

Minutes
UWF Board of Trustees
Academic & Student Services Committee Meeting

Committee Chair Roy Smith called the meeting to order at 8:40 a.m. on Friday, August 20, 2004 in Conference Room 2, Earle Bowden Building.

Committee members present:

Pat Wentz

Honor Bell

Steve Russell (late arrival)

Also attending:

VP for Student Affairs, Dr. Debbie Ford

VP for Academic Affairs, Dr. Sandra Flake

Dr. Carl Backman

Dr. Jane Halonen

Dr. Ed Ranelli

Approval of Minutes

Approve Minutes of June 17, 2004 meeting.

Motion by Trustee Wentz

Second by Trustee Bell

It carried unanimously.

Action item: Proposed Master of Education-College Student Personnel Administration

Approve request for permission to be able to submit the Request for Implementation of a New Program without having submitted the usual Request to Explore/Plan.

Dr. Carl Backman lead a brief discussion of the current process as a two step process; the first is to Request to Explore/Plan, when that is approved, then the second step is to Request Implementation. Dr. Backman explains in the case of the College Student Personnel Administration program, the program already exists as a specialization within the Education Leadership Program. He also offers that the curriculum change request is in the Faculty Senate's process and that he would not move forward with the Request to Implement until the change request completed the Senate process. What we are asking is to be accepted from the first step – the Request to Explore/Plan step. Trustee Smith asked when it was to be implemented. Dr. Backman indicated the program already exists as a track, so initiation as a free standing program would be in Fall of 2005, maybe sooner depending upon the Senate. Further clarification included that current university policy makes it effective in the Fall semester subsequent to approval; the change would enhance the students' degree and those students active in the program when the change was made would be moved over in the new program; first graduates in this track would be May 2005; board approval of the implementation request is the final step, assuming faculty senate approval – application for approval to implement has been submitted to faculty senate and is in that process; currently request is to skip the request to explore/plan; in order to attract fulltime graduate students, it needs to be free standing; it has exceeded

expectations thus far; prepares student to work in college and university environment and enhances recruitment for graduate students – would not have any negative impact on students finishing the program prior to this change. Trustee Russell offers that response he has gotten is that students are very excited about this program and are interested in actively seeking employment at the university – it's good for program enrollment and future employees. Under current policy, as long as the parent degree program is approved by the Board, then they can create specializations internally within the degree. When those specializations move to be freestanding then need approval. Will be coming back to the board for approval on this one not later than February 2005 meeting.

Motion by Trustee Russell

Second by Trustee Wentz

It carried unanimously

Informational Item 2 – Board of Governors Resolution on Academic Learning Compacts.

Dr. Backman summarized the Resolution passed at the April 22, 2004, Florida Board of Governors meeting; the additional guidelines (including requirement of assessment) that were provided at the July 22, 2004 Board of Governors meeting; and the August 16, 2004, Division of colleges and Universities staff meeting intended to clarify the deadlines and meaning and function of the of Learning Compacts, including the relationship between Learning Compacts and graduation requirements. The Learning Compacts are to be published and must include two things: 1. identify student learning outcomes and 2. identify where in the degree program those learning outcomes will be assessed. There are three major areas to be addressed at a minimum with respect to student learning outcomes: 1. content of discipline based areas 2. critical thinking skills and 3. communication skills. Timeframe is a bit vague, but it is determined that a substantial part of it must be ready by December of this year and will come before the Board of Trustees for approval – not of each learning compact, but of a plan. Major concern is how to interpret BOG language that there be a certification that students have achieved this. There is discussion covering concern for student completing all the requirements and then failing to be certified because of learning evaluation. Dr. Flake states this is a concern and introduces Dr. Halonen as the one to head this process. Further discussion indicates the preferred method is to embed learning outcomes and evaluation into the degree program and thus in completion of the degree program, show completion of the student learning outcomes. It is correct to want to show student learning progress and desire is to fold it all together into one program for assessment – it follows demands for accreditation and the University Strategic Plan – and embedding would be cost effective vs. separating out the certification in form of standardized external testing – costs might include external testing process and record keeping. Dr. Flake indicated in her planning for this year there is a need for an assessment officer in the Academic Affairs division, might be using existing positions to do so, but this could be a cost along with faculty development and tracking even with embedded plan, but cost not of the magnitude as would result from use of and administration of outside exams, tracking performance, etc. Learning compacts are addressing undergraduates; assessment programs cover all programs, including graduate programs. Dr. Halonen reported that the other institutions are not happy having to do this plan, but that UWF sees it as a good idea with the Board of Governors giving autonomy and creativity to each campus at this point. It is UWF's desire is to do a minimal structure for simple overall plan — facilitating departments thru bottom up definitions – assist the faculty in doing it for the right

reasons – it will help identify UWF’s brand of education, including integrity and values and is good project management. Dr. Ranelli shares the similar accreditation process they went thru several years ago including learning objectives and assessments embedded in the program. Trustee Bell and Trustee Smith ask what precipitated this BOG directive. Dr. Halonen offers some history and indicated it may have been driven as an accountability measure and/or as an opportunity to work with students and faculty to improve education. If it is done correctly, it could be a powerful recruiting tool.

Dr. Flake will keep the committee apprised as the plan develops and indicated it might be good to take it to the Board as informational at this point.

Informational Item 3 – Recognition of Programs recently accredited by National Accrediting Associations.

Dr. Backman recognizes two programs in academic year 2003-2004 that have been recognized for National accreditation.

Rich Frazee for the Athletics Training Education Program

Jill White for the Teacher Education Program

Informational Item 1 – Deleted/Added Degree Program Specializations – Actions of the Faculty Senate, 2003-2004. (Reordering of the Agenda – had unintentionally skipped this Informational Item -addressing it here.)

Dr. Backman offers summary of the listing of Faculty Senate actions 2003-2004 deletions and additions. During this time, 38 specializations were deleted and 18 new specializations were added. Fifteen courses were purged. Some courses serve several specializations. Some deletions were part of regular 5 year course purge. The process shows they are trying to manage resources well. Trustee Bell expressed concern about impact the deletion of specializations has on faculty. Dr. Backman explains sometimes the changes affect faculty, but as new specializations open up, they do reallocations of lines and add new resources where necessary. Further discussion included the flexibility in the hiring of adjuncts, impact to fulltime faculty reduced thru resignations and retirements, need to be astute in making judgments of the future needs, faculty often generate the new programs so change is often faculty driven. Trustee Russell adds that he has not heard any student complaints due to loss of courses.

Informational Item 4 – Student Affairs Update

Dr. Ford summarizes three areas of Student Affairs activities: 1. new staff 2. housing and residence life and 3. student transition programs. Staff changes in Student Affairs include Dr. Rick Barth as new Dean of Students and promotion of Amanda Crowley to Director of Volunteer UWF (formerly CLOVE). Today is "move in day" and the Pensacola News Journal gave good coverage this morning about roommates. Some renovations have taken place in the South Side dorms. Student Affairs has done a complete review of policies and procedures because there are more students living on campus now, making the need for a strong infrastructure apparent. They hired a consultant to help plan for the growth of housing and residence life to outline the next 10-15 years of growth and help prepare for it now. Don't expect next new facilities before the 2006-

2007 timeframe – want a village atmosphere – looking for building locations – all is in answer to the Strategic Plan – will be reviewing the Master plan this year as part of Division of College and University requirements for periodic review. Student Affairs had oriented in 1000 new freshman – largest freshmen class ever. For the first time, they required all freshmen to spend one night on campus. The goal is to create a sense of community. Trustee Russell relays positive response from the students and compliments the orientation program and expressed desire for clarification for groups like the Greek organization housing on campus. Dr. Ford shares there are plans in the works for themed housing units on campus – currently have 2 sororities in the older dorms and 1 fraternity – about 14 members in each group. Pace Hall is half honors students. Student Affairs is working on the transition of students into college life. Leadership development is a large component of this transition. Will also be implementing student learning outcomes across their programs and services and will have more to share on that at future meetings. The national average of those freshmen who do not make it past the 1st year is 25%. UWF is a little lower than that percentage and improving. UWF has 1346 residents – at capacity – will know the exact percentage after today – have a waiting list now. New traditions included the Argie Reunion in which new and old students are able to reconnect and holding the first induction ceremony for the freshmen. Dr. Ford shared upcoming welcome week activities and invited all the trustees to attend.

Other Business – None

Adjournment:

Motion by Trustee Wentz

Second by Trustee Russell

Adjourned at 9:55 a.m.

Respectfully submitted,

Vicki Knaack

Coordinator