# MINUTES

## **Item 1** **Call to Order and Roll Call of Committee Members**

## Chair Annie Egan called the Committee to order. She relayed that during the meeting, she will need to turn over to Vice Chair Jill Davis to continue chairing and who will close the meeting.

## **Item 2 Public Comments**

Chair Egan offered the opportunity for public comment. There were no requests for public comment.

## **Item 3 Consent Agenda**

Chair Egan asked if there were any questions about the consent agenda. There being none, Chair Egan asked for a MOTION to APPROVE. Chair Hyde made a MOTION to APPROVE and Trustee Schneider SECONDED. The consent agenda was approved unanimously.

## **Item 4** [**Repeal of Regulation 2.0520R Textbook**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520Repeal%252013%25200010R%2520Purchasing%2520Program%2520-%2520Overview.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C9837d1d5aa50481bd94e08d89d4e2e63%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432306394546225%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=UrPhjNYiiJ1jCNvxNSXCv4rGDDVtDSETrVey4rH1RZM%3D&reserved=0) Adoption Requirements

 Interim Provost Karen Patterson stated that while agenda items 4 and 5 would require separate actions, she would present them together. She relayed that due to changes in the process for textbook adoption reporting, as included in the Board of Governors Regulation 8.003, the University was requesting that the Board repeal the current regulation 2.0520R *Textbook Adoption Requirements* and approve the newly proposed regulation 2.0520R. Interim Provost Patterson stated that the purpose of the newly proposed regulation is to decrease the cost of instructional materials for students. She relayed that the deadline for having instructional materials chosen and identified for students (so that they can make informed choices about course registration) is 45 days prior to the start of classes. Interim Provost Patterson noted that the regulation also requires that digital and cost-

## **Item 4** [**Repeal of Regulation 2.0520R Textbook**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520Repeal%252013%25200010R%2520Purchasing%2520Program%2520-%2520Overview.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C9837d1d5aa50481bd94e08d89d4e2e63%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432306394546225%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=UrPhjNYiiJ1jCNvxNSXCv4rGDDVtDSETrVey4rH1RZM%3D&reserved=0) **Adoption Requirements** (continued)

free instructional material options are made available to students, when possible. She added that universities are required to submit annual reports to the Board of Governors on textbook adoption for fall and spring terms.

 Interim Provost Patterson noted that *Follet Access* enables colleges and universities to develop all course materials (textbooks, lab kits and supplies) as part of tuition or course charges so that all students have what they need on the first day of class. She highlighted that, while *Follett Access* is a valuable program, there have been some challenges with getting students to opt into the program. She stated that changes in the newly proposed regulation will allow UNF to expand the program by enrolling all students in eligible courses. (Those who do not wish to remain enrolled will be able to opt out). Interim Provost Patterson stated that the new regulation will result in perfect alignment with the Board of Governors regulation.

Chair Egan asked if there were any questions. There being none, she asked for a MOTION to APPROVE. Chair Hyde made a MOTION to APPROVE. Trustee White SECONDED. The Committee unanimously voted to repeal the regulation.

## **Item 5** [**Proposed New Regulation – 2.0520R Textbook**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) **Adoption Requirements**

Chair Egan asked if there were any additional questions about the newly proposed regulation 2.0520R Textbook Adoptions Requirements. There being none, she asked for a MOTION to APPROVE. Chair Hyde made a MOTION to APPROVE. Trustee White SECONDED. The Committee unanimously approved the proposed regulation.

## **Item 6** **[Amended Regulation –](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0" \t "_blank" \o "Approval of a New Regulation – 13.0010R Purchasing Program) 1.0030R Disruptive Behavior**

Dr. Andrea Adams-Manning, Dean of Students, stated that the amendments to the regulation were being proposed to update the language and make it more readable and clear for the student and

## **Item 6** [**Amended Regulation –**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) **1.0030R Disruptive Behavior**

employee populations. She noted that violations that had previously been included in the regulation – and that could be found in other regulations – were removed. Dean Adams-Manning stated that the changes also clarify the rights of freedom of expression and lawful exercise thereof by the student and employee populations, while still allowing the University to address instances of disruptive behavior on and off of campus.

Trustee Schneider asked if the regulation applies to guests on campus, as well as students, faculty and staff. Dean Adams-Manning confirmed that it applies to all individuals on campus (including guests, while they are on campus). Ms. Carrie Guth, Director, Human Resources stated that that the revision applies to all students, faculty, employees, independent contractors, visitors and all individuals who come on to campus. She added that it also includes general language regarding any individuals interacting with the University community on its premises.

There being no additional questions, Chair Egan asked for a MOTION to APPROVE. Chair Hyde made a MOTION to APPROVE. Trustee Schneider SECONDED. The Committee unanimously approved the amended regulation.

## **Item 7** [**Amended Regulation –**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) **1.0140R Smoke Free Campus Initiative**

## Ms. Ashley Ballard, Senior Director of Recreation and Wellness, spoke about the proposed amended regulation, noting that most tobacco use starts in adolescence and young adulthood. She relayed that her department has worked with others on campus to develop several programs, services and policies to foster a healthy campus environment. She added that the campus smoke-free policy was developed in 2015 aimed at reducing tobacco use and exposure to second-hand smoke. Ms. Ballard relayed that in fall 2019, in conjunction with *Tobacco-free Jacksonville*, the University worked on proposed draft changes to the policy which includes language

## **Item 7** [**Amended Regulation –**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) **1.0140R Smoke Free Campus Initiative**

## prohibiting the use of e-cigarettes, cigars, hookas, pipes and vape pens. She stated that additional changes include the use of a reporting system which identifies high-traffic areas on campus. Ms. Ballard noted that identifying these areas will help the University with its education and outreach efforts.

Chair Egan asked if there were any questions about the proposed amended regulation. There being none, she asked for a MOTION to APPROVE the regulation. Trustee White made a MOTION to approve and Chair Hyde SECONDED. The amended regulation was approved unanimously.

**Item 8 New Program Proposal – Master of Arts in Teaching (M.A.T) Elementary Education**

Interim Provost Patterson stated that partnerships with regional school districts in Northeast Florida indicate a need for developing a pool of teacher candidates to assume the roles that the Master of Arts in Teaching (Elementary Education) will prepare them for. She noted that graduates of the program will have employment opportunities in the Duval County Public School System, the Clay County Public School System and in private and charter schools In the Jacksonville area. Interim Provost Patterson highlighted that the program would support all nine SUS Strategic Planning Goals, and that the program falls within the programs of strategic emphasis (critical workforce). She noted that, in terms of the metrics, the program would increase the number of students who graduate from programs of strategic emphasis and that the proposed program is in line with UNF’s mission. Interim Provost Patterson introduced Dr. Paul Parkison, Professor and Chair, Department of Teaching, Learning and

Curriculum. Dr. Parkison relayed that the University had been receiving multiple requests for the graduate program for some time. He stated that, in 2019, UNF received the *Teacher Partnership Quality* grant which funds three cohorts of students through this program. Dr. Parkison stated that “it is essential to have a teacher preparation

## **Item 8 New Program Proposal – Master of Arts in Teaching (M.A.T) Elementary Education** (continued)

##  program that is a “plus one” program (which he emphasized would dovetail with *UNF+ Pathways to Success*, one of UNF’s initiatives).

Chair Hyde asked Dr. Parkison if he could describe the difference between the proposed program and the Master of Arts in Education program. Dr. Parkison relayed that the proposed M.A.T program has been developed for students who have little or no previous background in education. The program will include focus on discreet literacy skills, as well as the methods necessary for teaching numeracy and mathematics. Dr. Parkison stated that the M.Ed is an advanced teacher preparation program to teach teacher inquiry and mentoring and coaching, aimed at developing its students into future teacher leaders.

Vice Chair Davis asked if there were any further questions. There being none, she asked for a MOTION to APPROVE. Trustee White made a MOTION to APPROVE, and Trustee Schneider SECONDED. The Committee approved unanimously the Master of Arts in Teaching (M.A.T) in Elementary Education program.

## **Item 9 Update on Informed Ospreys Program**

Dr. Joann Campbell, Associate Vice President and Compliance Officer, asked Dr. Adams-Manning to provide the Committee with an update on the *Informed Ospreys Program* the online training/awareness programming for UNF students, which includes

Title IX and bystander invention, alcohol and other drugs, diversity and inclusion and student conduct sanctioning. Dr. Adams-Manning gave thanks to the program’s project management and IT teams. She

relayed that the project has ensured that it has engaged its multiple stakeholders from across campus – the Office of Equal Opportunity and Inclusion, Academic and Student Affairs, the Student Conduct Office, The Graduate School, Recreation and Wellness, Human Resources, the Women’s Center, Commission on Diversity and Inclusion (CODI), Enrollment Services, and the University’s

**Item 9 Update on Informed Ospreys Program** (continued)

orientation team, the Student Government and the University Counseling Center, in helping to develop and execute the project.

Dean Adams-Manning advised that the hazing module had needed to be removed due to some technical issues. (She relayed that the University is required, by the Board of Governors, to use a separate vendor to deliver the module and that the University is in the process of working to deep link the module into the Cornerstone platform.)

Dean Adams-Manning highlighted that students need to complete the first module – education on sexual violence prevention, bystander intervention and the use of alcohol and other drugs – prior to completing any other modules in the curriculum. She noted that the second module is focused on diversity awareness and creating a respectful environment for LGBTQ students. The final module is focused on mental health awareness.

Dean Adams-Manning relayed that the target population for the launch of the program was the Spring 2021 incoming cohort, which included FTICs, non-FTICs, transfer, and late admissions. She stated that the University separates the program so that it is targeted to under-25, over-25, graduate and doctoral students, so that the content was aligned with those age groups and student populations. She also

noted that the University is requiring students from its dual-enrollment and OTC (students with intellectual disabilities) programs to participate in the program. (Dean Adams-Manning relayed that continuing education students are not required to participate.)

## Dr. Adams-Manning advised that students were contacted regarding the program, via email and text on December 7 and 8, when the program was launched. She added that reminders regarding completion of the programs are sent before the due dates and (for

those who have yet to complete the program) after deadlines have passed.

## **Item 9 Update on Informed Ospreys Program** (continued)

She noted the following completion rates for the program:

Under-25 group – 37%

Over-25 group – 34%

Graduate students – 40%

Dean Adams-Manning advised that the University has enrolled 20,084 students into the program and added that 36% or 758 students have completed the training thus far.

Dr. Adams-Manning relayed that students receive a certificate of completion, when they have completed the program and that the University is still working on completion rates. She noted that there were originally some issues with the software and ADA compliance. and that the launch was delayed until the software was made compliant and accommodations were created. Dr. Adams-Manning emphasized that the University is developing a strong communications plan to message that the program is mandatory. She noted that the program launch occurred during the holidays (due to ensuring the software was ADA compliant) and may have hampered

the University’s ability somewhat to highlight the program for students. Dean Adams-Manning advised that the project team has scheduled a meeting to review scheduled completion due dates for future semesters, what additional trainings the University needs to be put in place, and whether or not the use of registration holds may help with completion rates for future semesters. She added that the

University is considering creating an academic misconduct module, as well as a module on the use of financial aid. Dr. Adams-Manning

concluded her update by stating that an FAQ page about the program has been created on the *Informed Osprey Program* webpage and that the

## **Item 9 Update on Informed Ospreys Program** (continued)

University plans to have sexual assault prevention training and hazing prevention as annual requirements.

Trustee Davis asked if the University could utilize the digital signage to encourage student completion of the training. Dr. Adams-Manning noted that the use of campus signage could be a helpful tool and that she would research how to do so.

Vice Chair Davis thanked Dr. Campbell, Dr. Adams-Manning and the project team for all of their hard work in developing the program. Vice Chair Davis also welcomed new committee member, Trustee Lazzara.

## **Item 10 Adjournment**

## Vice Chair Davis adjourned the meeting at 8:38 a.m.