Minutes
Academic Affairs Committee Meeting
UWF Board of Trustees
August 17, 2017

Committee Chair Jay Patel called the meeting to order at 11:34 a.m. with the following committee members present: Jay Patel and David Ramsey.

Trustee Bob Sires was unable to attend the meeting.

Other trustees in attendance: Dave Cleveland, Suzanne Lewis, Jay Patel, Kishane Patel and Dick Baker.

Others attending:
Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Steve Cunningham, VP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Dr. Joffery Gaymon, Vice President Enrollment & Student Affairs; Dr. Kim LeDuff, Vice President, Academic Engagement; Ms., Pam Langham, General Counsel; Ms. Janice Gilley, AVP External Affairs; Mr. Dave Scott, Athletic Director; Ms. Carol Britton, Assistant to the President for Communications; Dr. Michael Huggins, Dean CSEH; Dr. Tim O’Keefe, Dean COB; Dr. Ed Ranelli, Faculty Emeritus; Dr. Jay Clune, Graduate Studies; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Bob Dugan, Dean University Libraries; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Betsy Bowers, AVP Internal Auditing & Compliance; Ms. Megan Gonzalez, Executive Director, University Communications; Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs; Dr. Ruth Davison, Director Housing & Residence Life; Ms. Rachel Blakesley, Asst Director, Residence Life; Ms. Lauren Loeffler, Director, Career Services; Ms. Robin Zimmerman, Assoc. Dean of Students; Ms. Kelley Brundage, University Registrar; Dr. Rebecca Kennedy, Director, Health & Wellness Services; Mr. Matt Marshall, Director, University Commons; Mr. Keith King, ASPIRE; Mr. Bill Harrell, Director Recreation; Mr. James Felder, Asst General Counsel; Ms. Cindy Harigel, Business Manager, Enrollment & Student Affairs; Mr. Chris Middleton, Director of Strategic Innovation; Innovation Institute; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Ms. Cynthia Talbert, Internal Auditor III; Ms. Lauren Alidor, Administrative Specialist, Internal Auditing; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Dr. Mark Roltsch, Asst. VP Research; Ms. Karen Rentz, Director, Title IX Programs; Mr. Chip Chism, Parking & Transportation Services Director; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Ms. Sandra Thompson, Director, ITS; Ms. Melanie
GREETING

Chair Patel welcomed everyone in attendance. He extended a very special welcome to Dr. David Ramsey, the Board’s newly appointed member of the BOT Academic Affairs Committee and UWF’s newly appointed Faculty Senate President.

Chair Patel explained the Committee had three action items and four informational items on the agenda.

ACTION ITEMS

1. Awarding of Honorary Doctorate of Letters Individually to Quinton and Mary “Rishy” Studer. Assistant Vice President for University Advancement, Howard Reddy, made this presentation to the Committee.

   The recommendation for an honorary award or recognition requires an affirmative vote of the Honorary Awards and Recognition Committee. On May 12, 2017, the Honorary Awards and Recognition Committee met to consider the nominations of Quinton and Mary “Rishy” Studer for an Honorary Doctorate of Letters. The committee reviewed the written nomination as presented by acting chair Howard Reddy including biographical information, professional affiliations/accomplishments, educational background, service to the community and connection/service to the University of West Florida along with three letters of recommendation. The committee recommended the awarding of the degree.

   Dr. Martha Saunders, President of the University of West Florida, submits the recommendation on behalf of the committee to the University of West Florida Board of Trustees.

   Quinton Studer will appear as Commencement Speaker at the May 5, 2018 Commencement Ceremonies. The Honorary Doctorate of Letters will be presented at the appropriate Undergraduate Ceremony.

   Chair Patel asked for a motion recommending the full Board, at its September 26, 2017 meeting, Approve the awarding of Honorary Doctorate of Letters Individually to Quinton and Mary “Rishy” Studer as set forth in the documentation provided.

   Motion by:          Trustee David Ramsey
   Seconded by:       Trustee Jay Patel
2. **Approval of UWF’s Textbook Affordability Report.** Dr. Kimberly McCorkle, Interim Vice Provost presented this agenda item to the Committee.

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

**Update:**

- UWF implemented a new regulation that aligns with Regulation 8.003, Textbook and Instructional Materials Affordability, to address changes to current textbook adoption procedures.
- UWF is in compliance for textbook adoptions for the Fall 2016 and Spring 2017 semesters with a 99.11% textbook compliance rate for Fall and 97.35% compliance rate for Spring.
- There were no General Education courses in Fall 2016 or Spring 2017 that met the definition of course sections with a wide cost variance of $200 or more.
- The University has developed several specific initiatives on campus to reduce the costs of textbooks and instructional materials for General Education courses. One of these initiatives, the Pace Library and Provost’s Office Textbook Affordability Program, resulted in students borrowing books from the library 16,486 times during the 2016-2017 academic year.
- Since the implementation of the new processes, more General Education courses realized a reduction in the average textbook costs and in cost variances of sections within a course versus an increase.

Chair Patel asked for a motion to recommend the full Board, at its September 26, 2017 meeting, Approve UWF’s Textbook Affordability Report as presented.

**Motion by:** Trustee David Ramsey  
**Seconded by:** Trustee Jay Patel

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

The University of West Florida Board of Trustees considers all nominations for tenure at its June meeting. Tenure nominations as a condition of employment will be considered as needed.
Dr. Jeffrey Trinkle, Professor, Department of Mechanical Engineering is to be considered for tenure. Dr. Trinkle begins his appointment on January 2, 2018.

Chair Patel asked for a motion to recommend the full Board, at its September 26, 2017 meeting, Approve Tenure as a Condition of Employment to Dr. Jeffrey Trinkle, Professor in the Department of Mechanical Engineering.

Motion by: Trustee David Ramsey
Seconded by: Trustee Jay Patel

INFORMATION ITEMS

1. **Summary of Degree Program Changes Approved During the Period July 1, 2016 through June 30, 2017.** Dr. Kimberly McCorkle presented this item.

2016-2017 degree program changes were as follows:

**Actions requiring Board review and approval**

- New programs (3)
- Deleted programs (0)
- Significantly modified programs (0)

**Actions not requiring Board review and approval**

- New specializations within existing degree programs (5)
- Deleted specializations within existing degree programs (9)
- Modified specializations (69)
- New minors (4)
- Deleted minors (0)
- Modified minors (6)
- New courses added (120)
- Modified courses (194)
- Deleted courses (41)
- Purged courses from 5-year purge process (77)
- Reinstated courses (3)

2. **Naming MacQueen Guest Experience Management Program.** Howard Reddy presented this item.

In February 2013, a press conference was held whereby the University of West Florida announced its partnership with Innisfree Hotels to provide new opportunities for students in the Guest Experience Management Program within the Department of
Global Hospitality and Tourism Management. Julian and Kim MacQueen, founders of Innisfree Hotels, pledged a significant gift of $250,000 to name the program.

In keeping with the University Of West Florida Board Of Trustees Policy (BOT-08.03-06/17), the University is seeking approval to name the MacQueen Guest Experience Management Program as the donors have fulfilled their pledge commitment.

Their donation goes far beyond that of monetary investment as they have become involved in ensuring this program is a success and helping to address workforce needs. This mutually beneficial partnership is enabling UWF hospitality students to participate in regional onsite training, internships and field experiences at Innisfree Hotels properties. Innisfree believes in hiring for attitude and then teaching the skill and the MacQueens bolster UWF’s efforts to foster excellence among subsequent generations of hospitality industry leaders.

3. **Naming the University’s BSN Program to Dr. D. W. McMillan BSN Nursing Program.**

Howard Reddy presented this item.

The D.W. McMillan Foundation is widely known throughout our region for its commitment to health and human services. For more than 20 years, the McMillan family has contributed towards the University’s goals to provide high quality experience for BSN students through enhancing classroom environments and their contribution to establishing the Nursing Skills and Stimulation Learning Center Birthing Suite. Their contributions also include two substantial scholarships, one for undergraduate nursing students and one for graduate nursing student. Already a growing number of nursing students at UWF have benefitted from the enhanced educational experience largely due to the D.W. McMillan Foundation contributions.

4. **Performance Based Funding Metrics Overview of The National Survey of Student Engagement (NSSE).** Dr. Joffery Gaymon, Vice President for Enrollment and Student Affairs make this presentation.

The National Survey of Student Engagement (NSSE) is one of the three proposed options to replace the current metric 10. The proposed metric is to improve student engagement and participation in “high-impact” learning experiences as measured on the National Survey of Student Engagement (NSSE). Administered annually, NSSE captures information about first-year and senior students varying levels of engagement and development.
The questionnaire collects information in five categories:
(1) Engagement in meaningful educational experiences,
(2) Engagement in high impact practices,
(3) Students reactions to college,
(4) Estimates of educational and personal growth since starting college,
(5) Background and demographic information.

**ADJOURNMENT**

With no further Academic Affairs items to discuss, the meeting was adjourned at 12:37 p.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary