

## MINUTES

### UWF Board of Trustees Academic & Student Services Committee Meeting

Committee Chair Roy Smith called the meeting to order at 8:05 a.m. on Friday, February 25, 2005 in Room 704 in building 7 at the Fort Walton Beach campus.

Committee members present:

Pat Wentz  
General Horner  
Steve Russell

Also attending:

VP for Student Affairs, Dr. Debbie Ford  
VP for Academic Affairs, Dr. Sandra Flake  
Dr. Carl Backman  
Dr. Ed Ranelli  
Billy Colvin  
Dr. Halonen  
Jim Hurd  
Kevin Rigby  
Pam Northrup  
Ralph Taylor  
Erin Dziokonski  
Erica Moore  
Craig Martin  
Cindy Massarelli

#### **Approve Minutes of November 5, 2004**

Motion by Trustee Russell  
Second by Trustee Wentz  
It carried unanimously.

Before moving to the next item on the agenda, Dr. Flake introduced guest Professor Mikiaki Morimoto from the Wakawama University.

#### **Action item 1a: Academic Program Changes – Program Deletion – Master of Public Administration – Dr. Backman**

Dr. Backman moved to item 1a on the agenda. The Board at the February 20<sup>th</sup>, 2004 meeting approved a request to implement the Master of Science Administration as a new degree program with one of the specializations Public Administration. At that time it was noted that a request for deletion as a stand alone of the Master of Public Administration would be coming when student's had a chance to complete the program, which they have. This action has been reviewed and approved by College Council, Academic Council and Faculty Senate.

Trustee Smith asked if it would require full board approval also?

Dr. Backman indicated yes it would and then he would notify the Division of Colleges and Universities in Tallahassee.

**Action Item 1b: Program Revision – Athletic Training-Request for Limited Access**

Dr. Backman indicates this is a request for designation of the specialization in Athletic Training Education program as limited access program. The program was given accreditation by the Commission on Accreditation of Allied Health Education Programs in April of last year. Accreditation stipulates when resources are limited, competitive admission is required to ensure students meet degree requirements. The university system has a means of formally recognizing programs with competitive admission requirements to limit the number of students. It stems from the accreditation stipulation, limited resources, limited clinical sites and faculty student ratio requirements. The request is for approval for designation of this program as limited access. It has been reviewed and approved by the College Council, the Academic Council and the Faculty Senate. The request requires approval by the Committee, the Board of Trustees and also the Board of Governors.

Trustee Smith reiterates that the limited resources such as faculty and sites available are the principal reasons.

Trustee Russell asked who is responsible for setting the number of enrollees.

Dr. Backman answered it is the department, Health and Leisure, using the accreditation standards to set the number and also have criteria included.

Trustee Wentz reiterates that it has been approved by Senate.

**Action Item 1c: Request to Waive Requirement of Request to Explore & Plan B.S. in Computer Engineering & B.S. In Electrical Engineering**

Dr. Backman indicates that this is a request to waive the requirement to submit the authorization to explore and plan prior to submitting the fully developed request to offer a new degree program for review thru the College Council, Faculty Senate and University Administration and then Board. There is precedence as UWF already has the program in place offered as a joint program since 1994 with the University of Florida. So it is not the issue of a feasibility study, since we already have the program. They want it to be free standing at the university and will be thru an accreditation review in 2006. The faculties involved are in the process of putting in the request for a free standing program.

Trustee Smith asked if it would be a degree in our own name then?

Dr. Backman said if the board approves the free standing program, effective Spring 2009 we would begin offering it in our own name. Most students in the program spend 4 ½ or 5 years at the university, so that is another reason why the early approach, because need to notify the students now of a change in 2009.

Trustee Smith asked if we can be assured of successful accreditation in 2006?

Dr. Backman said yes, the program now at the University of West Florida is separately accredited, so it was established in the last review. The intent is to not make much variation at all in the curriculum between now and when the program becomes free standing. Essentially moving everything that is UF ownership to UWF ownership.

Trustee Smith asked “no change in faculty requirements?”

Dr. Halonen said faculty requirements won't change.

Dr. Backman indicated this request would not go to the full board for approval, that this committee can approve this. The remaining request to implement new programs, if this is approved by the committee, goes to the full Board.

Dr. Backman indicated the remaining requests on the agenda are for approval of implementation of new programs. If approved by this committee, they also to go the full Board for approval.

Trustee Smith said OK and the group moved to 1.d.1.

**Action Item 1.d.1.: Approve Request to Implement a New Degree Program –  
B.A. in Economics**

Dr. Backman explains this is a proposal presented jointly by the Colleges of Arts and Sciences and Business. It is suited to those seeking economics related careers in business management and administration, but not necessarily in the administrative side. Dr. Ranelli and Dr. Halonen can offer more information. We already have in the College of Business a Bachelor of Science and Business Administration with an emphasis in economics and that degree is oriented toward business administration. There are opportunities for those with degrees in economics that follow a more liberal arts model and this degree is being proposed to serve that market. We actually had authorization for this degree with the university opened, but decided not to offer it at that time. Student inventory indicates there is an interest and it is virtually no cost degree to the university because all of the courses already exist in both the economic program and the college of arts and science.

Trustee Smith asked if it would be the same student interest for each degree?

Dr. Ranelli offers explanation that students would take core courses and others in social sciences, history and other areas to perhaps prepare for areas like law school.

Trustee Smith asked what stage we are with this?

Dr. Backman states this is a request to implement.

Trustee Smith asked if we are confident of the demand, will it be sufficient?

Dr. Backman replied yes – and because it uses courses that already exist, it isn't exactly the same as creating a entire new program.

Trustee Smith asked if the faculty resources exist?

Dr. Backman said yes, unless of course the number of students increases.

Dr. Ranelli states that they can always offer the courses more frequently.

Dr. Backman - by way of the agenda - based on the recommendation from the committee at earlier meetings where we use to include the full request for implementation for the agenda, which takes up a whole notebook, what we have been doing with these is including an executive summary, which is what you see there, but the full documentation is available here if anyone is interested in seeing any of that.

Trustee Smith asked when the B.A. in Economics would be implemented?

Dr. Backman responded, Fall of 2005.

**Action Item 1.d.2.: Approve Request to Offer a New Degree Program –  
B.S. in Health Science**

Dr. Backman explains that one of the initiatives the university has taken in response to community needs is enlarging the programs in the area of Health Science. The College of Arts and Sciences has proposed a new degree program for a Bachelor of Science in Health Science. This committee and the Board approved the request to explore back in November of last year and subsequent to that time, the faculty have put together the full proposal and have come forward asking for approval to implement. This program was developed using an advisory committee of some 20 members consisting of people from the junior colleges and other UWF units that were involved in health related programs. The intended audience are people working in the health care community. Those with AA degrees that want the baccalaureate. There are six different concentrations – psychology and health, medical information technology, medical ethics, health care administration, communication, and aging studies. These are oriented toward different types of jobs in the medical field. Dr. Halonen can answer questions about those programs.

Trustee Smith asked if there were accreditation issues here?

Dr. Halonen answered, no, because it is generic compared to nursing or med tech.

Trustee Smith clarifies that Nursing is of course independent.

Dr. Halonen concurs.

Trustee Smith stated that it was Dr. George Stewart that developed this.

Trustee Horner asked if this required the creation of new courses?

Dr. Halonen said no, that there are courses established now filling those areas.

Trustee Smith asked if there was sufficient demand?

Dr. Halonen said yes. She was involved with the advisory board who exhibited a great amount of synergy and are our best allies to bring in students.

Trustee Smith asked if we hire adjuncts from the hospital?

Dr. Halonen indicated yes. And that we have support from the hospitals.

Dr. Backman indicates that this touched several different departments within the university and Dr. Stewart is taking great care to interact with each of these departments.

Trustee Smith asked if it was housed in Arts and Sciences?

Dr. Backman said yes. This would be implemented in Fall 2005 and requires approval by the full Board.

**Action Item 1.d.3.: Approval Request to Offer a New Degree Program –  
Master of Public Health (MPH)**

Dr. Backman explains that the Request to Explore and Plan the Master of Public Health was approved by the Committee at the November 2004 meeting. Subsequent to that time, the faculty in the College of Arts and Sciences has prepared the full Board of Trustee request and propose the program be approved for implementation in Fall 2005. This is also a program that has come forward based on recommendations from the community.

Dr. Stewart enters.

Trustee Smith asked what type of undergraduate degree seeking student would take this?

Dr. Backman states it is of interest to many areas of the health care community, particularly to those trying to advance within the health care community inside the administrative organizational type areas. This program would draw from people with a B.S. in Health Science, Nursing professions, medical technologists etc. from health care industry.

Dr. Stewart offers addition input that there is interest from physicians to broaden their knowledge. There are some in public health already who do not have the MPH and this is the universally recognized professional degree in public health. There's lots of employment opportunities in public health globally as well as nationally. The MPH is also appealing to nurses. So there is a big pool of folks coming to this program. Also the medical residency programs in the Army and Navy have said they want their people to take this program because an MPH is required of Navy and Army personnel in that program.

Trustee Smith asked if it would be offered only on the campus?

Dr. Stewart stated it was their hope to offer it thru distance learning later on. It is just locally now. But Dr. Sutton is currently working on some of the distance learning elements.

**Action Item 1.d.4.: Approval Request to Implement a New Degree Program – M.Ed. In College Student Personnel Administration**

Dr. Backman states the original discussion of this program by the committee was in August of 2004 when it approved the waiver of the requirement to submit a Request to Explore and Plan – because this program already exists as a track within one of the masters degrees within the College of Professional Studies. It is a very viable program. Dr. Hurd is here and teaches in the program, as does Dr. Ford. What we are asking here, is to recognize the strength of the program, the fact is that as they go out to find a job in college personnel administration, it is to their advantage to have a degree that states that specifically. Since we are already engaged in offering the program, the resources are already in place.

Trustee Smith asked when this would be implemented?

Dr. Backman answered, Fall of 2005.

All “program additions” require approval by the full Board.

Item 1.c. – Approve request to waive Request to Explore and Plan – only requires the committee approval. The others including the program additions require full Board.

Trustee Smith calls for a motion on 1.c.

Motion by Trustee Horner  
Second by Trustee Wentz  
It carried unanimously.

Trustee Horner recommends that 1.a, 1.b, 1.d to go full Board.

All are in favor.

**Informational Item 2.a. – Academic Affairs Update – Academic Program Goals**

Dr. Flake is providing an update on Academic Programs in Academic Affairs. The reports will show progress re distance learning, business education and global markets and expanding on some of our other goals to increase our academic presence in the region. She has invited Dr. Pam Northrup, Director of the Academic Technology Center to give a presentation to show our progress. The Center had it's first birthday in December 2004. The focus is to a wider market thru high quality student oriented Distance Learning.

Dr. Northrup gives a power point presentation on what they have been doing in the past year and two months with Academic Technology and how it relates to the IT Strategic plan implemented by Dr. Cavanaugh – which shows a very strong desire to establish and fully implement distance learning on campus.

Dr. Northrup's presentation includes designing and implementing the program and marketing programs to Military, programs include oceanography, maritime studies, information engineering technology, environmental studies, GIS Certificate (Global Information Systems)-, currently only two institutions that offer GIS certificate on line, PDA field testing with the Coast Guard now, Environmental and GIS not fully implemented but will in Summer of this year, lots of interest, at the Graduate level – MSA kicks off fully this year – 5 tracks fully on line – Public Admin, Ed Admin, Criminal Justice, Healthcare Admin and Human Performance Technology, unique part of this program is take advantage of College of Business pre MBA core of courses so really give them strength, have 30-50 in core courses each semester, all fully on-line – do not have to come to campus – no internship at this time, no requirement of on site residence, found with IT program had 96% retention and those people got the same jobs or better, programs are interactive, there is special training for faculty, quality curriculum, 5 areas of excellence – institutional context, quality curriculum, faculty support, student support, mentoring and guidance; there is faculty stipend \$1,500.00 design and development and \$1,500.00 after they teach it the first time (comparable to other institutions), faculty very receptive, other 2 programs are Instructional Technology and Educational Training and Management Subspecialty, some encroachment from Troy, University of Phoenix, Compela, SMU on bases – there is competition; we have military advisor and military coordinator – this is an advantage Troy has had and we work hard to be complete, we have learned there is need for flexibility, meet service members' needs and global market programs, regional markets – 85% of distance learning are within 50 miles, student surveys show very positive results, learning achievements – differences – some areas don't work such as those with lab needs, but broad research shows there is no difference and sometime outcomes are better because instructor interacts more; new ARGUS learning system has really serviced that success and is very exciting, there is a comfort level, convenience that makes people motivated.

**Informational Item 2.b. – Academic Affairs Update – Okaloosa Partnership  
UWF/UF/Choctawhatchee Joint Electrical  
Engineering Program**

Dr. Flake states that another way we are moving forward is thru the partnership we have with Okaloosa County School district. She introduces some of the people we are partnering with, Ms. Cindy Massarelli, Principal of Choctawhatchee High School, students and faculty. Ms.

Massarelli's presentation included a brief history of her career up to becoming principal at Choctawhatchee High School 2 ½ years ago; she comments that she has said for years that the high schools look exactly the same as they did when she went to H.S. – 7 periods, offered basics, basket weaving 101 for electives, and those type things, so by time students becomes juniors or seniors they are bored with those types of things; it was time for change – first change she looked at was how they could offer different choices to students so they could begin to plan their career path, their college path, there technical path after H.S., she wanted their students to begin in the 8<sup>th</sup> and 9<sup>th</sup> grades to see the vast opportunities; when she was a guidance counselor and asked what path the students were interested in, she often heard “engineering”; students were not aware of the varied areas of engineering there were available; many of the student's parents were in that field and in talking with community members, finds the community is full of engineers and the community indicates there will be a need in this field; wanted to fill this need; Dr. Fuller and she looked into this area; UWF was ready to talk to them; this is a goldmine; it is their second year in existence; the students are ready academically for these advanced courses but notes that on the developmental level, they are still 14 to 16 year old High School students; began with 2 classes last year, this year we have 4, may need a waiting list as students and parents are excited, had summer classes last year because the students wanted it, she is a believer of the K-20 model, we start with the students in the 8<sup>th</sup> grade to prepare them to begin their engineering courses into programs at UWF or other universities and if they don't go into engineering, they have substantial electives for college level courses and are better students. Ms. Massarelli introduces those she says do all the work in this, Kevin Rigby, Choctawhatchee's professor employed thru UWF, and the students to share what they think of the program. She concludes that this program works to align curriculum so everyone is moving in the same direction – that is what the partnership does for them. Trustee Smith asked if this was for college credit and Ms. Massarelli states it is for high school credit, but they are working on getting college credit. Trustee Horner asked if Ft. Walton H. S. has the same program. Ms. Massarelli said no, they do not. Choctawhatchee is the only school to offer pre-engineering courses in H.S. in Okaloosa county. Kevin Rigby offers some further explanation concerning credit that they offer 4 credit hours articulation and hope is to work that up to 12- 15 hours that is transferable to any program. He thanks everyone, especially Dean Halonen and Ms Massarelli for their tenacity, leadership and organization in making this successful, he states he is only the facilitator; they started with 32 students – now have beautiful facilities and equipment – this year had 76 students, had 100 apply, have 62 returning from last year and they have 4.3 average GPA, ½ are IB students, this year they anticipate up to 200 kids applying and they are pushing for two summer classes this year; ½ of the student's parents have masters degrees or PhD in engineering and they support the program and that is why it is a success; working to allow flexible schedules, look at research and distance learning; only about four programs in the entire United States that does what they are doing; he gives a handout with the components of the program (*Attachment A*), and refers to website for more on their philosophy.

He has the student's introduce themselves – Erika Moore – sophomore – 2<sup>nd</sup> year in the engineering program: Erin Dziokonski – senior – 1<sup>st</sup> year in the program: Ralph Taylor – senior – 1<sup>st</sup> year in program: Craig Martin – junior – 3<sup>rd</sup> year in program. Trustee Horner asked, what do they hope to get out of this? Craig and Ralph replied - a better understanding of engineering, showed the various paths available, opened their eyes to a whole new profession. Erin's father works on base and she wanted to learn more about engineering and wants to be environmental



engineer, program gives taste of all the different fields and has subsequently decided she wants to do civil environmental engineering. Ericka shared that her father is with Lockheed Martin and her interests are math and science and this program shows her what she can do with that, what is out there, she is unsure of which area she wants to go into yet. Trustee Smith asked about the different levels – not open to only seniors – and asked if that presented any problems. The students reply, no, that with first year it is mainly freshman and it works into mentoring. Trustee Smith asked if this eliminated the senior year boredom. Ms. Massarelli said that this program does address that, it provides electives that help them after high school so they want to take them, want to be there – examples forensic science, aeronautical classes, etc. – may not end up in those fields, but they offer good solid electives so the students will be more successful in what they do choose to do. Kevin offers that this also benefits the university system, students come in with critical thinking skills and problem solving skills. Shares that Admiral Rickover is one of the most outstanding figures in engineering in this country – at that time there was a lack of engineers in this country and we are seeing the same thing today. The students share some of their reading items – “I Robot”, “Greatest Problem in the History of the World”, “Voodoo Science”. Ms. Massarelli reiterates the importance of critical thinking and critical thinking while you are reading, and the students like to read this kind of material. Trustee Smith asked if there are any other school districts showing interest? Ms. Massarelli said yes, had two schools call just this week to come see a lot of different things they are doing, pre-engineering being one of these. Milton H.S. is coming today to look at Choctawhatchee and also will have a H.S. from Tallahassee visiting soon. They plan to share the wealth.

Trustee Smith, Dr. Flake and the committee thank them all for sharing.

### **Other Business – None**

No other business.

**Adjournment:** Adjourned at 9:20 a.m.

Respectfully submitted,  
Vicki Knaack  
Coordinator