audit Report and Pre-Campaign Planning

Other business

Adjournment

Agenda item: 1

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: UWF/IHMC affiliation agreement

Proposed action: Approve

Background information:

The Florida Legislature passed and Governor Jeb Bush signed legislation that authorizes the Institute for Human and Machine Cognition to become the not-for-profit organization called the Florida Institute for Human and Machine Cognition, Inc. The legislation requires an affiliation agreement between the Institute and the UWF Board of Trustees. The pertinent language in the legislation reads:

“No later than 30 days following approval of the corporation’s articles of incorporation by the Board of Governors, the corporation shall enter into an affiliation agreement with the Board of Trustees of the University of West Florida for:

- (a) The use or mutual provision of or participation in university programs or services, including use of the university’s moneys, facilities, furnishing, equipment, other chattels, personnel, or services.
 - (b) The use of facilities and personnel for mutually approved teaching and research programs conducted by universities or research institutes.
 - (c) The preparation of an annual post audit of the corporation’s financial accounts and the financial accounts of any authorized and approved subsidiary to be conducted by an independent certified public accountant. The annual audit report shall include management letters and be submitted to the Auditor General and the Board of Governors for review.
 - (d) Use of the facilities of the University of West Florida, including all furnishing, equipment, and other chattels used in the operation of those facilities.”
-

Supporting documentation: Affiliation agreement

Prepared by: Gina DeJulio
850-857-6130

AFFILIATION AGREEMENT BETWEEN
UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES
AND
THE FLORIDA INSTITUTE FOR HUMAN AND MACHINE COGNITION
AT THE UNIVERSITY OF WEST FLORIDA

THIS AGREEMENT is made this ____ day of _____, 2003, by and between The University of West Florida Board of Trustees, a public body corporate ("University" or "UWF") and the Florida Institute for Human and Machine Cognition, Inc. ("FIHMC").

RECITALS

- A. The University of West Florida is an institution in the State University System of Florida governed by the University Board of Trustees, a public body corporate.

The Florida Institute for Human and Machine Cognition, Inc. ("FIHMC") is not-for-profit corporation created pursuant to Florida Statutes section 1001.447 and affiliated with the University of West Florida.

- B. The University and the FIHMC desire to enter into this Affiliation Agreement (the "Agreement") to address the FIHMC's use of or participation in university programs and services, including monies, personnel or services; the use of facilities and personnel for mutually approved teaching and research programs; and the preparation of an annual post audit of financial accounts.

In consideration of the foregoing recitals and the promises hereinafter made and exchanged, the University and the FIHMC agree as follows:

1. Authorization. Section 1004.447, Florida Statutes authorized the creation of the not-for-profit corporation, the Florida Institute of Human and Machine Cognition, Inc. The FIHMC is established at the University of West Florida.
2. FIHMC Activity. The FIHMC shall actively propose and accept grants and contracts for conducting basic and applied research. The FIHMC chief executive officer shall appoint FIHMC representatives to carry out the research and educational activities and shall establish the compensation, benefits, and terms of service of such representatives.
3. Concurrent Appointments. Representatives of the FIHMC shall be eligible to hold concurrent appointments at academic institutions. University faculty shall be

eligible to hold concurrent appointments at the FIHMC. The terms and conditions of such concurrent appointments and the intellectual property rights/interests of the parties for any contributions made by the representatives/faculty shall be negotiated between the parties to this Agreement prior to the effective date of each concurrent appointment and attached as an addendum to this Agreement.

4. Specific UWF Tenured Faculty at the FIHMC. The University will support the FIHMC by allowing UWF faculty: Dr. Ken Ford, Dr. Alberto Canas, and Dr. Frank Andrasik, who are also FIHMC staff to continue to be employed with university benefits including health insurance and retirement. The names of such faculty, and the terms and conditions of such continued employment and the payment of the expenses related to such continued employment shall be negotiated between the parties to this Agreement on or before January 15, 2004.

5. Sharing of Income Generated by UWF Faculty. Income generated by University faculty from research activities at the FIHMC shall be shared between the FIHMC and University as determined by the chief executive officer and the University President and attached as an addendum to this Agreement.

6. Use of University Facilities, Moneys, Personnel, Furnishings, Equipment and Other Chattel. The University hereby authorizes the use of its facilities, furnishings, equipment and other chattel to be used by the FIHMC as may from time to time be necessary and beneficial to the parties. The identification of and terms related to use and disposition of such facilities, furnishings, equipment and other chattel shall be negotiated by the parties.

The parties agree that the University currently holds legislatively appropriated moneys earmarked for IHMC. Pursuant to section 1004.447(6) (a), F.S., the parties agree that the FIHMC shall have continued access to and use of these moneys. This FIHMC access shall continue until such time as the FIHMC secures legislative appropriations; access to the funds available to the FIHMC from the University shall be reduced by the amount of future legislative appropriations to the FIHMC. In addition, if there is a cut to the University's base in any given year, the funds available for use by the FIHMC shall be cut proportionately.

Subject to the authority granted to the University by the relevant organizations, the FIHMC shall also have access to and use of accounts traditionally made available for IHMC's use by the University: Seed Accounts, Foundation Accounts, Research Foundation Accounts, Pace Scholars Accounts, and Luke ion Accounts in the appropriate amounts.

The University will support the FIHMC by allowing current IHMC staff employed by UWF (listed on Attachment A) to offer services to the FIHMC while continuing to be employed through UWF and retaining current level of university benefits.

7. Teaching and Research Programs. The FIHMC and the University will each be able to use the facilities and personnel of the other for mutually approved teaching and research programs conducted by the FIHMC or the University.

8. Services for Payment. Upon request and by mutual agreement, the University agrees to provide certain services to the FIHMC; the parties shall negotiate the services to be provided and the moneys to be paid. An addendum specifying the above shall be entered into on or before any services will be rendered by the University. UWF will provide such services as an independent contractor and UWF shall not be responsible for nor liable for the FIHMC's failure to follow all applicable Federal State and local laws, regulations, rules, policies and procedures. For contracts and grants where the FIHMC is the awardee, the FIHMC has responsibility for and liability for such FIHMC sponsored research.

9. Financial Audit. The FIHMC, at its sole expense, shall have an independent certified public accountant prepare an annual post audit of the corporation's financial accounts and the financial accounts of any authorized and approved subsidiary. Copies of the annual audit report shall include management letters and the FIHMC shall submit such to the University of West Florida Board of Trustees, the Auditor General and the Board of Governors for review.

10. Notices. For the purposes of this Agreement notice shall be in writing and shall be given by the United States registered or certified mail or by hand delivery,

in the case of the University to:

Dr. John Cavanaugh
President
University of West Florida
11000 University Parkway
Pensacola, FL 32514

and in the case of the FIHMC to:

Dr. Kenneth M. Ford
Chief Executive Officer
Institute for Human and Machine Cognition
40 South Alcaniz Street
Pensacola, FL 32501

11. Modification, Addenda to the Agreement. This Agreement is not subject to modification or amendment except in writing signed by the authorized representatives of the University and the FIHMC. The Institute and the University may from time to time enter into addenda to this Agreement; such addenda shall be in writing and signed by duly authorized representatives of the FIHMC and University. All such Addenda shall be subject to the terms of this Agreement.

12. Term of Agreement. This original Affiliation Agreement shall continue as a means of operation until amended or revised by mutual agreement of the parties set forth below.

| | | |
|--|--|---|
| _____ J. Collier Merrill Chairman University of West Florida Board of Trustees | _____ Dr. John Cavanaugh President University of West Florida | _____ Dr. Kenneth Ford Chief Exec Officer Institute for Human and Machine Cognition |
|--|--|---|

| | | |
|----------------------------|----------------------------|----------------------------|
| _____ Date of Signature | _____ Date of Signature | _____ Date of Signature |
|----------------------------|----------------------------|----------------------------|

Revised 10.13.03

Agenda item: 2

UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003

Issue: Student Activity and Service Fee, Health Fee and Athletic Fee

Proposed action: Approve

Background information:

Section 240.235, Florida Statutes, requires each university president to establish separate Activity and Service, Athletic and Health Fees. The law further provides that any increase in the fees be recommended by campus fee committees. One-half of each committee shall consist of students appointed by the student body president, with the remainder appointed by the university president. The statute further requires that the university president approve any proposed increases after consultation with the student body president.

Senate Bill 1162 delegates to the Boards of Trustees at universities the authority to set these local fees effective July 1, 2002. This bill also limits the fees to no more than 40 percent of the matriculation fee. Within the 40 percent cap, universities may not increase the aggregate sum of Activity and Service, Athletic and Health Fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The proposed increases are \$1.14 per credit hour, or an increase of 5.0 percent. They fall within the 40 percent limitation. They all have been approved by the appropriate committees and the president.

Supporting documentation: **Exhibit A:** Schedule of current and proposed fee increases
Exhibit B: Summary of fee committee deliberations

Prepared by: Deborah L. Ford
850-474-2214

EXHIBIT A

THE UNIVERSITY OF WEST FLORIDA
 ACTIVITY & SERVICE, ATHLETIC AND HEALTH FEE
 SCHEDULE OF CURRENT & PROPOSED FEE INCREASES
 FALL SEMESTER, 2004

| | Current Fees/ Estimated Revenue 2003-2004 | Projected Fees/ Projected Revenue 2004-2005 | Increase Fees/Revenue | Percent Increase |
|---------------------------------------|--|--|--------------------------|---------------------|
| <u>Per Student Credit Hour</u> | | | | |
| Activity & Service | \$ 8.25 | \$ 8.75 | .50 | 6.1% |
| Athletic | 11.60 | 12.05 | .45 | 3.9% |
| Health | 3.00 | 3.19 | .19 | 6.3% |
| Total | \$22.85 | \$23.99 | \$1.14 | 5.0% |
| <u>Per Student (Flat Fee)</u> | | | | |
| Activity & Service | -0- | -0- | | |
| Athletic | -0- | -0- | | |
| Health | -0- | -0- | | |
| Total | -0- | -0- | | |
| <u>Revenues</u> | | | | |
| Activity & Service | \$ 1,765,500* | \$ 1,898,750*** | \$ 133,250 | 7.5% |
| Athletic | 2,482,400* | 2,614,850*** | 132,450 | 5.3% |
| Health | 585,000** | 631,620**** | 46,620 | 8.0% |
| Total | \$4,832,900 | \$5,145,220 | \$ 312,320 | 6.5% |

*Based on estimated 214,000 student credit hours for 2003-04

**Based on estimated 195,000 student credit hours for 2003-04

***Based on estimated 217,000 student credit hours for 2004-05

****Based on estimated 198,000 student credit hours for 2004-05

**THE UNIVERSITY OF WEST FLORIDA
SUMMARY OF FEE COMMITTEE DELIBERATIONS
PROPOSED FEE INCREASES FOR FALL, 2004**

Activity and Service Fee

Justification for Activity and Service Fee Increase

To allow for inflation, increased programming and operational costs due to increasing student enrollment.

Activity and Service Fee Committee Membership

Mr. Mike Lampo, Chair (Student)
Ms. Linda Archer (A&P)
Mr. Marcus Caraway (Student)
Dr. George Ellenberg (Faculty)
Mr. Beau Jones (Student)
Dr. Douglas Pearson (A&P)
Dr. Stuart Ryan (Faculty)
Mr. Steven Russell (Student)

**Summary of Activity and Service Fee Committee Activities and Chronology
of Meetings**

| | |
|--------------------|---|
| September 29, 2003 | Reviewed committee charge, past and present budgets and enrollment statistics. The committee proposed, discussed and passed 50-cents, per credit hour Activity and Service Fee increase effective fall semester, 2004. |
|--------------------|---|

Athletic Fee

Justification for Athletic Fee Increase

To allow for inflation and rising operating costs including salaries, transportation, insurance and NCAA Division II and Gulf South Conference affiliation. Also, allows necessary increases for athletic scholarships and Title IX compliance.

Athletic Fee Committee Membership

Ms. Gretchen VanValkenburg, Chair (A&P)
Mr. Jacob Boone (Student)
Mr. Paul Swartz (Student)
Dr. Richard Glaze (Faculty)
Mr. Victor Teschel (Student)
Dr. Francis Bridges (Faculty)

Summary of Athletic Fee Committee Activities and Chronology of Meetings

October 3, 2003 Reviewed committee charge, past and present athletic budgets, athletic program projections, enrollment statistics, and the need to maintain equity.

The Committee proposed, discussed, and passed 45-cents, per credit hour Athletic Fee increase, effective fall semester, 2004.

Health Fee

Justification for Health Fee Increase

To allow for increased outreach programming in areas of physical and mental health. Also to cover increasing costs of delivering health care. The current fee is the lowest in the State University System and has not been increased in five years.

Health Fee Committee Membership

Ms. Jennifer Johnson, Chair (A&P)
Mr. Michael Collins (Student)
Professor Jill Barker (Faculty)
Mr. Steven Russell (Student)
Ms. Tammy McGuckin (A&P)
Mr. Joseph Schlosser (Student)

Summary of Health Fee Committee Activities and Chronology of Meetings

October 3, 2003 Reviewed committee charge.

The Committee proposed, discussed, and passed 19-cents, per credit hour Health Fee increase, effective fall semester, 2004.

Agenda item: 3

UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003

Issue: University housing rental rates

Proposed action: Approve

Background information:

The board of Trustees is delegated authority to approve housing rental rates effective July 1, 2004.

The proposed increases range from 3 percent to 5 percent or from \$40 to \$130 per student, per semester depending on the facility. The differential between increases is to create a wider gap between residence halls and apartments. The rental rate increases are sufficient to pay debt service, fund reserve requirements, and meet operating and maintenance costs. The increase in rental rates allows the university to compete with the soft off-campus market, while it still remains within the goals of the current long-range financial and renovation plan. The off-campus market does not include utilities and high speed Internet access, which is included in the on-campus rate.

Supporting documentation: Exhibit A--Schedule of Current and Proposed Rental Increases
Exhibit B--Statement of Revenue and Expenditures
Exhibit C--Notice of Rental Rate Increases
Exhibit D--Schedule of Miscellaneous Housing Charges

Prepared by: Dr. Deborah Ford
(850) 474-2214

Exhibit A

University of West Florida
Office of Housing rental rate proposal 2004-05

| <u>RENTAL UNITS</u> | <u>CURRENT RENTAL RATE *</u> | <u>PROPOSED RENTAL RATE INCREASE</u> | <u>PERCENT RENTAL RATE INCREASE</u> | <u>PROPOSED RENTAL RATE FOR 2004-2005 *</u> |
|---|------------------------------|--------------------------------------|-------------------------------------|---|
| <u>Bldgs. 14, 15, 16, 23, 24, 25</u> | | | | |
| Double Occupancy | \$1,330.00 | \$40.00 | 3.0% | \$1,370.00 |
| <u>Bldgs. 26, 27, 28, 29, 31, 34, 35</u> | | | | |
| Private Occupancy | \$1,725.00 | \$50.00 | 3.0% | \$1,775.00 |
| <u>Martin, Pace & New Hall</u> | | | | |
| Double Occupancy | \$1,500.00 | \$45.00 | 3.0% | \$1,545.00 |
| <u>Village West Apartments</u> | | | | |
| 4 Bedroom/2 Bath | \$2,075.00 | \$105.00 | 5.0% | \$2,180.00 |
| 2 Bedroom/2 Bath | \$2,545.00 | \$130.00 | 5.0% | \$2,675.00 |
| <u>Village East Apartments</u> | | | | |
| 4 Bedroom/2 Bath | \$1,790.00 | \$90.00 | 5.0% | \$1,880.00 |
| 2 Bedroom/2 Bath | \$2,230.00 | \$110.00 | 5.0% | \$2,340.00 |
| <u>OTHER ACCOMMODATIONS:</u> | | | | |
| <u>Greek Houses - 8 Month</u> | | | | |
| Bldgs. 30, 33 | \$48,300.00 | \$1,400.00 | 3.0% | \$49,700.00 |

Exhibit B

Statement of revenue and expenditures

| | (1) Actual Prior Fiscal Year 02/03 | (2) Estimated Current Fiscal Year 03/04 | (3) Projected FY 04/05 With Increase | (4) % Change |
|--|--|---|--|--------------------|
| Operations Cash carried forward | \$336,958.00 | \$596,513.35 | \$614,953.37 | 3.1% |
| Revenue | | | | |
| Rental Income | \$4,100,195.56 | \$4,179,728.94 | \$4,915,781.44 | 17.6% |
| Interest Income | \$189,456.57 | \$130,000.00 | \$130,000.00 | 0.0% |
| Other Income Late Fees | \$5,152.18 | \$5,255.04 | \$5,360.14 | 2.0% |
| Other Income Damages/Orientation | \$56,432.28 | \$57,560.64 | \$72,061.85 | 25.2% |
| Other Income Baptist | \$9,600.00 | \$9,600.00 | \$9,600.00 | 0.0% |
| Other Income Camps, Conferences | \$52,770.81 | \$61,944.60 | \$63,183.49 | 2.0% |
| Other Income (Concessions) | \$54,349.40 | \$55,435.98 | \$56,544.70 | 2.0% |
| Total Revenue | \$4,467,956.80 | \$4,499,525.20 | \$5,252,531.63 | 16.7% |
| Total Funds Available | \$4,804,914.80 | \$5,096,038.55 | \$5,867,485.00 | 15.1% |
| Operating Expenditures | | | | |
| Salaries/Benefits | \$540,177.47 | \$682,000.00 | \$695,640.00 | 2.0% |
| Other Personal Services | \$175,156.12 | \$211,000.00 | \$215,220.00 | 2.0% |
| Operating Expenses: | | | | |
| Telephone | \$126,693.50 | \$143,170.00 | \$150,328.50 | 5.0% |
| Printing & Reproduction | \$12,348.02 | \$19,570.00 | \$20,548.50 | 5.0% |
| Repairs & Maintenance | \$89,066.60 | \$103,000.00 | \$108,150.00 | 5.0% |
| Travel & Ent | \$10,336.32 | \$9,810.00 | \$10,300.50 | 5.0% |
| Utilities | \$330,294.49 | \$486,540.00 | \$496,270.00 | 2.0% |
| Other Contractual Services | \$145,338.76 | \$174,200.00 | \$161,910.00 | -7.1% |
| Bedding | \$1,369.39 | \$5,665.00 | \$5,948.25 | 5.0% |
| Building Supplies | \$23,073.48 | \$21,630.00 | \$22,711.50 | 5.0% |
| Maintenance Supplies | \$452.87 | \$17,510.00 | \$18,385.50 | 5.0% |
| Office Supplies | \$4,936.61 | \$10,170.00 | \$10,678.50 | 5.0% |
| Other Supplies | \$5,426.31 | \$25,875.00 | \$27,168.75 | 5.0% |
| Insurance | \$110,339.75 | \$132,000.00 | \$138,600.00 | 5.0% |
| Rental Eq-Other | \$8,279.50 | \$5,890.00 | \$6,184.50 | 5.0% |
| OCO | \$82,598.37 | \$10,000.00 | \$12,600.00 | 26.0% |
| Trustee Fee | \$52,137.73 | \$42,000.00 | \$42,000.00 | 0.0% |
| Other expenses | \$50,052.51 | \$25,450.00 | \$26,722.50 | 5.0% |
| Total Operating Expenditures | \$1,768,077.80 | \$2,125,480.00 | \$2,169,367.00 | 2.1% |
| Net Revenue | \$2,699,879.00 | \$2,374,045.20 | \$3,083,164.63 | 29.9% |
| Transfers/Reserves | | | | |
| Capital outlays | \$522,035.49 | \$50,000.00 | | |
| Series 98 Renew & Replacement | | \$8,253.45 | \$2,865.65 | -65.3% |
| 97/98 HUD Debt Service Reserve | | \$4,126.73 | \$1,432.82 | -65.3% |
| Debt Service payments | \$1,918,288.16 | \$2,293,225.00 | \$2,337,975.00 | 2.0% |
| Total Transfers | \$2,440,323.65 | \$2,356,605.18 | \$2,342,273.47 | -0.6% |
| Total Expenditures and Transfers | \$4,208,401.45 | \$4,481,085.18 | \$4,511,640.47 | 0.7% |
| Ending Cash | \$596,513.35 | \$614,953.37 | \$1,355,844.53 | 120.5% |
| Increased/(Decreased) cash balance to contingency reserve | \$259,555.35 | \$18,440.02 | \$740,891.16 | 3917.8% |
| Debt Coverage Ratio | | | | |
| Net Revenue | \$2,699,879.00 | \$2,374,045.20 | \$3,083,164.63 | |
| Debt Service | \$1,918,288.16 | \$2,293,225.00 | \$2,337,975.00 | |
| Ratio (* debt ratio below minimum requirement) | 1.4074% | 1.0352% * | 1.3187% | |
| <small>1 semester revenue from "New Hall" when need to pay complete year of debt service</small> | | | | |
| Increased or (Decrease) net revenue to get to 1.2 debt service | | | | |
| Net Revenue | \$2,301,879.00 | \$2,751,965.02 | \$2,805,664.63 | |
| Debt Service | \$1,918,288.16 | \$2,293,225.00 | \$2,337,975.00 | |
| Ratio | 1.2000% | 1.2000% | 1.2000% | |

MEMORANDUM

October 10, 2003

To: Dr. Debra Ford
From: Tammy L. McGuckin
Subject: Notification of Residents – Proposed Rental Rate Increase

The following steps will be taken to notify current residents of the proposed rental rate increase for the 2004-2005 academic year:

- 1) Housing Lottery Process Information – Residents will receive a publication piece outlining the process for signing up for Housing for the 2004-2005 academic year in their campus mail box during the month of January. In addition to information regarding the Lottery process, the publication provides an insert with a list of the available housing options and the proposed rental rates.
- 2) Informational Meetings will be held during the month of February to discuss the Housing Lottery and to answer any questions regarding housing options and the proposed rates. The meetings will be conducted by the Coordinators of Residence Life, and will be held in each of the residential areas.
- 3) The proposed rental rates will be posted on Housing’s website when the new Housing Contract is completed and made available to prospective students.

THE UNIVERSITY OF WEST FLORIDA
SCHEDULE OF MISCELLANEOUS HOUSING CHARGES
FALL SEMESTER 2004

PREPAYMENTS

Initial Contract – A non-refundable \$20 application fee and a \$150 prepayment are required for all housing options.

Subsequent Contracts (Returning Residents) – A \$75 prepayment is required for all housing options.

CANCELLATION FEES

A. Initial Contract

- 1) All prepayment sums less \$75 will be refunded if written request for contract cancellation is received prior to July 1st for fall applicants or November 15th for spring applicants. After these dates, the applicant is bound to the contract if he/she is enrolled in classes. If the applicant cancels after the approved dates and is not enrolled in classes, he/she will forfeit the \$150 prepayment or be charged a \$150 cancellation fee as is applicable.

B. Subsequent Contracts

- 1) Not Enrolled In Classes
 - a) The \$75 prepayment is non-refundable for agreements effective fall semester.
 - b) For spring and summer semesters, students are subject to a \$150 cancellation charge.
 - c) December graduates are not assessed the \$150 cancellation charge.
- 2) Enrolled In Classes
 - a) Approved Cancellations – Students are subject to a \$150 cancellation charge plus all accrued charges based on the date of official check-out.
 - b) Denied Cancellations – Students are subject to the full rent charge.
 - c) Contract Buy-Out – Students denied cancellation have the option to “buy-out” their spring semester contract. The “buy-out” charge is 50% of the remaining contract balance (through the end of the spring term), a \$150 cancellation charge, and all accrued charges based on the date of official check-out.

REFUND OF RENT

When a student withdraws from classes, he/she is assessed a \$150 cancellation charge and the following scale will be used to process refunds of rent:

| | |
|--------------------------------|------|
| 1 st week of class | 100% |
| 2 nd week of class | 90% |
| 3 rd week of class | 80% |
| 4 th week of class | 70% |
| 5 th week of class | 60% |
| 6 th week of class | 60% |
| 7 th week of class | 50% |
| 8 th week of class | 40% |
| 9 th week of class | 40% |
| 10 th week of class | 30% |

LATE FEES

All housing payments are due in advance and on the date University fees are due. Payments received after these dates are subject to a \$25 late fee if received after five calendar days of appropriate due date.

CONFERENCE, WORKSHOP, AND FRESHMEN ORIENTATION CHARGES

| | |
|------------------|---------------------------|
| Double Occupancy | \$15 per person per night |
| Single Occupancy | \$20 per person per night |

Agenda item: 4

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: Fees for the Educational Research Center for Child Development (ERCCD)

Proposed action: Approve

Background information:

Rule 6C-7.003 (Special Fees, Fines and Penalties) requires the Board of Trustees to establish or change child-care and service fees for Educational Research Center for Child Development. Exhibit A reflects the proposed increases for 2004-2005.

The proposed fee increase is about 1 percent for the weekly rate for all categories. The proposed new hourly rate is 25 cents higher for all categories. The proposed hourly rate for school-age summer camp is 25 cents higher. The remaining fees and charges remain the same.

Supporting documentation: Exhibit A—Schedule of Current and Proposed Fee Increases for Educational Research Center for Child Development
Exhibit B—Comparative Schedule of Current Local Child Care Rates

Prepared by: Deborah Ford
850-474-2214

EXHIBIT A

**THE UNIVERSITY OF WEST FLORIDA
EDUCATIONAL RESEARCH CENTER FOR CHILD DEVELOPMENT
PROPOSED INCREASE OF FEES, FALL SEMESTER 2004**

JUSTIFICATION FOR FEE INCREASE, FALL SEMESTER, 2004

This increase is necessary to maintain the current program to:

1. Provide for pay increases anticipated for all staff
2. Cover the increased costs of goods and services
3. Purchase additional equipment needed for the Center's program

STATE OF REVENUE AND EXPENSES FOR 2003-2004

1. **Revenue**

| | |
|--------------------------------|------------------|
| User fees collected | \$248,950 (est.) |
| Capital Improvement Trust Fees | 47,746 (actual) |
| Student Activity | <u>3,000</u> |
| Total Revenue | \$299,696 |

2. **Expenditures**

| | | |
|----------------------------------|--------------|------------------|
| Salaries and fringe benefits: | | |
| Instructional | \$95,407 | |
| Other Personal Services | 92,145 | |
| Administration | 96,444 | |
| Printing/Reproduction | 1,000 | |
| Repairs/Maintenance | 300 | |
| Communication/Transportation | 2,000 | |
| Travel/Training | | 2,000 |
| Educational Supplies | 1,800 | |
| Food | 3,000 | |
| Food & Refreshments | | 300 |
| Office Supplies | 500 | |
| Other Materials/Program Supplies | 1,700 | |
| Insurance | | 1,000 |
| Background Screening/License | 500 | |
| Pest Control | | 600 |
| Operation & Maintenance | <u>1,000</u> | |
| Total Expenditures | | \$299,696 |

TOTAL 2003-2004 BUDGET **\$299,696**

10/03

COMPARATIVE SCHEDULE OF CURRENT AND PROJECT BUDGETS

| | <u>2003-2004</u> | | <u>2004-2005</u> | |
|---------------------------------|------------------|------------------|------------------|------------------|
| 1. Revenue | | | | |
| User Fees | | \$248,950 (Est.) | | \$255,669 |
| Capital Improvement Trust Fees | | 47,746 (actual) | | 49,178 |
| Activity & Services Fees (Food) | 3,000 | | | 3,000 |
| Total Revenue | \$299,696 | | | \$307,847 |
| 2. Expenditures | | | | |
| Salaries and fringe benefits: | | | | |
| Instructional | | \$ 95,407 | | \$ 98,351 |
| Other Personal Services | 92,145 | | | 94,167 |
| Administrative | 96,444 | | 99,629 | |
| Printing/Reproduction | 1,000 | 1,000 | | |
| Repair/Maintenance | | 300 | 300 | |
| Communication/Transportation | 2,000 | | | 2,000 |
| Travel/Training | | 2,000 | | 2,000 |
| Educational Supplies | | 1,800 | 1,800 | |
| Food | | 3,000 | | 3,000 |
| Food & Refreshments | | 300 | 300 | |
| Office Supplies | | 500 | 500 | |
| Other Material/Program Supplies | | 1,700 | | 1,700 |
| Insurance | | 1,000 | | 1,000 |
| Background Screening/License | 500 | | 500 | |
| Other Contractual/Pest Control | | 600 | 600 | |
| Operations & Maintenance | | 1,000 | | 1,000 |
| OCO/Equipment | | -0- | -0- | |
| Total BUDGET | \$299,696 | | \$307,847 | |

**UWF ERCCD
PROPOSED INCREASE OF FEES,
FALL, SEMESTER, 2004**

CURRENT AND PROPOSED CHILD CARE FEES FOR FALL SEMESTER, 2004

| | Current Fees/ Estimated Revenues 2003-2004 | | Proposed Fees/ Estimated Revenues 2004-2005 | | Estimated Increase Fees/ Revenues | | Amount of Percent Increase | Weekly |
|---|---|----------|--|----------|---|------|----------------------------------|--------|
| | HR | WK | HR | WK | HR | WK | | |
| <u>Infant/Toddler</u> | | | | | | | | |
| Student | \$4.00 | \$91.00 | \$4.25 | \$92.00 | \$.25 | 1.00 | 1.0% | |
| Non-Student | \$4.25 | \$104.00 | \$4.50 | \$105.00 | \$.25 | 1.00 | 1.0% | |
| <u>Preschool I & II</u> | | | | | | | | |
| Student | \$3.75 | \$79.00 | \$4.00 | \$80.00 | \$.25 | 1.00 | 1.0% | |
| Non-Student | \$4.00 | \$92.00 | \$4.25 | \$93.00 | \$.25 | 1.00 | 1.0% | |
| <u>School Age</u> | | | | | | | | |
| <u>Summer Camp</u> | \$2.75 | \$80.00 | \$3.00 | \$80.00 | \$.25 | -0- | | -0- |
| <u>Drop-in Rate</u> | \$5.00 | N/A | \$5.00 | N/A | -0- | -0- | -0- | |
| <u>Overtime Rate</u> (per overtime hour) | \$1.00 | -0- | \$1.00 | -0- | -0- | -0- | -0- | |
| <u>Late Pick-up</u> Fees (per minute) | \$1.00 | -0- | \$1.00 | -0- | -0- | -0- | -0- | |
| <u>Late Payment</u> | \$25.00 | -0- | \$25.00 | -0- | -0- | -0- | -0- | |
| <u>Initial</u> <u>Registration</u> (non-refundable) | \$50.00 | -0- | \$50.00 | -0- | -0- | -0- | -0- | |
| <u>Non-Refundable Semester Registration Fees:</u> | | | | | | | | |
| Infant/Toddler | \$25.00 | \$25.00 | -0- | -0- | -0- | -0- | -0- | |
| Preschool Program | \$25.00 | \$25.00 | -0- | -0- | -0- | -0- | -0- | |
| School-Age Program | \$35.00 | \$35.00 | -0- | -0- | -0- | -0- | -0- | |

Revenues Generated

from Fees \$248,950(est.) \$255,669 \$6,719

Family Discount* Second child in family - 10% discount on combined weekly or hourly fees. Three or more children in family - 15% discount on combined weekly or hourly fees.

THE UNIVERSITY OF WEST FLORIDA
 EDUCATIONAL RESEARCH CENTER FOR CHILD DEVELOPMENT
 PROPOSED INCREASE OF FEES, FALL SEMESTER 2004

COMPARATIVE SCHEDULE

| | 2002-2003 (actual) | 2003-2004 (estimated) | 2004-2005 (estimated) |
|-------------------------|-----------------------|--------------------------|--------------------------|
| 1. Revenue | | | |
| User Fees | \$262,130 | \$248,950 | \$255,669 |
| Capital Improvement | | | |
| Trust Fee | 46,849 | 47,746 | 49,178 |
| Activity & Service Fee | 3,300 | 3,000 | 3,000 |
| Reserve/Carry forward | 11,665 | 36,068 | 36,068 |
| | \$323,944 | \$335,764 | \$341,873 |
| 2. Expenditures | | | |
| Salaried Positions | \$147,978 | \$159,496 | \$164,647 |
| Other Personal Services | 129,434 | 124,500 | 127,500 |
| Operating Expense | 7,337 | 15,700 | 15,700 |
| Furniture & Equipment | -0- | -0- | -0- |
| Renovation/Reserve | -0- | -0- | -0- |
| | \$284,749 | \$299,696 | \$307,847 |

THE UNIVERSITY OF WEST FLORIDA
 EDUCATIONAL RESEARCH CENTER FOR CHILD DEVELOPMENT
 PROPOSED INCREASE OF FEES, FALL SEMESTER 2004

COMPARATIVE SCHEDULE

| | 2002-2003 (actual) | 2003-2004 (estimated) | 2004-2005 (estimated) |
|-------------------------|-----------------------|--------------------------|--------------------------|
| 1. Revenue | | | |
| User Fees | \$262,130 | \$248,950 | \$255,669 |
| Capital Improvement | | | |
| Trust Fee | 46,849 | 47,746 | 49,178 |
| Activity & Service Fee | 3,300 | 3,000 | 3,000 |
| Reserve/Carry forward | 11,665 | 36,068 | 36,068 |
| | <u>\$323,944</u> | <u>\$335,764</u> | <u>\$341,873</u> |
| 2. Expenditures | | | |
| Salaried Positions | \$147,978 | \$159,496 | \$164,647 |
| Other Personal Services | 129,434 | 124,500 | 127,500 |
| Operating Expense | 7,337 | 15,700 | 15,700 |
| Furniture & Equipment | -0- | -0- | -0- |
| Renovation/Reserve | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| | <u>\$284,749</u> | <u>\$299,696</u> | <u>\$307,847</u> |

10/03

EXHIBIT B

UNIVERSITY OF WEST FLORIDA
COMPARATIVE SCHEDULE
CURRENT LOCAL CHILD CARE RATES

| | Infants | Toddlers | 2's | 3's | 4's | S/A |
|---|-------------------|-------------------|-------------------|------------------|--------------------------|------------------|
| Child Care Network 476-5369 Reg.Fee \$25/Curr.Fee \$20 | \$107 | \$97 | \$87 | \$85 | \$85 | \$77 |
| Cokesbury (monthly) 476-5847 (weekly) Reg.Fee \$120/Supply List | \$500 \$125.00 | \$450 \$112.50 | \$410 \$102.50 | \$375 \$93.75 | \$365 \$91.25 | \$365 \$91.25 |
| For Kids Only (monthly) 433-7546 (weekly) 1-Time Reg.Fee Per Family\$100 | \$608 \$145 | \$600 \$143 | \$592 \$141 | \$592 \$141 | \$592 \$141 | N/A N/A |
| Kiddie Korral 477-1771 Reg.Fee \$45/Educ.Fee \$30 | \$106 | \$98 | \$85 | \$85 | \$85 | \$75 |
| Kids Klub 478-7090 1-Time Reg. Fee \$25 | \$110 | \$90 | \$90 | \$80 | \$80 | \$80 |
| LaPetite 478-6772 Reg. Fee \$50/\$80 Family | \$123 | \$115 | \$110 | \$99 | \$99 Pre-K 5 \$109 | \$88 |
| Malena's 478-5733 Reg. Fee \$50 | \$110 | \$100 | \$88 | \$88 | \$88 | \$88 |
| PJC JR (Student/Staff/Faculty) 484-1521 (General Public) Reg. Fee \$30 | \$85 \$100 | \$85 \$95 | \$80 \$95 | \$75 \$90 | \$75 \$90 | \$75 \$85 |
| Kid's Place 473-8912 1-Time Reg. Fee \$35 | \$109 | \$96 | \$84 | \$79 | \$79 | \$79 |

10/03/03

Agenda item: 5

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: New student orientation fees

Proposed action: Approve, effective January 2004

Background information:

Senate Bill 1162 delegates to the Boards of Trustees at universities the authority to set these local fees.

The Office of Transition Programs proposes that freshmen students be charged \$75.00 to attend a two-day orientation program. The fee covers the program (\$25.00), four meals (\$20.00), housing accommodations for one night (\$20.00) and the Nautilus card (\$10.00). This is an increase from the current fee of \$45.00 to cover meals and overnight accommodations.

The fee for guests attending freshmen orientation will be \$15.00 for the first guest and \$10.00 each for additional guests. This is a new fee to cover costs of the program and meals.

For transfer and one-day orientation programs, participants will be charged \$20.00 and \$10.00 for guests and \$5.00 for each additional guest. This is a new fee to cover costs.

| | Freshmen 2-day Orientation | Transfer and one-day orientation |
|-----------------------|----------------------------|----------------------------------|
| Student | \$75.00 | \$20.00 |
| 1 st Guest | \$15.00 | \$10.00 |
| Other guests | \$10.00 | \$5.00 |

The proposed fee is comparable to other SUS schools. Revenue from the fees will be used to cover actual costs of the programs.

Supporting documentation: None

Prepared by: Deborah L. Ford
(850) 474-2214

Agenda item: 6

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: Certification of West Florida Historic Preservation, Inc.

Proposed action: Approve

Background information:

Section 13 of the agreement between the University of West Florida and the West Florida Historic Preservation, Inc. (WFHPI), dated July 1, 2001, states:

“UWF shall certify on an annual basis, after consideration of the information provided by the Corporation (WFHPI) that the corporation is complying with the terms of this agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State. Such certification shall be made annually and reported in the minutes of the meeting of the Board of Trustees of UWF.”

Additionally, section 8 of that agreement requires WFHPI to furnish the following:

- A. IRS form 990 *
- B. An executive director certification that the corporation has complied during the year with the provisions of the contract.
- C. Its audited financial statements for the preceding fiscal year.

***On March 12, 2002, the Internal Revenue Service notified WFPHI that, as a result of becoming a direct support organization of UWF, WFPHI's foundation status changed, and the IRS form 990 was no longer required.**

To ensure compliance with the agreement, Betsy Bowers, the associate vice president for Internal Auditing and Management Consulting, performed a cursory review of the documents and determined WFHPI met the requirements.

Supporting documentation: Executive director's certification (Delivered under separate copy)
IRS letter (Delivered under separate copy)
Audit report of WFHPI by Dickson & Co., P.A. (Delivered under separate copy)

Prepared by: Betsy Bowers
474-2637

Agenda item: 7

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: Naming of Miko Howsmon Japanese Garden

Proposed action: Approve

Background information:

Fumiko "Miko" Howsmon was accomplished in Japanese dance and devoted much of her life to bring Japanese dance to the northwest Florida community. She often taught dance at secondary schools, nursing homes, and the University of West Florida. She mentored many UWF students in dance and was actively involved in promoting Japanese culture at UWF.

Ms. Howsmon passed away at the age of 73 in November 2002. Memorial gifts of \$8,235 were made to the UWF Foundation, Inc. Also, a family member has pledged \$40,000 to the Japan House project contingent upon UWF memorializing Ms. Howsmon by naming the Japanese Garden in her honor.

The Japan House, including the Japanese garden, is slated for completion in May 2004.

The naming would be contingent upon fulfillment of the family member's pledge, which is anticipated in November 2003. The final decision on the name of the garden is yet to be finalized with the major donor, but the "Miko Howsmon Japanese Garden" has been proposed.

The UWF Honorary Awards and Recognition Committee approved the naming on October 13. The gift meets the guidelines for naming opportunities as outlined in the President's Memorandum of February 10, 1995.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: Naming opportunities guidelines

Proposed action: Approve concept at committee level – forward to UWF Foundation for review and comment before recommending full BOT action.

Background information:

At the June 19, 2003 committee meeting, the Finance, Administration and Audit Committee received comparative data from UWF's peer and aspiration universities regarding guidelines for naming opportunities. Dr. Dean Van Galen, vice president for Development, was asked to bring back to the committee a proposed UWF policy.

The university is currently operating under a 1995 presidential memorandum on naming opportunities.

Because the Foundation is responsible for fund raising, it is recommended that any guidelines approved by the Finance, Administration and Audit Committee be then forwarded to the Foundation for its review and comment. Once that is completed, the Finance, Administration and Audit Committee would make any necessary changes and bring the issue to the full Board of Trustees for action.

Supporting documentation: Proposed naming opportunities policy

Prepared by: Vice President Dean Van Galen
850-474-3306

Guidelines for Naming Opportunities

It is the intention of the University of West Florida to honor and recognize outstanding support of the University through the naming of facilities, scholarships, fellowships, and other funds that support the mission of UWF. Naming recognition may be extended to individuals, families or appropriate organizations.

Role of UWF Board of Trustees and UWF Foundation, Inc. Board of Directors

Proposed guidelines for naming opportunities in recognition of financial support will be developed by the UWF Foundation Board of Directors (or a committee thereof). These proposed guidelines will be forwarded to the UWF Board of Trustees (or a committee thereof) for review and approval.

Guidelines

The naming of a facility or a fund shall adhere to the following guidelines:

I. Campus Facilities (Buildings, Parts of Buildings, or Other Spaces)

Relationship to Florida Statutes

The naming of a building or other facility shall be in accordance with the provisions of Section 267.062, Florida Statutes:

1. Except as specifically provided by law, no state building, road, bridge, park, recreational complex, or other similar facility shall be named for any living person.
2. The division shall, after consulting with the Florida Historic Commission, recommend several persons whose contributions to the state have been of such significance that the division may recommend that state buildings and facilities be named for them.

General Policies

- Facilities may be named in recognition of outstanding service to the University and/or in recognition of significant financial support of UWF (based on current gift requirements for naming a facility).
- Approval for the naming of a facility in honor of a living person is required from the President, Board of Trustees, and the State of Florida. Legislative approval is sought following approval by the President and Board of Trustees.

Naming in Recognition of Outstanding Service

- The naming of a campus classroom, laboratory, conference room, reception area, or similar space based on outstanding service to the University requires approval by the University President and by the UWF Board of Trustees. The President is required to seek the advice of the Honorary Awards and Recognition Committee in considering nominations for naming a space in recognition of outstanding service.

Naming in Recognition of Financial Support

- The naming of a campus facility based on financial support requires approval by the UWF Board of Trustees only if the cost of the facility is \$1 million or greater, or if a corporate name is being considered for any facility. If the cost is less than \$1 million (and will not bear a corporate name), only approval by the President of the University is required.
- In the case of facilities costing \$1 million or greater, the UWF Foundation, Inc. shall be required to certify that a charitable gift of sufficient magnitude has been received by the Foundation.
- A facility shall not be named in recognition of financial support until the minimum required amount has been received (a pledge is not sufficient).
- The UWF Board of Trustees reserves the right to deny the naming of a facility even when a sufficient charitable gift has been received.

II. Major Unit Naming Opportunities (Non-facilities)

Policies

- Naming opportunities for major units of the University will be established by the UWF Board of Trustees. These opportunities shall include but not be limited to the naming of Colleges, Schools, Centers, and Departments.
- Approval by the UWF Board of Trustees and University President is required for the naming of any major unit. The President may (but is not required to) seek the advice of the Honorary Awards and Recognition Committee on these matters.
- A College, School, etc. shall not be named in recognition of financial support until the minimum required amount has been received (a pledge is not sufficient).
- The UWF Board of Trustees reserves the right to deny the naming of a College, School, etc. even when a sufficient charitable gift has been received.

II. Major Naming Opportunities (Non-facilities/Non-unit)

Policies

- Additional naming opportunities shall be established by the UWF Board of Trustees. These opportunities shall include but not be limited to the naming of specific named scholarships, fellowships, chairs, professorships, lectureships, etc. The President may (but is not required to) seek the advice of the Honorary Awards and Recognition Committee on these matters.
- At the discretion of the President or designee, a named fund may be established in response to a good faith pledge.
- The President of the University or designee reserves the right to deny the naming of a scholarship, professorship, etc. even when a sufficient charitable gift has been received.
- Additional minor naming opportunities (e.g. name on a brick walkway, donor recognition plaque, nameplate on a theatre seat) may be developed and implemented by staff with the approval of the President or designee.

| Naming Opportunity | Minimum Gift FROM DONOR (MATCH DOES NOT COUNT TOWARD MINIMUM) | COMMENT |
|--------------------|---|---------|
|--------------------|---|---------|

| | | |
|--|---|---|
| CAMPUS FACILITIES | | Requires Board of Trustees Approval |
| Buildings | At least 25% of replacement cost | For existing facility, gift must be unrestricted (e.g. to support overall University needs) For new facility, gift may be unrestricted or designated to construction costs |
| Classrooms, Laboratories, Seminar Rooms, Conference Rooms, Offices, and Similar Spaces | 25% of replacement cost (which must represent at least \$25,000 from donor) | For existing facility, gift must be unrestricted For new facility, gift may be unrestricted or designated to construction costs |
| MAJOR UNITS (NON-FACILITIES) | | Requires Board of Trustees Approval |
| Colleges | \$10 million | At least 75% of gift must go to endowment to support College |
| Schools | \$3 million | At least 75% of gift must go to endowment to support School |
| Departments | \$2 million | At least 75% of gift must go to endowment to support Department |
| Centers | \$2 million | At least 75% of gift must go to endowment to support Center |
| Programs (curricular or co-curricular) | \$250,000 | At least 75% of gift must go to endowment to support Program |
| OTHER NAMING OPPORTUNITIES | | Requires President or Designee Approval |
| Distinguished Endowed Chair | \$3 million | Endowment for projected full salary/support of Chair |
| Endowed Chair | \$1.5 million | Endowment for salary/support of Chair |
| Endowed Professorship | \$300,000 | Endowment for salary supplement/support of Professor |
| Term Professorship | \$200 K at \$40 K/year for 5 years | Term support for salary supplement/support of Professor |
| Endowed Lectureship | \$100,000 | Endowment to support lectureship |
| Endowed Library Fund | \$50,000 | Endowment to support Library |
| Endowed Full Scholarship | \$100,000 | Endowment to support projected full tuition scholarship |
| Endowed Scholarship | \$20,000 | Endowment to support student scholarship |
| Term Scholarship | \$5,000 at \$1,000/yr. for five years | Term support for student scholarship |

Agenda item: 9

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 7, 2003**

Issue: Division of Development Internal Audit Report and Pre-Campaign Planning

Proposed action: None. Discussion only

Background information:

As part of the process of planning for a major fund-raising campaign at the University of West Florida, the consulting firm of Bentz, Whaley, Flessner was retained to conduct an internal audit during July and August of 2003.

The purpose of the audit was to assess the university's development, alumni relations, and related functions and UWF's overall readiness to conduct a comprehensive capital campaign. Based on this study, the report includes a series of recommendations and a proposed timeline for a campaign. The internal audit report and the division's response were presented and discussed at the Sept. 26, 2003 meeting of the Foundation Board of Directors.

Implementation of some of the recommendations such as establishing goals, searching for additional staff and determining UWF's fund-raising priorities has already begun.

Supporting documentation: Select sections of the report as a .pdf file (Simply click on the icon below to open the document in Adobe Acrobat reader. The full report in hard copy is available for review.)



Acrobat Document

Prepared by: Vice President Dean Van Galen
850-474-3306

Agenda
Academic and Student Affairs Committee
UWF Board of Trustees
8:30 a.m., November 7, 2003

Roll call

Action items

- 1) Modified procedure to approve academic programs
- 2) Masters in administration – Exploration and planning
- 3) Honorary Degree for Admiral Jack Fetterman

Other business

Adjournment

Agenda item: 1

**UWF Board of Trustees
Academic and Student Affairs Committee
November 7, 2003**

Issue: Modified procedure to approve academic programs

Proposed action: Approve

Background information:

With the creation of the Florida Board of Governors (BOG), the procedures used by the UWF Board of Trustees in creating, modifying or deleting academic programs requires modification to reflect its role in the process. The new document removes reference to the Florida Board of Education and replaces it with the BOG.

In addition, several other changes incorporated the guidelines developed by the Florida Board of Governors, per the chancellor's memo of August 28, 2003, and some minor modifications have been made to provide clarity. There are no substantive changes in the new procedures.

Supporting documentation: Modified procedures (Deletions are in red in the electronic version and additions in blue. In the print version, deletions are reflected with a line through the deleted words, followed by the new language.)

Prepared by: Carl Backman
850-474-2502

Updated ~~3-28-2003 JN~~ 9-12-2003 CAB

The University of West Florida

Procedures for Academic Programs Inventory Updates

Executive Summary

Procedures for Developing New Academic Programs and for Revising or Deleting Existing Academic Programs

The procedures that follow this Executive Summary define and display the processes and formats for updating the academic programs inventory at UWF. A brief outline of those processes follows:

- Academic Departments and Colleges, through their Strategic Planning Processes, determine the need for updating the academic programs inventory (adding, revising, or deleting). Encouragement and support for such changes may come from other units (such as the UWF Board of Trustees, the President, the Provost, Colleges or Departments, the University Planning Council or its Committees, the Community, etc.). ~~An Academic Strategic Planning dynamic worksheet~~ A Strategic Planning—New Academic Programs/Dynamic List of Proposed New Programs displays academic program updates that are in the various stages of development: consideration, exploration and planning, approval for implementation, and follow-up.
- Formal requests for approval of new academic programs at the exploration and planning phase and the implementation phase are presented to the UWF Board of Trustees Academic and Student Affairs Committee by the college deans after obtaining appropriate internal approval and support. Based on recommendations of the BOT Academic and Student Affairs Committee, the UWF Board of Trustees provides final approval for implementation of new bachelors and, masters degree programs, specialist, and doctoral degree programs and recommends to the Florida Board of Governors (FBOG) approval to implement specialist and doctoral degree programs. Final approval to add specialist and doctoral degree programs is provided by the ~~Florida Board of Education (FBOE)~~ FBOG at the request of the UWF BOT. Authorization to implement licensure programs is provided by the Florida Legislature. Procedures call for accountability reporting to the BOT ~~one~~ 1 year and ~~three~~ 3 years after implementation of program

updates (additions, revisions, or deletions), and initiating recurring ~~five~~5-year program reviews during the ~~fifth~~5th year after implementation of new programs.

- Requests for revising or deleting current programs are presented to the UWF Board of Trustees Academic and Student Affairs Committee by the college deans after obtaining appropriate internal approval and support. Based on recommendations of the BOT Academic and Student Affairs Committee, the UWF Board of Trustees provides final approval for revisions to or deletions of current programs.

The University of West Florida Academic Programs Inventory Updates Procedures

Strategic Planning for Academic Programs

UWF Strategic Plan Goals call for UWF to (A) promote a learning environment that encourages the development of individual potential in students, faculty, and staff, (B) attracts and inspires a diverse and talented student body committed to uncompromising academic excellence, (C) provides solutions to educational, cultural, economic, and environmental concerns, and (D) manages growth responsibly through focus on continuous quality improvement of programs and processes. The continuing development and improvement of appropriate academic degree programs is critical to the fulfillment of these goals. The Academic Programs Inventory Updates Procedures included in this document ~~are intended to assist UWF in the continuous improvement process support~~ UWF's continuous improvement goal of providing the appropriate number, mix, and currentness of academic programs to support the fulfillment of these important strategic goals and the entire mission of UWF.

The UWF Strategic Planning Cycle is a bottom-up planning approach, with the development of vision and mission statements, core values, goals, imperatives, and priorities, beginning at the department level, flowing through the college and major unit level to the division level, and ultimately to the University level. Planning at each level is impacted by input from individuals and functional units throughout UWF, including the University Planning Council and other recommending and advising bodies. Also, each planning level is impacted by external interested parties, such as federal, state, and local governmental units, other educational institutions and organizations, and by citizen demand for UWF programs and services.

As a result of this continuous planning cycle, programs and activities surface on strategic priority lists and gain consideration and support along the way. Strategic priorities at each level drive the allocation of funding (via the budgeting process) and guide the operations of the University. For a complete explanation of this annual cyclical strategic planning process, refer to the UWF Strategic Planning Approach and the UWF Strategic Plan. ~~(go to~~ available at <http://upic.uwf.edu>).

Academic Departments and Colleges, through their Strategic Planning Processes, determine the need for updating the academic programs inventory (adding, revising, or deleting). Encouragement and support for such changes may come from other units (such as the UWF Board of Trustees, the President, the Provost, Colleges or Departments, the University Planning Council or its

Committees, the Community, etc.) through their Strategic Planning processes. ~~An Academic Strategic Planning dynamic worksheet~~ A Strategic Planning—New Academic Programs/Dynamic List of Proposed New Programs displays academic program updates that are in the various stages of planning: consideration, exploration and planning, approval for implementation, and follow-up (see ~~page 4~~ Appendix A of this document).

Formal requests for approval of new academic programs are presented to the UWF Board of Trustees Academic and Student Affairs Committee by the college deans after obtaining appropriate internal approval and support. Based on recommendations of the BOT Academic and Student Affairs Committee, the UWF Board of Trustees provides final approval for implementation of updates for bachelors, masters, and recommends to the Florida Board of Governors (FBOG) approval of updates for specialist, and doctoral degree programs. Final approval to add specialist and doctoral degree programs is provided by the Florida Board of Education (FBOE) ~~FBOG~~ at the request of the UWF BOT. Authorization to implement licensure programs is provided by the Florida Legislature. Procedures call for accountability reporting to the BOT ~~one 1~~ year and ~~three 3~~ years after implementation of program updates (additions, revisions, or deletions), and initiating recurring ~~five 5~~-year program reviews during the ~~fifth 5th~~ year after implementation of new programs.

Requests for revising or deleting current programs are presented to the UWF Board of Trustees Academic and Student Affairs Committee by the college deans after obtaining appropriate internal approval and support. Based on recommendations of the BOT Academic and Student Affairs Committee, the UWF Board of Trustees provides final approval for revisions to or deletion of current programs.

Dynamic List of Academic Degree Programs to Consider, Explore and Plan, and Implement

The Strategic Planning Process results in a dynamic list of proposed new degree programs to consider, explore and plan, and implement. The list is continually updated to reflect the current status of each proposed program. The list displays academic programs as proposed and prioritized by the Deans, and indicates the stages of approval:

- **Authorized to Explore and Plan** (BOT Academic and Student Affairs Committee)
- **Recommended to Implement** (BOT Academic and Student Affairs Committee)
- **Authorized to Implement** (Board of Trustees)

The Dynamic List of Proposed New Degree Programs to Consider, Explore and Plan, and Implement (at 3-286-25-2003) is displayed on the following page in Appendix A.

| The University of West Florida | | | | | | Updated: 3/27/2003 | |
|--|--------------|--|----------|-----------------------------------|---|--|--|
| Strategic Planning - New Academic Programs | | | | | | | |
| Dynamic List of Proposed New Degree Programs for Exploration, Planning, and Implementation | | | | | | | |
| Item # | Degree Level | Program Title and CIP Code | College | Dean's Priority | Authorized By the UWF Board of Trustees | Anticipated Date of Plan Presentation to BOT A&SA* | Recommended by the UWF Board of Trustees A&SA* |
| | | | | 1 = High 2 = Medium 3 = Low | To Explore | Approval | To Implement |
| Programs Authorized by the BOT A&SA Committee to Explore | | | | | | | |
| (formal requests to implement will be presented to BOT A&SA Committee when appropriate) | | | | | | | |
| 1 | BA | Maritime Studies 45.9999 | CAS | 1 | 6/6/2002 | 11/2002 | 11/2002 |
| 2 | BA | Hospitality, Recreation, and Tourism Studies 31.0101 | COPS | 1 | 6/6/2002 | 2/21/2003 | 2/21/2003 |
| 3 | MA | Anthropology 45.0201 | CAS | 1 | 6/6/2002 | 11/2002 | 11/2002 |
| 4 | MA | Heritage Studies 30.1201 | CAS | 1 | 6/6/2002 | On hold - see note below | |
| Programs Under Consideration by the Deans - Information Only | | | | | | | |
| (formal requests to explore will be presented to BOT A&SA Committee when appropriate) | | | | | | | |
| 5 | BA | Education of the Emotionally Handicapped 13.1005 | COPS | 3 | | | |
| 6 | BA | Education of the Learning Disabled 13.1011 | COPS | 3 | | | |
| 7 | BS | Applied Technology 15.9901 | CAS | 3 | | | |
| 8 | BA | Liberal Arts and Sciences 24.0101 | CAS | 1 | | | |
| 9 | BA | Secondary Mathematics Education 13.1311 | COPS | 3 | | | |
| 10 | BA | Secondary Science Education 13.1316 | COPS | 3 | | | |
| 11 | BA | Health Services Administration 51.0701 | COPS/COB | 1 | | | |
| 12 | BA | Telecommunication Education 13.9999 | COPS | 1 | | | |
| 13 | BSBA | International Business Management 52.1101 | COB | 2 | | | |
| 14 | BA | Music - General 50.0901 | CAS | 2 | | | |
| 15 | BSBA | Hospitality Management 52.0901 | COB | 2 | | | |
| 16 | BS | Oceanography 40.0607 | CAS | 1 | | | |
| 17 | BSHS | Health Sciences | CAS | | | | |
| 18 | MS | Administration 52.0201 (?) | COB/CEDE | 1 | | | |
| 19 | MA | Liberal Arts and Sciences 24.0101 | CAS | 1 | | | |
| 20 | MS | Hospitality, Recreation, and Tourism Studies 31.0101 | COPS | 2 | | | |
| 21 | MA | Health Services Administration 51.0701 | COPS/COB | 1 | | | |
| 22 | MS | Environmental Chemistry 40.0510 | CAS | 2 | | | |
| 23 | MCJ | Criminal Justice 22.0103 | COPS | 1 | | | |
| 24 | MS | Business Technology 52.1201 | COB | 2 | | | |
| 25 | MA | Interdisciplinary Social Sciences 45.0101 | COPS | 2 | | | |
| 26 | MSW | Social Work 44.0701 | COPS | 1 | | | |
| 27 | MS | Environmental Science 03.0104 | CAS | 2 | | | |
| 28 | MPH | Public Health | CAS | | | | |
| Note: the "MA in Heritage Studies" program proposal is on hold pending experience with a "heritage studies" track in the MA in Public History Program. | | | | | | | |
| University Planning - Jerry Norris | | | | | | | |
| Updated 3-27-2003 | | | | | | | |
| Academic Programs - Dynamic List JN-C-X | | | | | | | |
| *A&SA = Academic and Student Affairs | | | | | | | |

Steps for Developing and Implementing New Programs

The following steps for developing and implementing new programs are required:

Step One: Exploring and Proposing

1. Recommendations for adding new programs to the Academic Programs Inventory should be submitted to the appropriate college Dean.

2. The Dean is responsible for making the preliminary decision about the appropriateness of the proposal and for determining and committing the appropriate resources to support the proposed program. This step includes a preliminary analysis of the “supply and demand” for the proposed program.
3. The Dean is responsible for “flowing” the proposal through the college’s and University’s internal reviews (college councils, Faculty Senate, etc.), and gaining preliminary internal approvals.
4. The Dean is responsible for working with the Associate Vice President for [Planning Academic Affairs](#), the UPC Programs and Resources Committee, and Student Academic Support Services to make sure that the proposed program meets appropriate UWF requirements. Student Academic Support Services (SASS) will make preliminary determination of the appropriate Classification of Instruction Code (CIP) and identify prerequisites for the proposed program as required by Florida Common Prerequisites.
5. The Dean is responsible for gaining approval from the Faculty Senate, Provost, President, and Board of Trustees Academic and Student Affairs Committee (in that order) to further explore the program and to develop a formal proposal for approval to implement the new academic program. Deans use the “Request to Explore and Plan New Academic Programs Form” (see page 7) for this purpose. Upon approval by the BOT Academic and Student Affairs Committee, the proposed program will be included on the list of new academic programs to “explore and plan.”

Step Two: Planning

6. The Dean is responsible for appointing and supervising a planning team to develop a formal and in-depth exploration and proposal for implementing the program, including preparing the formal “Request to Offer a New Degree Program” document.
7. The Dean is responsible for gaining approval to implement the new program from the Faculty Senate (via the CCR Process), Provost, President, and Board of Trustees Academic and Student Affairs Committee (in that order). If approved, the Board of Trustees Academic and Student Affairs Committee will present the proposal to the full Board of Trustees for approval to implement. When approved, new bachelors and masters programs are added to the list of new academic programs as approved for implementation.
8. If the newly approved program is at the specialist or doctoral level, the Associate Vice President for [Planning Academic Affairs](#) is responsible for

pursuing approval from the Florida Board of ~~Education-Governors~~ for implementation (after formal approval by the UWF Board of Trustees, step 7). Upon approval by the ~~FBOE~~~~FBOG~~, new specialist and doctoral programs are added to the list of new academic programs as approved for implementation.

9. If any of the programs approved in steps 7 or 8 involve “licensure” for students to practice after graduation, the Associate Vice President for Planning is responsible for seeking appropriate legislative approval to implement the program, as required by Florida Statute.

Step Three: Implementing

10. The Dean is responsible for implementing the new program and for notifying appropriate parties about program implementation plans.

Step Four: Reporting

11. The Associate Vice President for ~~Planning~~~~Academic Affairs~~ is responsible for reporting new programs to the ~~Division of Colleges and Universities of the~~ Florida Board of Education and other appropriate parties external to the University.

- 12. The Dean and Associate Vice President for ~~Planning~~~~Academic Affairs~~ are responsible for reporting progress of the new program to the UWF Board of Trustees -Academic and Student Affairs Committee at the end of ~~one~~~~1~~ and ~~three~~~~3~~ -years after implementation of the program. From that point, the -program will be included in the Five-Year Program Review Plan for -scheduled review beginning ~~five~~~~5~~ years after implementation of the -program.
-

Programs Under Consideration by the Deans:

Deans should request the Associate Vice President for [Planning-Academic Affairs](#) to add new programs under consideration to the [Dynamic List of Proposed New Programs](#) as soon as the program is identified as a possibility. When steps 1-5 (above) have been met, the Dean should submit the [Request to Explore and Plan New Academic Programs Form](#) through the Faculty Senate, Provost, and President to the Board of Trustees Academic and Student Affairs Committee Chair for consideration. The Dean may be requested to appear before the BOT Academic and Student Affairs Committee for discussion and questions when the Committee meets to consider the request. The [Request to Explore and Plan New Academic Programs Form](#) is presented on [the following pagepage 7](#).

The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form

Name of Proposed Program:

Department:

College:

Nature of the Proposed Program:

Anticipated Impact of the Proposed Program on:

1. Students
2. Faculty and Staff
3. Community
4. Budgets
5. Space
6. Related Programs
7. Accreditations

Other Related Information:

Program Chair's Approval (if any) _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

Criteria for New Degree Program Authorization

Implementation approval will be recommended for proposals that meet all criteria for new program development. These criteria meet all requirements of the Florida Board of ~~Education-Governors~~ for new degree program authorization, as noted below. *(For requests to implement new doctoral and professional degrees, contact the Associate Vice President for Academic Affairs to secure a copy of the revised Florida Board of Governors criteria for approval of doctoral and professional degrees.)*

Criteria for New Degree Program Authorization

1. The proposed program was approved for exploration and planning by the UWF Board of Trustees Academic and Student Affairs Committee, and the goals of the proposed program align with the UWF Mission Statement as contained in the UWF Partnership Strategic Plan. *(This meets Florida Board of Education Criteria for new Degree Authorization requirement for Masters #1 and for Specialist and Doctorate #1, hereafter referred to by number – see “note” at the end of this section [page 9] and a copy of the complete ~~FBOE-FBOG~~ Criteria in ~~the appendix to this document~~ [page 24Appendix B].)*
2. The proposed program does not duplicate other regional institutional offerings or, otherwise, provides a convincing rationale for doing so. (~~FBOE-B5~~FBOG B6, M6, SD6)
3. There is evidence that planning for the proposed program has been a collaborative process involving academic units and offices of planning and budgeting at the UWF level, as well as external consultants, representatives of the community, etc., as appropriate.
4. The proposal provides a reasonable timetable of events leading to the implementation of the proposed program.
5. The proposal provides evidence that there is a need for more people to be educated in this program at this level and that appropriate steps will be taken to recruit and achieve a diverse student body. (~~FBOE-B5~~FBOG B6, M6, SD6)
6. The proposal contains reasonable estimates of headcount and FTE students who will major in the proposed program. (~~FBOE-B5~~FBOG B6, M6, SD6)
7. The proposal provides an appropriate, sequenced, and described course of study, including expected student learning outcomes, an assessment

plan to verify student learning, and, in the case of advanced technology and related disciplines, industry-driven competencies. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a timeframe consistent with similar programs. Evidence is provided that if accreditation is available, UWF anticipates seeking accreditation for the proposed program or provides rationale for not seeking accreditation. (~~FBOE B2~~FBOG B3, M3, and SD3)

8. For bachelor's programs, the total number of credit hours does not exceed 120; otherwise, the proposal provides a reasonable argument for an exception to the policy of a 120 maximum. If the Department intends to seek formal Limited Access status for the proposed program, the proposal provides an acceptable rationale and includes an analysis of diversity issues with respect to such a designation. (~~FBOE B8~~FBOG B9)
9. For bachelor's programs, the proposal lists all prerequisites and provides assurance that they are the same standardized prerequisites for similar degree programs within the FBOE Division of Colleges and Universities. If they are not, the proposal provides an acceptable rationale for a request for exception to the policy of standardized (common) prerequisites. (~~FBOE B8~~FBOG B9)
10. The proposed program relates to specific institutional strengths such as programs of distinction, other academic programs, and/or institutes and centers. (~~FBOE M4~~FBOG B1, SD1)
11. If there have been program reviews or accreditation visits in the discipline pertinent to the proposed program, or in related disciplines, the proposal cites recommendations that were made and provides evidence that progress has been made in implementing those recommendations. (~~FBOE B4~~FBOG B2, M2, SD2)
12. The proposal provides evidence that the institution has analyzed the feasibility of providing all or a portion of the proposed program through distance learning technologies via its own technological capabilities as well as through collaboration with other universities or community colleges.
13. The proposal provides evidence that there is a critical mass of faculty available to initiate and sustain the program based on estimated enrollments. (~~FBOE B3~~FBOG B4, M4, SD4)
14. The proposal provides evidence that, if appropriate, there is a commitment to hire additional faculty in later years, based on estimated enrollments. (FBOG B4~~FBOE B3~~, M4, SD4)

15. The proposal provides evidence that learning resources are sufficient to initiate the program. (FBOG ~~B5FBOE-B4~~, M5, SD5)
16. -The proposal provides evidence that classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program. (FBOG ~~B5FBOE-B4~~, M5, SD5)
17. -The proposal provides evidence that necessary and sufficient equipment to initiate the program is available. (FBOG ~~B5FBOE-B4~~, M5, SD5)
18. The proposal provides evidence that, if appropriate, fellowships, scholarships, and graduate assistantships are sufficient to initiate the program. (FBOG ~~FBOE-M5~~, SD5)
- 19.- The proposal provides evidence that, if appropriate, clinical and internship sites have been arranged. (FBOG ~~B5FBOE-B4~~, M5, SD5)
- 20.- The proposal provides a complete and reasonable budget, reflecting the text of the proposal. Costs for the program should reflect costs associated with similar programs at UWF. (FBOG ~~B7FBOE-B6~~, M7, SD7)
21. In the event that resources within the institution are redirected to support the new program, the proposal indicates the source from which funds will be redirected, and provides evidence that such a redirection will not have a negative impact on other needed programs. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment. (FBOG ~~B7FBOE-B6~~, M7, SD7)
22. For an undergraduate program, the proposal provides evidence that community college articulation has been addressed and ensured. (FBOG ~~B9FBOE-B8~~)
23. The proposal provides evidence that the academic unit(s) associated with a new degree have been productive in teaching, research, and service. (FBOG ~~B8FBOE-B7~~, M8, SD8)

(Note: Florida Board of Education-Governors Criteria for New Degree Program Authorization are referenced above using the following codes: B = Bachelors Programs, M = Masters Programs, and SD = Specialist and Doctoral Programs S = Specialist Programs, and D = Doctoral Programs.) For Florida Board of Governors criteria for implementing new specialist and doctoral programs, contact the Associate Vice President for Academic Affairs.)

Request Format and Template – Proposals for New Programs

The University of West Florida
REQUEST TO OFFER A NEW DEGREE PROGRAM
Bachelor's and Master's Degrees*
(Cover Page)

College Requesting Program:

Department Requesting Program:

Academic Specialty or Field:

Name of Program Requested:

Proposed Implementation Date:

Proposed Classification of Instruction Program (CIP) Code:

The submission of this proposal constitutes a commitment by the Division of Academic Affairs, the appropriate College, and the Department that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Approved for Submission to the UWF Board of Trustees:

Date _____ Vice President for Academic Affairs,

Date _____ President,

Indicate the dollar amounts appearing as totals for the first and fifth years of implementation as shown in the appropriate summary columns in New Program Table Three. Provide headcount and FTE estimates of majors for years ~~one-1~~ through ~~five5~~. Headcount and FTE estimates should be identical to those in New Program Table One.

| | Projected Total Estimated Costs (from Table Three) | Student HDCT / FTE (from Table One) |
|-------------------------------|---|--|
| First Year of Implementation | \$ _____ | _____ / _____ |
| Second Year of Implementation | | _____ / _____ |
| Third Year of Implementation | | _____ / _____ |
| Fourth Year of Implementation | | _____ / _____ |
| Fifth Year of Implementation | \$ _____ | _____ / _____ |

Note: This outline and the questions pertaining to each section must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed.

I. PROGRAM DESCRIPTION

Describe the degree program under consideration, including its level, and emphases (including tracks or specializations).

II. INSTITUTIONAL MISSION

Is the proposed program listed on the current List of Proposed New Degree Programs for Exploration, Planning, and Implementation? How do the goals of the proposed program relate to the UWF mission statement as contained in the Partnership Strategic Plan?

III. PLANNING PROCESS AND TIMETABLE

Describe the planning process leading up to submission of this proposal. Include a chronology of activities, listing UWF personnel directly involved and any external individuals who participated in planning. Provide a timetable of events for the implementation of the proposed program.

IV. ASSESSMENT OF NEED AND DEMAND

A. What national, state, or local data support the need for more people to be prepared in this program at this level? (This may include national, state, or local plans or reports that support the need for this program; demand for the proposed program which has emanated from a perceived need by agencies or industries in Northwest Florida; and summaries of prospective student inquiries.) Indicate potential employment options for graduates of the program. If similar programs exist in the Northwest Florida region, provide data that support the need for an additional program.

B. Use UWF Table One A (baccalaureate) or UWF Table One B (graduate) to indicate the number of students (headcount and FTE) you expect to major in the proposed program during each of the first ~~five~~ 5 years of implementation, categorizing them according to their primary sources. In the narrative following Table One, the rationale for enrollment projections should be provided and the estimated headcount to FTE ratio explained. If, initially, students within the institution are expected to change majors to enroll in the proposed program, describe the shifts from disciplines that will

likely occur.

- C. For all programs, indicate what steps will be taken to recruit and achieve a diverse student body in this program.**

V. CURRICULUM

- A. For all programs, provide expected specific learning outcomes, a sequenced course of study, and list the total number of credit hours for the degree. Degree programs in the science and technology disciplines must discuss how industry-driven competencies were identified and incorporated into the curriculum. For bachelor's programs, also indicate the number of credit hours for the major coursework, the number of credit hours required as prerequisites to the major (if applicable), and the number of hours available for electives.
- B. For bachelor's programs, if the total number of credit hours exceeds 120, provide a justification for an exception to the [FBOE-FBOG](#) policy of a 120 maximum.
- C. Provide a one or two sentence description of each required or elective course.
- D. For bachelor's programs, list any prerequisites, and provide assurance that they are the same as the standardized prerequisites for other such degree programs within the [FBOE-FBOG](#). If they are not, provide a rationale for a request for exception to the policy of standardized prerequisites.
- E. For bachelor's programs, if the Department intends to seek formal Limited Access status for the proposed program, provide a rationale which includes an analysis of diversity issues with respect to such a designation.

VI. UWF CAPABILITY

- A. How does the proposed program specifically relate to existing UWF strengths such as programs of distinction, other academic programs, and/or institutes and centers?
- B. If there have been program reviews, accreditation visits, or internal reviews in the discipline pertinent to the proposed program, or related disciplines, provide all the recommendations and summarize progress toward implementing the recommendations.

- C. Describe briefly the anticipated delivery system for the proposed program as it may relate to resources e.g., traditional delivery on main campus; traditional delivery at branches or centers; or nontraditional instruction such as instructional technology (distance learning), self-paced instruction, and external degrees. Include an analysis of the feasibility of providing all or a portion of the proposed program through distance learning technologies. Include an assessment of the UWF's technological capabilities as well as the potential for delivery of the proposed program through collaboration with other universities or community colleges. Cite specific queries made of other institutions with respect to the feasibility of utilizing distance learning technologies for this degree program.
- D. Assessment of Current and Anticipated Faculty
1. Use UWF Table Two to provide information about each existing faculty member who is expected to participate in the proposed program by the fifth year. If the proposal is for a graduate degree, append to the table the number of master's theses directed, number of doctoral dissertations directed, and the number and type of professional publications for each faculty member.
 2. Also, use UWF Table Two to indicate whether additional faculty will be needed to initiate the program, their faculty code (i.e., one of five unofficial budget classifications as explained on the table), their areas of specialization, their proposed ranks, and when they would be hired. Provide in narrative the rationale for this plan; if there is no need for additional faculty, explain.
 3. Use UWF Table Two to estimate each existing and additional faculty member's workload (in percent person-years) that would be devoted to the proposed program by the ~~fourth~~ 5th year of implementation, assuming that the program is approved. (*Note: this total will carry over to UWF Table Three's fifth year summary of faculty positions.*)
- E. Assessment of Current and Anticipated Resources
1. In narrative form, assess current facilities and resources available for the proposed program in the following categories:

- a. Library volumes (Provide the total number of volumes available in this discipline and related fields.)
 - b. Serials (Provide the total number available in this discipline and related fields, and list those major journals which are available at UWF.)
 - c. Describe classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary and currently available for the proposed program.
 - d. Equipment
 - e. Fellowships, scholarships, and graduate assistantships (List the number and amount allocated to the academic unit in question for the past year.)
 - f. Internship sites
2. Describe additional facilities and resources required for the initiation of the proposed program (e.g., library volumes, serials, space, assistantships, specialized equipment, other expenses, OPS time, etc.). If a new capital expenditure for instructional or research space is required, indicate where this item appears on UWF's capital outlay priority list. The provision of new resources will need to be reflected in the budget table (UWF Table Three), and the source of funding indicated. UWF Table Three requires the display of Instruction and Research (I&R) costs only, unless expected enrollment in the new program is high enough to impact non I&R costs, such as library staffing, university support, and student services.

VII. ASSESSMENT OF IMPACT ON PROGRAMS CURRENTLY OFFERED

A. Budget

1. Assuming no special appropriation or UWF allocation for initiation of the program, how would resources within the College and Department be shifted to support the new program?
2. Use UWF Table Three to display dollar estimates of both current and new resources for the proposed program for the

first through the fifth years of the program. In narrative form, identify the source of both current and any new resources to be devoted to the proposed program.

3. Describe what steps have been taken to obtain information regarding resources available outside the institution (businesses, industrial organizations, governmental entities, etc.). Delineate the external resources that appear to be available to support the proposed program.

- B. Describe any other projected impacts on related programs, such as prerequisites, required courses in other departments, etc.

VIII. COMMUNITY COLLEGE ARTICULATION

For undergraduate programs, describe in detail plans for articulation with area community colleges.

- IX. ASSESSMENT OF APPLICABLE ACCREDITATION STANDARDS List the accreditation agencies and learned societies that would be concerned with the proposed program. Does the department or program anticipate seeking accreditation from any of these agencies? If so, indicate when accreditation will be sought. If the proposed program is at the graduate level, and a corresponding undergraduate program is already in existence, is the undergraduate program accredited? If not, why?

X. PRODUCTIVITY

Provide evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service. Such evidence may include trends over time for average course-load, FTE productivity, student headcounts in major or service courses, degrees granted, external funding attracted; as well as qualitative indicators of excellence.

XI. HISTORY

Provide a history page at the end of the proposal document to display approvals at each level (see page 19 of this document).

[*Note: The Florida Board of Governors uses a different format for requests to implement and new specialist and doctoral degree programs. Contact the Associate Vice President for Academic Affairs for forms to use for specialist and doctoral degree programs.](#)

UWF TABLE ONE A
NUMBER OF ANTICIPATED MAJORS FROM
POTENTIAL SOURCES

BACCALAUREATE DEGREE PROGRAM

NAME OF PROGRAM:

CIP CODE:

| ACADEMIC YEAR | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|---------------|--------|--------|--------|--------|--------|
| | | | | | |

| SOURCE OF STUDENTS (Non-Duplicative Count in Any Given Year) | HC | FTE | HC | FTE | HC | FTE | HC | FTE | HC | FTE |
|---|---|-----|----|-----|----|-----|----|-----|----|-----|
| | Upper-level students who are transferring from other majors within UWF | | | | | | | | | |
| Students who initially entered UWF as FTIC students and who are progressing from the lower to the upper level | | | | | | | | | | |
| Florida community college transfers to the upper level | | | | | | | | | | |
| Transfers to the upper level from other Florida colleges/universities | | | | | | | | | | |
| Other (Explain) | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

Note: HC = Headcount of students in this major
 FTE = Annualized Full-Time-Equivalent students taking courses offered by
 this major. Annualized FTE's are calculated at 40 credit hours for
 undergraduate courses.

**UWF TABLE ONE B
NUMBER OF ANTICIPATED MAJORS FROM
POTENTIAL SOURCES**

GRADUATE DEGREE PROGRAM

NAME OF PROGRAM:

CIP CODE:

| ACADEMIC YEAR | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|---------------|--------|--------|--------|--------|--------|
| | | | | | |

| Source of Students (Non-Duplicative Count in Any Given Year) | HC | FTE | HC | FTE | HC | FTE | HC | FTE | HC | FTE |
|---|---|-----|----|-----|----|-----|----|-----|----|-----|
| | Individuals drawn from agencies/ industries in your service area (e.g., older returning students) | | | | | | | | | |
| Students who transfer from other graduate programs within the university | | | | | | | | | | |
| Individuals who have recently graduated from preceding degree programs at this university | | | | | | | | | | |
| Individuals who graduated from preceding degree programs at other SUS universities | | | | | | | | | | |
| Individuals who graduated from preceding degree programs at non-SUS Florida colleges and universities | | | | | | | | | | |
| Additional in-state residents | | | | | | | | | | |
| Additional out-of-state residents | | | | | | | | | | |
| Additional foreign residents | | | | | | | | | | |
| Other (Explain) | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

Note: HC = Headcount of students in this major
 FTE = Annualized Full-Time-Equivalent students taking courses offered by this major. Annualized FTE's are calculated at 32 credit hours for graduate courses.

UWF TABLE TWO

FACULTY PARTICIPATION IN PROPOSED DEGREE PROGRAM BY FIFTH YEAR

| Faculty CODE (see below) | Faculty Name or "New Hire" | Academic Discipline/Specialty | Rank | (For Existing Faculty Only) | | Initial Date for Participation in Proposed Program | 5th Year Workload in Proposed Program (portion of Person-year) |
|--------------------------------|----------------------------|-------------------------------|------|-----------------------------|------------------------|--|--|
| | | | | Contract Status (tenure?) | Highest Degree Granted | | |
| | | | | | | | |
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| Faculty CODE | Corresponding Faculty Position Category in TABLE 3 for the Fifth Year | Proposed Source of Funding for Faculty | TOTAL 5th Year Workload by Budget Classification |
|--------------|---|--|--|
|--------------|---|--|--|

| | | | |
|---|-------------------------|--|--|
| A | Current General Revenue | Existing Faculty -- Regular Line | |
| B | Current General Revenue | New Faculty -- To Be Hired on Existing Vacant Line | |

| | | | |
|---|---------------------|--|--|
| C | New General Revenue | New Faculty -- To Be Hired on a New Line | |
|---|---------------------|--|--|

| | | | |
|---|--------------------|--|--|
| D | Contracts & Grants | Existing Faculty -- Funded on Contracts & Grants | |
| E | Contracts & Grants | New Faculty -- To Be Hired on Contracts & Grants | |

| | | | |
|-----------------------------------|--|--|--|
| Overall Total for 5th Year | | | |
|-----------------------------------|--|--|--|

UWF TABLE THREE
 COSTS FOR
 PROPOSED PROGRAM

| FIRST YEAR | | | | FIFTH YEAR | | | |
|-----------------|-----|-----------------------|---------|-----------------|-----|-----------------------|---------|
| GENERAL REVENUE | | CONTRACTS & GRANTS | SUMMARY | GENERAL REVENUE | | CONTRACTS & GRANTS | SUMMARY |
| CURRENT | NEW | | | CURRENT | NEW | | |

INSTRUCTION & RESEARCH

| POSITIONS (FTE) | FIRST YEAR | | FIFTH YEAR | |
|-----------------|------------|--|------------|--|
| FACULTY | | | | |
| A&P | | | | |
| USPS | | | | |
| TOTAL | | | | |

| SALARY RATE | FIRST YEAR | | FIFTH YEAR | |
|--------------|------------|--|------------|--|
| FACULTY | | | | |
| A&P | | | | |
| USPS | | | | |
| TOTAL | | | | |

| I&R | FIRST YEAR | | FIFTH YEAR | |
|-------------------------|------------|--|------------|--|
| SALARIES & BENEFITS | | | | |
| OTHER PERSONAL SERVICES | | | | |
| EXPENSES | | | | |
| EQUIPMENT | | | | |
| TECHNOLOGY | | | | |
| LEARNING RESOURCES | | | | |
| SPECIAL | | | | |
| TOTAL I&R | | | | |

NON-I&R

| OTHER ACTIVITIES | FIRST YEAR | | FIFTH YEAR | |
|-------------------------------|------------|--|------------|--|
| LIBRARY STAFFING | | | | |
| UNIV SUPPORT | | | | |
| FINANCIAL AID | | | | |
| STUDENT SVCS | | | | |
| TOTAL OTHER ACTIVITIES | | | | |

| SUMMARY | FIRST YEAR | | FIFTH YEAR | |
|---------|------------|--|------------|--|
| | | | | |

Proposed New Programs - History: (This page is to be included at the end of the proposal document to display approvals at each level.)

Approved to Explore and Plan:

Dean _____ Date _____

Faculty Senate _____ Date _____

Provost _____ Date _____

President _____ Date _____

BOT A&SA Committee _____ Date _____

Approved to Implement:

Dean _____ Date _____

Faculty Senate _____ Date _____

Provost _____ Date _____

President _____ Date _____

BOT A&SA Committee _____ Date _____

BOT _____ Date _____

FBOE Reporting and Approvals:

Bachelors and Masters Programs Reported to the FBOE: _____

Specialist and Doctoral Programs Submitted to FBOE: _____

Specialist and Doctoral Programs Approved by FBOE: _____

Licensure Programs approved by Legislature: _____

Implementation and Reporting:

Term Implemented: _____

One-Year Report Presented to Board of Trustees: _____

Three-Year Report Presented to Board of Trustees: _____

Five-Year Program Review Presented to Board of Trustees: _____

Revisions to or Deletions of Current Programs

Requests for revising or deleting current programs are presented to the UWF Board of Trustees Academic and Student Affairs Committee by the college deans after obtaining appropriate internal approval and support. Based on recommendations of the BOT Academic and Student Affairs Committee, the UWF Board of Trustees provides final approval for revisions to or deletion of current programs. Deans should follow the steps below when seeking revisions to current programs or deletions of current programs.

Steps for Requesting Revisions to or Deletions of Current Programs

1. Recommendations for revising current programs or deleting current programs from the Academic Programs Inventory should be submitted to the appropriate college Dean.
2. The Dean is responsible for making the preliminary decision about the appropriateness of the recommendation.
3. The Dean is responsible for “flowing” the proposal through the college’s and University’s internal reviews (college councils, Faculty Senate, etc.), and gaining preliminary internal approvals.
4. The Dean is responsible for working with the Associate Vice President for [Planning Academic Affairs](#), the UPC Programs and Resources Committee, and Student Academic Support Services to determine the full impact of implementing the proposed revision or deletion.
5. The Dean is responsible for gaining approval from the Provost, the President, the BOT Academic and Student Affairs Committee, and the full Board of Trustees (in that order) to implement the proposed revision or deletion.

The Academic Program Revision Form and the Academic Program Deletion Form (presented on the following pages) are provided to accommodate the five-step process.

The University of West Florida
Academic Programs
Current Program Revision Request Form

Name of Program: _____

Nature of Revision Requested:

Justification of Revision Requested:

Anticipated Impact of Revision Implementation on:

- A. Current Program
 - ~~8-1.~~ Students
 - ~~9-2.~~ Faculty and Staff
 - ~~10-3.~~ Community
 - ~~11-4.~~ Budgets
 - ~~12-5.~~ Space

- B. Related Programs
 - 1. Students
 - 2. Faculty and Staff
 - 3. Community
 - 4. Budgets
 - 5. Space

- C. New Programs

- D. Accreditations

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Other Related Information:

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

BOT Approval _____ Date: _____

The University of West Florida
Academic Programs
Current Program Deletion Request Form

Name of Program: _____

Justification of Deletion Requested:

Anticipated Impact of Deletion on:

- A. Current Program
 - 1. Students
 - 2. Faculty and Staff
 - 3. Community
 - 4. Budgets
 - 5. Space

- B. Related Programs
 - ~~a~~-1. Students
 - ~~b~~-2. Faculty and Staff
 - ~~c~~-3. Community
 - ~~d~~-4. Budgets
 - ~~e~~-5. Space

C. New Programs

D. Accreditations

Other Related Information:

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

BOT Approval _____ Date: _____

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Coordination of Academic Programs Inventory Updates and Reporting are provided by the Office of ~~University Planning~~the Associate Vice President for Academic Affairs. Contact ~~Jerry Norris (jnorris@uwf.edu)~~Carl Backman (cbackman@uwf.edu) for additional information and assistance.

~~This document is available electronically on the University Planning Information Center (UPIC) in the Planning Communications/Publications section, <http://webdev.upic.uwf.edu/pubs/>.~~ This document is available electronically at the following locations:

University Planning Information Center (UPIC) in the Planning Communications/Publications section: <http://upic.uwf.edu/pubs/>.

Division of Academic Affairs in the Policies and Procedures section: <http://uwf.edu/academic/policies/policies.htm>.

The following documents were added/moved to the appendix:

Appendix A: Strategic Planning—New Academic Programs: Dynamic List of Proposed New Degree Programs for Exploration, Planning, and Implementation

Appendix B: Criteria for New Degree Authorization

Agenda item: 2

**UWF Board of Trustees
Academic and Student Affairs Committee
November 7, 2003**

Issue: Request to explore and plan Master of Science in Administration degree program

Proposed action: Approve

Background information:

The Division of Academic Affairs seeks approval to explore and plan for a Master of Science in Administration degree program. All required reviews and signatures have been obtained.

Supporting documentation: Form requesting approval to explore and plan

Prepared by: Carl Backman
850-474-2502

**The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form**

Name of Proposed Program: **Master of Science in Administration (MSA)**

Department: **Division of Administrative Studies**

College: **Professional Studies**

Nature of the Proposed Program:

Currently, the College of Professional Studies has several administration-focused programs that prepare personnel for mid-level administrative positions in health care agencies, criminal justice administration, human performance technology and educational leadership positions. With the exception of criminal justice administration, these programs are currently housed in their "home" departments as specializations in existing degree programs and would be better served if brought together in an identifiable organized unit and consolidated into a web-based interdisciplinary degree, the Masters of Science in Administration (MSA). The MSA degree will serve as an "umbrella" for these specializations which will be strengthened with the addition of a business core of courses for all specializations. The MSA is considered an interdisciplinary program and other specializations may be added in the future as appropriate. Another important factor supporting the rationale for establishing the MSA program is the low enrollment and high cost of the Masters of Public Administration (MPA) program. The plan folds the MPA into a specialization within this newly proposed Masters of Science in Administration. The creation of the MSA degree will lift the included specializations from their obscure locations in the university catalog to the forefront in a separate and identifiable entity, the Masters of Science in Administration (MSA). Once established, the MSA will facilitate the creation and addition of new specializations from other departments and divisions throughout the university. To recap, five specializations built upon a common core of administration-related coursework are proposed:

- **Criminal Justice Administration (new specialization)**
- **Educational Leadership (existing specialization in another program)**
- **Health Care Agency Administration (existing specialization in another program)**
- **Human Performance and Technology Administration (existing specialization in another program)**
- **Public Administration (existing program, separate degree to be eliminated)**

Anticipated Impact of the Proposed Program on:

1. Students

The proposed MSA is intended to assist students currently enrolled in existing programs to obtain their respective degrees in a timely and efficient manner while attracting new students from a broader audience because of the Web-based, interdisciplinary format of delivery. The majority of the current students and future students are and will be seeking degrees as they work in their chosen fields. These students are preparing themselves for mid-level administrative positions and will be able to schedule classes on line that will be compatible with their work schedules.

One of the strengths of the program is the business core of courses which will provide all students with a broader education in management practices than is currently available to them in any of the existing programs.

With some present programs, especially the MPA degree, scheduling courses at the various off campus locations is a problem. The on line approach will eliminate separate schedules at these off campus locations and will offer more options for the students to plan their degree programs.

Existing students in the four current specializations--Educational Leadership, Human Performance Technology, Health Care Administration, and Public Administration--will not be disadvantaged because of the elimination of these tracks as currently offered. They will be provided with appropriate academic advisement and will be credited with their work accomplished thus far and will be able to complete their program without additional coursework. They will have the option to complete their degree under current requirements or they will be able to transfer into the new degree specialization.

The Criminal Justice Administration specialization will be the only new program at the graduate level. It is anticipated that this online graduate program will be highly attractive to current undergraduates and professionals already employed in related fields.

The Human Performance Technology (HPT) program was recently developed by the University of West Florida and the United States Navy with an HPT Advisory Board. This program was developed in response to a broad based need for trained professionals who can partner with

line managers seeking to achieve optimal employee performance to meet organizational needs in the military, public, and private sectors. Currently there are limited opportunities nationally for professionals to obtain degrees in HPT. UWF's program would attract "non-traditional" students seeking a relatively low cost, convenient advanced program in HPT.

The program in Educational Leadership has the potential to attract students who are unable to attend classes on campus. This potential pool of students would include aspiring school administrators living in communities not served by universities offering graduate programs in this area of concentration. This interdisciplinary approach will provide students with a much broader understanding of current issues facing society's institutions.

The Health Care Administration specialization provides many of the same benefits that have been already identified for other specializations. Health care agencies are located within the urban and rural areas with quite a few remote to academic programs in the field. Currently the Health Care Administration program offers some of its curriculum on line and many remotely located and time constrained students have been able to take courses and enhance their careers and work performance. This online interdisciplinary program will make the program more attractive because of enhanced accessibility and the addition of the business core that will provide a broader education in management practices.

2. Faculty and Staff

For the most part, an adequate number of faculty members exist for the implementation of this program. The Criminal Justice Administration specialization will be the only truly new component of the proposed MSA program and will require some faculty resources at some point in time depending upon the growth of the program. Currently, plans are in place for existing faculty to teach several of the new courses and some additional adjunct instructor support will be acquired from the local community where appropriate. Criminal Justice Administration has the potential for initial rapid growth because of the interest of professionals already employed in the field. There is also a potential pool of applicants in the existing high quality programs in Criminal Justice and Legal Studies at the undergraduate level.

Health Care Administration is an existing specialization that will be moved into the MSA degree. That program has already enjoyed success with the offering of several of its courses on line for the last four

years. Faculty in the Division of Health, Leisure, and Exercise Science are well trained and experienced in offering online instruction. Little work is needed to transition that specialization into the MSA.

The existing Educational Leadership program has ample faculty to deliver the specialization on line within the MSA degree. The faculty have been involved in the planning of the transition of the specialization into an on line offering and has taken the opportunity to revise and improve the program offering. Some faculty will be involved in training other faculty in online instruction methodology in the Spring Semester 2004.

The Human Performance Technology (HPT) specialization has faculty expertise in the technology field and will easily transition to on line instruction. Some of the personnel from HPT will also assist with training faculty from other specializations with on line methods of instruction. This field has a strong potential for growth and recognition and most likely will need some additional resources as the program grows. Current plans call for some assistance from new adjunct instructor hires.

Although the current Masters in Public Administration degree will be phased out within two years (December 2005), the current faculty will continue in their positions and deliver courses on line in the MSA. The MSA will solve a problem within the MPA program in that it will enable courses to be offered on line and eliminate the need for MPA faculty to teach identical courses at several campuses. All of the courses will be available to everyone regardless of the location of the students. Several of the MPA faculty are currently teaching on line and others are training to do so. Some of the MSA courses in public administration are used in the Health Care Administration specialization and there is the potential for more to be used as service courses in the other specializations and programs within the University.

The required core courses offered by The College of Business will be taught by professors who develop the courses or by appropriate adjunct instructors.

There is a staff position in the MPA program which will be available to support the administrative and clerical requirements of the program. Therefore, no additional staff positions will be required.

3. Community

In 1987 a cooperative agreement was entered into by UWF and Central Michigan University (CMU) to offer a MSA program on the UWF

campus. The program ran through two 2-year cycles from 1987 to 1991. The program was offered on main campus and at the FWB center with approximately 30 students in each cycle. Approximately 20 students in each cycle completed the program. The program consisted of a total of 36 hours of which 15 were accepted by CMU from UWF. At one time UWF began the process of seeking approval from the Florida Board of Regents to offer the program with the understanding that CMU would continue to offer the program until such time as UWF was granted authority to offer its own program. (Memorandum from VP Carl Backman, 8-11-03)

During the late 1980s and early 1990s, attempts were made to develop a stand-alone MSA for UWF. A number of factors entered into this effort that put the attempt on hold. Included among these factors were the inability of the program leadership to identify an academic unit willing to "own" the program, reluctance of the Faculty Senate to approve a program without an academic unit (as opposed to an administrative unit) as the sponsor, and the reluctance of BOR staff to allow UWF to offer the MSA--a degree not offered by the State University System at the time. (Backman)

In 1996, Provost Doug Friedrich commissioned a faculty task force to develop a set of recommendations related to the development of generic master's programs. The task force represented the three colleges and subsequently submitted recommendations on Generic Master's Programs and provided three models for future consideration with implications for the development of a MSA degree. (Backman)

During the fall semester of 1998, Associate Vice President Carl Backman was engaged in communication with the BOR staff regarding the seeking of authorization to explore the development of a stand-alone MSA program at UWF. There is documentation in the Provost's file from the BOR staff questioning where the MSA would be housed and a suggestion of a CIP code and the use of the word "administration" in the title. Associate Vice President Backman responded to the BOR staff that the title would be "Master of Science in Administration" and the recommended CIP code would be acceptable. (Backman)

Just prior to the disestablishment of the Board of Regents, UWF again attempted to secure permission of the BOR to include the MSA in the list of programs for UWF to explore. In its last strategic planning session, the BOR did include permission to explore for the MSA. However, the BOT did not carry forward the program planning of the BOR. (Backman)

4. Budgets

This program will require only a modest amount of resources for its initiation.

As previously stated, four of the proposed specializations currently exist with ample faculty to initiate the respective specializations. The Criminal Justice specialization will most likely utilize existing faculty and depending upon enrollment growth, at least one new faculty member will be added in the near future. The programs in HPT and Health Care Administration will need some instructional assistance that can be obtained from adjunct instructors. As growth takes place, decisions will be made to add or redirect resources as needed. The College of Business plans to utilize current faculty or several adjuncts to offer its core courses.

The staff assistant within the MPA program is a resource that will most likely be utilized for program support.

Currently, there is an interim chair of Administrative Studies providing oversight to the phasing out of the MPA program and the phasing in of the proposed MSA degree. In the near future, as college resources are realigned as a result of attrition, retirements, and reorganization, a program chair/director will be appointed and assigned to provide administrative oversight to the program.

5. Space

Most of the space required for this program is already in existence. The entire current faculty involved in the program has offices from which to deliver on line instruction. No additional classrooms or lecture halls are needed. The space that is currently occupied by the MPA central office will most likely serve as the site for program administration and for location of the MSA central office and its staff assistant.

6. Related Programs

There do not appear to be any negative effects on any related programs within the university. The decision to end the MPA program will not inconvenience current students due to the fact that the college has made the commitment to maintain the MPA course scheduling for a period of two years which will allow them to complete their degrees. The MSA will serve nearly as well, or maybe better, than the MPA because the seven core courses in the MPA will be the required specialization courses in the MSA Public Administration track. Additionally, the business management core required of all students will provide a broad experience in management practices.

It is believed that all five specializations will be better served if brought together in an identifiable administrative unit and with a consolidated, interdisciplinary curriculum delivered using Web based technology.

7. Accreditations

At this time, accreditation of the proposed MSA degree by a discipline-specific agency is not under consideration although accreditation may be considered in the future if appropriate. Each of the specializations within the proposed program will be able to determine if there is an appropriate accreditation agency specific to the specialization and may consider accreditation once the programs are implemented. The MSA degree will adhere to the principles and standards of the Southern Association of Colleges and Schools, the regional accrediting agency for the university.

It is not expected that the Public Administration program will maintain its accreditation with the National Association of Schools of Public Administration and Public Affairs (NASPAA) once it ceases to become a free standing degree program. The MPA program's current accreditation will expire in 2005 which coincides with the program's projected discontinuance within two years. The decision has been made not to allocate more resources, especially faculty lines, to an under-enrolled program but rather to transfer the program into the MSA as a specialization.

The Education Leadership program has been a Florida Department of Education (DOE) approved and National Council on Accreditation of Teacher Education accredited program for many years. Many changes have taken place in the review of educator preparation programs in the state of Florida including the elimination of the Florida Council of Educational Management which had been responsible for reviewing Educational Leadership programs. The current Educational Leadership program will be reviewed by NCATE during the five-year review in November 2003. At that time, the proposed changes will be discussed with NCATE representatives and the new track will continue to address the standards specified by this accrediting agency.

Other Related Information:

Prior to the disestablishment of the Board of Regents (BOR), UWF secured permission from the BOR to include the MSA in the list of programs for exploration. In the final update to its Strategic Plan, the BOR did include the MSA in the list of programs UWF was given permission to explore. However, the

newly created UWF Board of Trustees (BOT) did not carry forward the previous BOR list and, therefore, this request to explore for an MSA program is being submitted to the BOT.

The MSA degree proposal is timely. It will consolidate the administrative specializations within the College of Professional Studies under the MSA which will be housed in an identifiable academic unit, the Division of Administrative Studies and will be delivered principally using Web-based technology. It is important to note that the program is interdisciplinary and will utilize for the required common core, a set of College of Business management courses. Where feasible, the programs may be offered on a face-to-face format, but this program will be offered primarily on line for the specific purpose of targeting a larger audience, enhancing the University's online program offerings, and ensuring more efficient use of resources. Other specializations from throughout the University could be added to the program in the future.

This program is a top academic priority within the College of Professional Studies and will be proposed as such to the new E-Learning Support Center for developmental assistance.

Program Chair's Approval (if any) _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: 10-10-03

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

Agenda item: 3

**UWF Board of Trustees
Academic and Student Affairs Committee
November 7, 2003**

Issue: Vice Admiral Jack Fetterman's honorary doctorate

Proposed action: Approve honorary Doctorate in Public Service

Background information:

Pursuant to Board of Trustees policy adopted on May 22, 2002, the Honorary Awards and Recognition Committee met on October 13, 2003 to review Vice Admiral Jack Fetterman's nomination for an honorary Doctorate in Public Service

The committee determined that Fetterman met the three criteria for an honorary degree: Excellent character; extraordinary achievement or distinction in the arts and sciences, the fine arts, education, the professions, public service or private enterprise; a connection with or a history of support of the university, or a record of distinguished contributions to the area served by the University, or distinction on a national or international level.

Following a long and distinguished career with the U.S. Navy, Vice Admiral Fetterman became an active participant in nurturing the well-being of the Pensacola area. As president and chief executive officer of the Naval Aviation Museum Foundation, he has had a profound impact not only at the museum but also throughout the entire region because of the tourism impact on the local economies. He also is past chair of the Pensacola Area Chamber of Commerce and is now chair of the Chamber Military Affairs Committee.

Vice Admiral Fetterman has been a good friend of the university, always willing and able to assist in a variety of projects. Most recently, he has worked with university officials on the concept of creating a maritime museum in the Pensacola area, relying heavily on the academic and archaeological research in the area's waterways.

Supporting documentation: Admiral Jack Fetterman's bio
Prepared by: Keith Goldschmidt
850-474-2368

**VADM John H. Fetterman, Jr., USN (Ret.)
President and Chief Executive Officer
Naval Aviation Museum Foundation**

Vice Admiral John H. Fetterman, Jr. was born in Ashland, Pennsylvania on 4 August 1932. He began college at Susquehanna University, graduating from Albright College in 1954. He was commissioned an Ensign in 1955 and was designated a naval aviator in 1956.

Vice Admiral Fetterman's first operational tour was with Attack Squadron ONE ZERO FIVE at Cecil Field, Florida. Flying A-1H Skyraiders from the deck of the aircraft carrier USS ESSEX (CVA-) in the Sixth and Seventh Fleets, he participated in both the Lebanon and Formosa crises in 1958. In October 1959, he reported to Fleet Airborne Electronics Training Unit Atlantic and served as Light Attack Nuclear Weapons Training Instructor.

Following this tour, he reported to Attack Squadron FORTY-FOUR for A-4 Skyhawk replacement pilot training prior to joining the staff of the Commander Attack Carrier Air Wing EIGHT aboard the aircraft carrier USS Forrestal (CVA-59). After tours at the Naval War College and Attack Squadron FORTY-FOUR, Vice Admiral Fetterman reported to Attack Squadron EIGHT-ONE aboard the aircraft carrier SHANGRI-LA (CV-38) where he served as maintenance officer during two Mediterranean deployments. A tour in Attack Squadron ONE SEVENTY FOUR, where he served as Operations Officer, was followed by orders to Attack Squadron EIGHTY-SEVEN as executive officer.

In March 1972, while deployed in the Mediterranean aboard the aircraft carrier USS FRANKLIN D. ROOSEFELT (CVA-4), Vice Admiral Fetterman assumed command of Attack Squadron EIGHTY-SEVEN's "Golden Warriors." During this command tour, he was selected as team leader of a joint U.S. Navy and Air Force air-to-ground weapons team, which represented the United States in NATO competition in Greece. In March 1973, Vice Admiral Fetterman reported to the Office of Legislative Affairs, Washington, D.C., where he served for two years as assistant director for the Navy Senate Liaison Office. In July 1975, he assumed command of Carrier Air Wing EIGHT aboard the aircraft carrier USS NIMITZ (CVN-68) and made deployments to the Caribbean, North Atlantic and Mediterranean.

In January 1977, Vice Admiral Fetterman assumed command of the command ship USS LA SALLE (AGF03), flagship of Commander, Middle East Forces. In March 1978, he reported to the Office of the Chief of Naval Operations where he served as Special Projects Manager of the Royal Saudi Naval Forces Expansion Program. In February 1979, Vice Admiral Fetterman assumed command of U.S. Naval Base, Naval Station, and Naval Air Station, Guantanamo Bay, Cuba. He was selected for Rear Admiral in February 1981,

and, in July, assumed duties as the Commander of Tactical Wings, Atlantic. In July 1983, he reported as Commander, Training Command, U.S. Atlantic Fleet. From May to December 1985, he served on the staff of Commander in Chief, U.S. Atlantic Command and U.S. Atlantic Fleet as Deputy Chief of Staff for Readiness and Resources. In December 1985, he assumed his duties as Naval Inspector General. On 1 September 1987, he was promoted to the rank of Vice Admiral and in August assumed the duties as Commander, Naval Air Force, U.S. Pacific Fleet. On 1 February 1991, he assumed the duties as Chief of Naval Education and Training. Vice Admiral Fetterman retired from active duty on 1 March 1993.

His personal awards include the Distinguished Service Medal, Defense Superior Service Medal, the Legion of Merit (five awards), the Meritorious Service Medal, the Navy Achievement Medal, and the Meritorious Unit commendation in addition to various campaign and service awards.

During his naval career, Vice Admiral Fetterman accumulated 7,000 hours of flight time in 20 different aircraft and recorded 960 carrier landings.

In November 1993, Vice Admiral Fetterman assumed his present position as President and Chief Executive Officer of the Naval Aviation Museum Foundation. He serves as Chairman of the Mayor's Community Core Values Board; the Board of Directors, EAA; Past Chairman of the Pensacola Area Chamber of Commerce and currently Vice Chairman of Chamber Military Affairs; past Chairman of the USS Mitscher, USS Bonhomme Richard and USS Iwo Jima Commissioning Committees.

He is married to the former Nancy Glenn Austin of San Antonio, Texas. Vice Admiral Fetterman and Mrs. Fetterman have two sons, John and Kevin.

Information agenda item: 1

**UWF Board of Trustees
November 7, 2003**

Issue: SACS reaffirmation of accreditation

Proposed action: None. Discussion only

Background information:

The Southern Association of Colleges and Schools (SACS) is the accrediting body for the University of West Florida, which is in the process of seeking reaffirmation of its accreditation. That project is coordinated through the Office of the Associate Vice President for Academic Affairs (Dr. Carl Backman) under the direction of the UWF SACS Leadership Team.

It is an exhaustive effort that mandates the university closely examine nearly every aspect of its operation, providing a detailed accounting to SACS. It culminates with an on-site visit in spring 2005 and final action by the SACS/Commission on Colleges (COC) in fall 2005.

Dr. Backman and associate directors for the project, Rosemary Hays-Thomas and Scott Marzilli, will brief the Board of Trustees on the size and scope of the project and what UWF is doing to meet the 73 standards established by SACS/COC.

Supporting documentation: None

Prepared by: Carl Backman
850-474-2502

Information agenda item: 2

**UWF Board of Trustees
November 7, 2003**

Issue: The Q&A Campaign: Quality and Access for Florida's Public Universities

Proposed action: None. Discussion only.

Background information:

On October 13, 2003, the 11 university presidents in the State University System (SUS) unveiled The Q&A Campaign: Quality and Access for Florida's Public Universities. It is a statewide educational campaign, developed during several months by all universities, to highlight the need for adequate funding for the state's public universities.

There are about 16,400 unfunded students in the system, including 238 at the University of West Florida. The SUS this year saw its budgets cut by \$40 million, including \$1.3 million at UWF. There was scant money for new construction, and none for UWF.

With a website, public service announcements by former Governors Bob Martinez and Reubin Askew, speaking engagements, editorial board meetings and more, the presidents hope to demonstrate to the Florida Legislature and the governor that adequately funding universities is crucial to the economic vibrancy of the state, the ability for students to be enrolled in quality educational program, and the ability of businesses to hire educated professionals.

The state website on the campaign can be found at <http://qualityandaccess.org/>. A UWF website is being developed to provide additional information on the importance of UWF, such as the \$137.5 million annual economic impact.

Supporting documentation: Talking points for campaign

Prepared by: Keith Goldschmidt
850-474-2368

UWF talking points The Q&A campaign

Funding Florida's public universities is not an expenditure; it is an investment in the future, an obligation to our children and a powerful engine to drive the economic climate of our state.

- 1) A strong university system is essential if Florida is to diversify the economy, if we are to grow, retain and attract high paying jobs to the state.
- 2) High technology jobs will not move to this state unless we are capable of providing the professionals to meet their business needs.
- 3) Currently, Florida ranks **42nd** in the nation in the percentage of college graduates it produces.
- 4) State University Budgets have been cut 11 of the last 13 years.
- 5) Last year universities' budgets were cut **\$40 million**.
 - i) For UWF, that meant a **\$1.3 million cut**.
 - ii) UWF has about **240 students** on campus that are not being funded by the state. That's a **\$3.1 million budget shortfall**, and it could grow to \$5 million next year if growth is not funding.
 - iii) Systemwide, the number of unfunded students is 16,400, and the demand for access is much greater than that. We can make room for more students if the Legislature funds them.
- 6) UWF received **no money for construction of new buildings** this year, at a time when we need more classroom space because of increased enrollment. **Already, the number of sections in classes is limited, and classes have more students.**
- 7) So, we are asking our governor and state Legislature to provide **adequate funding** to our universities.
 - i) **Florida's students deserve** adequate funding for their universities so they can be accepted and educated in a quality environment.
 - ii) **Florida's business community deserves** high-quality universities producing a professional workforce to improve its competitive edge in a world economy.
 - iii) **Florida's communities deserve** high-quality universities to improve the economic climate for their residents.

- 8) The Legislature recently authorized \$310 million for the Scripps Research Institute to locate in Palm Beach County, and Gov. Bush repeatedly has said the location of this institute in Florida is on the same magnitude as what Henry Flagler did for Florida with his railroad and Disney did for tourism.
- 9) Our universities also are a great investment. For every dollar the state spends on universities, **it returns \$9.72** to Florida's economy.
- 10) UWF had an economic impact of about **\$137.5 million** in 2000, and it is larger than that today.
- 11) We all deserve to have first-class universities: Our students, our businesses and our communities. We all benefit from a strong university system.
- 12) More information on the campaign can be found at <http://qualityandaccess.org/>