#  MINUTES

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

**Trustees Absent:** Allison Korman Shelton (excused), Chris Lazzara (excused)

**Item 1 Call to Order**

 Chair Egan called the meeting to order at 12:00 p.m.

**Item 2 Public Comment**

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

**Item 3 Consent Agenda**

-Draft November 7, 2022 Academic and Student Affairs Committee Meeting
 Minutes

-Annual Review of Academic and Student Affairs Committee Charter

Chair Egan asked for a MOTION to approve the Draft November 7, 2022 meeting minutes. Trustee Binder made a MOTION to APPROVE and Trustee Barrett SECONDED. The committee unanimously approved the draft minutes. Secondly, Trustee Egan asked for a MOTION to approve the annual review of the Academic and Student Affairs Committee Charter. Trustee Hyde made a MOTION to APPROVE and Trustee Binder SECONDED. The committee unanimously approved the annual review of the Academic and Student Affairs Committee Charter.

## Item 4 Proposed Amended Policy – 2.0800P Faculty Syllabus

Robyn Blank, Chief Compliance and Ethics Officer presented changes to UNF Policy 2.0800P. Changes are based on amendments to BOG Regulation 8.003 and include updating requirements for posting the selection of textbooks and instructional materials and providing minimum uniformity requirements for all syllabi and changes to syllabi. These requirements include how and when the syllabi can be changed, the grading scale, when the course meets, required course materials, and instructor contact information. Syllabi for all general education core courses must also be publicly posted and accessible at least 45 days before the term’s start date and archived in a central repository that Academic and Student Affairs maintain. Revisions to the policy also provided for “instructor of record” language instead of “faculty member” and updated names of University departments and offices.

There were no questions regarding the policy; however, Trustee Binder noted that the faculty have reviewed the changes and approve. Student Government President John Grosso noted he agrees with the changes, specifically, syllabi being posted 45 days prior to the start of the term so students understand the content of the course and course structure.

**Item 5** **Proposed Amended Regulation – 2.0520R Textbook Adoption Requirements**

Ms. Blank presented changes to Regulation 2.0520R. Changes are based on amendments to BOG Regulation 8.003 and include updated requirements for posting the selection of textbooks and instructional materials, establishment of deadlines for each term, and updated requirements for reporting to the Chancellor. Changes to the BOG Regulation were based on legislative action from the 2022 session that amended section 1004.085, F.S., requiring that universities maintain a searchable database of textbooks and instructional materials. Ms. Blank noted that Academic and Student Affairs has created a webpage on textbook adoption affordability and transparency with deadlines for faculty informational requirements and links to submission portals so faculty can submit their instructional materials by the 45-day deadline. The Faculty Association, CEROC, and the President’s cabinet have approved and vetted all changes. Adoption of the revisions to Policy 2.0800P and Regulation 2.0520R will put UNF in compliance with the BOG requirements.

Trustee Egan asked for a MOTION to approve proposed amended regulation 2.0520R. Trustee Binder made a MOTION to APPROVE and Trustee Grosso SECONDED. The committee unanimously approved the proposed regulation 2.0520R.

**Item 6** **Proposed Amended Regulation – 6.0170R Camps, Programs, and Other Activities**

Ms. Blank presented proposed amended regulation 6.0170R. The amendments to the regulation proposed added definitions for programs involving minors, to identify events that are not subject to the regulation. Said events are summer camps hosted by UNF employees, activities where minors may be present with their parents or guardians on campus, activities at UNF’s childcare facilities, and official visits by prospective student-athletes. Clarification on the timeframe for submitting requests to host a field trip, single-day event, or third-party event was presented. The clarifications state that applications and required documents to host a camp must be turned in 6 weeks prior to the start of camp and two weeks prior to a field trip or single-day event.

Trustee Egan asked for a MOTION to approve proposed amended regulation 6.0170R. Trustee Hyde made a MOTION to APPROVE and Trustee Binder SECONDED. The committee unanimously approved the proposed regulation 6.0170R.

**Item 7 Committee Approval of Faculty Tenure Recommendation for Dr. Dan Koo**

Chip Klostermeyer, Dean of the College of Computing, Engineering, and Construction (CCEC) presented Dr. Dan Koo for approval of tenure upon appointment. Dr. Koo has accepted the position of Chair of the Construction Management Department at UNF and currently serves as the Construction Program Director at Indiana University–Purdue University Indianapolis. The tenured faculty of the department voted unanimously in favor of his tenure. Dr. Koo’s proposed start date is July 1, 2023.

Trustee Egan asked for a MOTION to approve faculty tenure for Dr. Dan Koo. Trustee Binder made a MOTION to APPROVE and Trustee Hyde SECONDED. The committee unanimously approved the faculty tenure of Dr. Dan Koo.

**Item 8 Committee Approval of Faculty Tenure Recommendation for Dr. Glen Besterfield**

Chip Klostermeyer, Dean of the College of Computing, Engineering, and Construction (CCEC) presented Dr. Glen Besterfield for approval of tenure upon appointment. Dr. Besterfield joined UNF on March 7th as Dean of Enrollment Management. He will be tenured in the Department of Mechanical Engineering in the College of Computing, Engineering, and Construction. Tenured faculty in the department have evaluated Dr. Besterfield’s credentials and have voted unanimously to approve his tenure upon appointment.

Trustee Egan asked for a MOTION to approve faculty tenure for Dr. Glen Besterfield. Trustee Binder made a MOTION to APPROVE and Trustee Hyde SECONDED. The committee unanimously approved the faculty tenure of Dr. Glen Besterfield.

**Item 9** **Restructuring of Academic Units in the College of Education and Human Services**

Jennifer Kane, Interim Dean of the College of Education and Human Resources, presented Restructuring Academic Units in the College of Education and Human Services. COEHS began the process of restructuring three departments by combining them into two in September. A faculty-led task force submitted a report to Dean Kane with several restructuring configurations. Dean Kane, the Provost, and the President made their selection, and it is highly supported by the COEHS faculty and staff, as indicated by a college-wide vote. There were 62 votes, with 50 voting in favor, 7 voting against, and 5 abstentions. The restructuring changes will allow the college to operate more efficiently and address low enrollment in various programs. Under this structure, no new resources were needed, leading to a saving of resources. The anticipated completion timeline is no later than the end of the Spring 2023 academic semester.

Per the UNF Constitution, Article 5, Section 5, the restructuring of academic units must be approved by the BOT. All required parties have vetted and approved this restructuring, and was moved, seconded, and unanimously approved by the committee.

President Limayem commented that he feels the restructuring will allow COEHS to work with more synergy and answer the needs of the surrounding school districts.

Trustee Egan asked for a MOTION to approve restructuring the academic units in the College of Education and Human Resources. Trustee Hyde made a MOTION to APPROVE and Trustee Moore SECONDED. The committee unanimously approved restructuring the academic units in the College of Education and Human Resources.

**Item 10** **Proposed New Academic Program – M.S. in Health Informatics**

Dr. John Kantner, Senior Associate Provost for Faculty and Research presented the proposed new academic program, Master of Science in Health Informatics. This degree program will be 33 credit hours and 100% online, with an anticipated start of Fall 2023. It is specifically designed to prepare graduates for board certification in Clinical Informatics (AHIC certification offered by American Medical Informatics Association), Information Management (RHIA offered by the American Health Information Management Association), Nursing Informatics (RN-BC offered by the American Nurses Association), or in Data Analytics (aCAP, Associate Certified Analytics Professional). A health informatics degree represents the intersection of healthcare, technology, and information management as a collaborative effort between the Brooks College of Health, the College of Computing, Engineering, and Construction, and the Coggin College of Business. This program will fill a significant gap in the healthcare workforce by equipping individuals with enhanced decision-making abilities in public health and healthcare systems. Furthermore, this program will be a Board of Governors’ program of strategic emphasis under the Critical Workforce – Health Category.

The exponential growth of technology and the availability of data over the last several years has created a significant demand for jobs that require the application of healthcare data to inform health and medical practices. The job prospects for students in health informatics are extremely promising, particularly for those who are board-certified. The US Bureau of Labor Statistics predicts a 28% rate of growth from 2021 to 2031, making it one of the fastest-growing jobs. In Florida, O\*NET Online indicated job growth for health informatics will be 22% from 2020-2030. Students will be able to pursue careers in the healthcare setting working with data, electronic health records, clinical systems, health information standards, including privacy, and medical coding applications. New job titles include Health Informatics Consultant, Health Informatics Director, Nursing Informatics Specialist, Chief Medical Information Officer, and others all with salaries between $70,000 to $100,000 annually. The proposed MS in Health Informatics program will yield UNF graduates that are uniquely qualified to fill these new jobs.

Trustee Egan asked for a MOTION to approve the proposed new Academic Program – M.S. in Health Informatics. Trustee Binder made a MOTION to APPROVE and Trustee Moore SECONDED. The committee unanimously approved the proposed new Academic Program – M.S. in Health Informatics.

**Item 11 Proposed New Academic Program –** **Bachelor of Integrative General Studies**

Dr. John Kantner, Senior Associate Provost for Faculty and Research presented the proposed new academic program, Bachelor of Integrative General Studies. The overall purpose of the Bachelor of Integrative General Studies degree program will be to provide students with an individualized and multidisciplinary curriculum that, paired with competencies they will develop through general education curriculum, have the potential to prepare them for a broad range of careers and/or graduate school. The BGS degree is designed as a flexible completion degree program for students across the university who desire an alternate degree program more broadly defined than traditional majors in various disciplines. The BGS degree also provides an alternative pathway to degree completion for current UNF undergraduates who cannot complete their major requirements and are searching for a new major but do not want to accumulate excess credit hours or lose their progress toward a degree in doing so. Not only will the BGS degree provide an efficient pathway for current UNF students, but it also has the potential to attract area residents wishing to complete a degree they may have started but have yet to finish or those who need a degree for career advancement within their fields.

Similar programs at other SUS institutions highlight that students who graduate from their program are employed as account executives, law clerks, marketing specialists, software designers, technical writers, managers, teachers, guidance counselors, salespersons, entrepreneurs, government workers, non-profit managers, and researchers. The January 2021 Edventures report prepared for this BGS degree at UNF indicated that the top job titles for this degree centered in educational/institutions of higher education based, including admissions counselors and financial aid officers, bursars, and directors of student services. According to the Florida Education & Training Placement Information Program report on 2018-19 graduates, students graduating from interdisciplinary programs like the proposed BGS were employed at a rate of 70% (54% full-time), and 10% were continuing their education. In addition, the Bureau of Labor Statistics reports that 60% of students with degrees from interdisciplinary programs were employed in occupations requiring at least a bachelor’s degree, and 42 % had an advanced degree.

Trustee Egan asked for a MOTION to approve the proposed new Academic Program – Bachelor of Integrative General Studies. Trustee Binder made a MOTION to APPROVE and Trustee Grosso SECONDED. The committee unanimously approved the proposed new Academic Program – Bachelor of Integrative General Studies.

**Item 12 Closure of the Fidelity Educational Site**

Dean Richard Buttimer of the Coggin College of Business gave a brief statement on the closure of the Fidelity educational site. The pandemic prevented planned M.S. in Management and Masters in Business Administration classes for Fidelity employees from being held at the Fidelity educational site, as it did for UNF’s main campus, with all coursework transitioning to remote instruction. At the conclusion of the pandemic, employees of Fidelity continued taking courses online or attended classes on the main campus due to the close proximity of Fidelity to UNF. After discussing the possibility of reestablishing face-to-face instruction at Fidelity, it was decided that there is no longer a need for any courses to be offered at Fidelity. The educational site only will close in UNF’s system effective Fall 2023. No programs or courses are affected.

**Item 13 Adjournment**

Trustee Egan adjourned the meeting at 12:33 p.m.