**MINUTES**

**Trustees Present:** Annie Egan (Chair), Mike Binder, John Grosso, Steve Moore, Kevin Hyde

**Trustees Absent:** Allison Korman Shelton, Chris Lazzara, Jason Barrett

|  |  |
| --- | --- |
| **Item 1** | **Call to Order**  Chair Egan called the meeting to order at 12:00 p.m. |
| **Item 2** | **Public Comment**  There were no requests for public comment. |
| **Item 3** | **Consent Agenda**  -Draft September 11, 2023, Academic and Student Affairs Committee Meeting Minutes  Chair Egan asked for a MOTION to approve the Draft September 11, 2023 meeting minutes. Chair Hyde made a MOTION to APPROVE, and Trustee Moore SECONDED. The committee unanimously approved the draft minutes. |
| **Item 4** | **Proposed Amended Reg: 2.1030R Graduate Admissions**  Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented four major changes to 2.1030R, including revisions to streamline the application process and reduce costs for applicants. This regulation describes the criteria for admission to a graduate or post-baccalaureate professional program at the University of North Florida.  The revisions to the regulation are to include:   1. **Reduction of Transcript Requirements** – All post baccalaureate work and all work in the institution where the bachelor’s degree was earned, instead of requiring all transcripts for all undergraduate work. 2. **Allowance of Internal Credentialing for International Transcripts** – Removes the required external verification, which is an increased efficiency and reduced cost for applicants. 3. **Removal of the 3.0 GPA Requirement** – All graduate applicants will only be required to provide a bachelors transcript from an approved program. However, specific programs can adopt more stringent requirements if need be. 4. **Simplified Requirements for English Language Proficiency (reference to 2.0385R) –** Align UNF with other SUS Institutions and to reduce costs and burdens on applicants.   Ms. Blank stated that all conditions precedent to the consideration of this item have been met, as it has been vetted by CEROC and the executive cabinet. This amended regulation has completed the 30-day posting requirement and in addition, has been vetted by the Graduate School Advisory Board, the Graduate Council, and the college deans. Ms. Blank offered the opportunity for questions and noted Dr. Michelle Moore, Graduate School Dean, is present to answer any questions.  Hearing no questions, Chair Egan asked for a MOTION to approve the Amended Regulation – 2.1030R Graduate Admissions. Chair Hyde made a MOTION to APPROVE and Trustee Moore SECONDED. The committee unanimously approved the motion. |
| **Item 5** | **Proposed Amended Reg: 2.0381R First Time in College (FTIC)**  Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented revisions to 2.0381R, which complies with revisions of BOG regulations. This regulation applies to first-time, degree-seeking freshmen as defined as students who have earned a high school diploma or its equivalent and have earned less than 12 semester hours of transferable college credit after high school graduation. This excludes college credits earned during high school completion through accelerated mechanisms such as IB, AICE, AP, and dual enrollment classes.  The proposed revisions to the regulation reflect incorporation of changes to BOG regulations 6.002, 6.005, and 6.008. Ms. Blank noted a major clarification of this regulation is that a high school student who has obtained a collegiate AA degree, equivalent to an associates degree, may be admitted without SAT, ACT, or CLT scores. Furthermore, it will be indicated that UNF can have additional criteria for admission above those set by the BOG, in support of our student success strategic initiative.  Ms. Blank stated that all conditions precedent to the consideration of this item have been met, as it has been vetted by CEROC and the executive cabinet. This amended regulation has completed the 30-day posting requirement and has received no comments. Ms. Blank offered the opportunity for questions and noted Dr. Glen Besterfield, Dean of Enrollment Management, was in attendance to answer any questions. Trustee Egan asked how this would be advertised. Dean Besterfield shared that it is not being advertised because high schools are fully aware. He stated that standardized tests have always been a challenge for collegiate AA students, as some might not test very often, so the admissions people have been advocating for this change to the requirement for five years.  Chair Egan asked for a MOTION to approve the Amended Regulation – 2.0381R First Time in College (FTIC). Chair Hyde made a MOTION to APPROVE and Trustee Grosso SECONDED. The committee unanimously approved the motion. |
| **Item 6** | **Proposed Amended Reg: 2.0382R Transfer Students (Undergraduate)**  Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented minor revisions to 2.0382R. This regulation applies to the admissions of all transfer students to the University of North Florida.  The proposed revision to the regulation removes confusing language about the applicability of other university policies and omits the reference to satisfaction of general education requirements in the Statement of Regulation, relates the University regulation criteria to that contained in BOG regulation 6.004 and updates the contact office to Office of Admissions.  Ms. Blank stated that all conditions precedent to the consideration of this item have been met, as it has been vetted by CEROC and the executive cabinet. This amended regulation has completed the 30-day posting requirement and has received no comments. Ms. Blank offered the opportunity for questions and noted Dr. Glen Besterfield, Dean of Enrollment Management, was in attendance to answer any questions.  Hearing no questions, Chair Egan asked for a MOTION to approve the Amended Regulation – 2.0382R Transfer Students (Undergraduate). Chair Hyde made a MOTION to APPROVE and Trustee Grosso SECONDED. The committee unanimously approved the motion. |
| **Item 7** | **Institutes & Centers: Annual Reporting**  Dr. John Kantner, Associate Provost, presented the State of Florida Institutes and Centers annual reports, which requires Board approval prior to the December 1 submission to the BOG, per Board Regulation 10.015.  Dr. Kantner explained the BOG requires each university provide an annual financial accounting report for each of the centers and institutes that are registered with the BOG. He provided the summary of the annual report and offered the opportunity for questions.  Hearing none, Chair Egan asked for a MOTION to approve the Institute and Centers Annual Report. Trustee Binder made a MOTION to APPROVE and Chair Hyde SECONDED. The committee unanimously approved the motion. |
| **Item 8** | **Review of Academic and Student Affairs Committee Annual Work Plan**  Karen Stone, Vice President and General Counsel, presented the academic and student affairs committee annual work plan. VP Stone explained this will provide a holistic look at the entire year, per the 2023-2026 Board of Trustee Action Plan for Continuing Performance Improvement.  The annual work plan for each committee will outline anticipated action items, as well as discussion or information items. It will provide a general idea of the sequence of items throughout the progression of the annual cycle. This will include routine action items and any upcoming items. VP Stone noted this is a work in progress and wanted to share it with the Board to receive feedback from each of the committees. Additionally, to receive input on other topics or items for discussion that are relevant to the strategic plan or university initiatives. Provost Patterson shared that the work plan will provide more insight into the exciting things happening and allow the Board to discuss topics they want to see.  Chair Egan shared that she is interested in an annual update on wellness initiatives related to the students and to incorporate a routine annual accounting for UNF students. Trustee Binder added that it would be beneficial to use evaluative tools and where UNF stands relative to them to determine how the changes are being handled. President Limayem agreed that both of those suggestions are excellent, and the purpose of the work plan is to identify strategic items that are important to UNF and the Board. Provost Patterson indicated these suggestions will be accounted for and the work plan is flexible. Chair Egan suggested to include an update on the state of admissions. Trustee Moore asked if there is a method to track internship certificate programs, including the field, marketing tactics, and community outreach.  President Limayem asked Dean Besterfield for a quick update on enrollment. Dean Besterfield shared that on November 1st there was a two-week social media countdown to November 15th, which was the release of the first-round of FTIC decisions. Then, 3 days prior there was a surprise that 5,092 decisions were to be released early on Monday at 5:00 p.m., and about 60% of those decisions were fall admits with about 40% were summer admits. The overall academic profile was a 4.2 GPA with an SAT score of 1,235. Currently, Dean Besterfield and his team are shifting over to transfer admissions for Spring 2024. He shared that UNF is ahead in transfer applications and admits and wants to complete the transfer class by December 1st. Then, the shift will be back to the freshman class of 2024 with hopes to get about 7,000 to 7,500 admits before the holiday break. The intent is to complete the class by February 2024, which is significantly earlier than it has been completed in the past. Additionally, in early January yield plans will be released to each academic college of the university to yield this incoming freshman class. President Limayem thanked Dean Besterfield and noted he is modest. The President shared that the comparison of the admissions to date to last year is at an increase of 220%. |
| **Item 9** | **Provost’s Quarterly: Around the Nest - Inspire Relevant Research and Impactful Innovation**  Provost Karen Patterson introduced the Provost’s Faculty Fellow for STEM Teaching Innovation and Student Success, Dr. Chris Kelso, Associate Professor in the UNF Department of Physics.  Dr. Kelso introduced his research, which centers around dark matter and dwarf galaxies, cosmic rays, cosmology, and astroparticle physics. He and a senior scientist at the Fermi National Accelerator Laboratory have just been awarded a significant research grant from the U.S. Department of Energy, which will also provide funded research opportunities for UNF undergraduate and graduate students. |
| **Item 10** | **Adjournment**  Chair Egan adjourned the meeting at 12:45 p.m. |