**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 recognized a quorum and called the meeting to order at 12:01 p.m.

**Item 2 Public Comment**

There were no requests for public comment.

**Item 3 Consent Agenda**

-Draft June 1, 2023, Academic and Student Affairs Committee Meeting Minutes

Chair Egan asked for a MOTION to approve the Draft June 1, 2023 meeting minutes. Chair Hyde made a MOTION to APPROVE, and Trustee Binder SECONDED. The committee unanimously approved the draft minutes.

**Item 4 Self-supporting and Market Tuition Rate College-Credit Programs Annual Report, 2021-22 & 2022-23**

Dr. Deb Miller, Assistant Vice-President for Digital Learning and Innovation, presented the annual report for the self-supporting and market tuition rate college-credit programs, in which the Board of Governors office collects information about these programs at SUS institutions pursuant to the data collection required by Board regulation 8.002(4).

Dr. Miller shared the required information for UNF’s two market-rate programs, the MS in Nutrition and Dietetics-Online and the Post-MSN DNP- Online. She provided the revision highlights to BOG 8.002, which prohibits undergraduate self-supporting programs leading to its conversion to an EG-supported program for the current academic year.

Chair Egan asked for clarification on the standard graduate tuition and the market rate tuition. Dr. Miller explained that both the Post-MSN and the DNP are $523.25 per credit hour for Florida and non-Florida residents. However, in similar programs that are not apart of the market rate, the tuition of $493.53 for Florida residents is slightly lower per credit hour, but the tuition of $1,044.27 is much higher for non-Florida residents.

Dr. Miller provided a brief review of the revenue and expenditures for UNF’s self-supporting and market programs. She indicated there is a negative revenue number in fiscal year 2022 for the Master of Science in Nutrition and Dietetics Online due to the admission of a large cohort of students who used the State waiver for tuition. In 2019, UNF’s contract with academic partnerships ended, and the University began managing their programs themselves.

Chair Egan asked for a MOTION to approve the Self-supporting and Market Tuition Rate report. Chair Hyde made a MOTION to APPROVE and Trustee Binder SECONDED. The committee unanimously approved the motion.

**Item 5 Proposed Amendment:** **2.0382R Admissions Transfer Students**

Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented a minor revision to 2.0382R, which updates language governing admissions of undergraduate transfer students.

The proposed revision to the regulation constitutes a minor technical edit to replace references to the term “limited access” with “specialized admissions,” to remain consistent with BOG Regulation 8.013. Ms. Blank noted that “specialized admissions” programs require an audition or portfolio submission (music, dance, studio art, engineering, nursing, etc.) or prerequisite courses with minimum grades in those courses.

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 will require approval of the Board. Ms. Blank offered the opportunity for questions.

Hearing no questions, Chair Egan asked for a MOTION to approve the Amended Regulation – 2.0382R Admissions Transfer Students. Trustee Binder made a MOTION to APPROVE and Chair Hyde SECONDED. The committee unanimously approved the motion.

**Item 6** **Textbook and Instructional Materials Affordability Report**

Provost Karen Patterson addressed the Board and discussed the textbook and instructional materials affordability report submitted for Board approval. Each university Board of Trustees must provide a report, by September 30 of each year, that details:

1. The general education (Gen-Ed) courses with high enrollment, which include two writing intensive English courses, general biology, and elemental statistics for health and social science majors. The selection process for textbooks is determined by department committees, individual faculty, and often a combination of the two.
2. Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials through the active participation of faculty:
* ***Affordability Counts*** initiative is to increase awareness and adoption of textbooks, and to date, there are 227 UNF faculty who have participated.
* A **Follett** initiative is a partnership with the UNF Bookstore to offer the *Discover* tool to faculty. This tool allows access to the cost of instructional materials before adoption, as well as recommendations for alternative and low-cost materials. Additionally, there is a ***Follett Access opt-out program***, which allows a student to receive their deeply discounted instructional materials digitally by the first day of class, and the cost is included in the course tuition. During fiscal year 2022, the UNF bookstore reported student savings of over $1 million due to this program.
1. Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class:
2. Establish standardized adoption deadlines 6-weeks prior to start of semester.
3. Monitor the adoption progress with Institutional Research partnership.
4. Enhancement of the textbook adoption website
5. Increase communication to deans and department chairs through advance notice reminder emails, as well as community collaboration across campus.
6. Provost approval will be required for post-deadline adoptions to emphasize the importance.
7. The number of courses and course sections that were not able to meet the posting deadline for the previous academic year. In Fall 2022, the percentage of courses in compliance of the 45-day requirement was 95.45% This percentage increased in the Spring 2023, to 97.32%. Provost Patterson noted the effective compliance efforts and collaboration of UNF faculty.

Chair Egan thanked Provost Patterson and her team for all their efforts. Trustee Binder asked if it were true that statistics where faculty did not meet the 45-day deadline, were due to the circumstances of faculty not being assigned to classes. Provost Patterson agreed and noted it can be related to last-minute faculty or course changes, and otherwise unpreventable factors. Trustee McElroy asked about how to maintain quality control in terms of lowering the costs of textbooks and educational materials. Provost Patterson indicated that combinations of textbook selection methods are helpful. For example, in Gen-Ed courses, oftentimes a committee will review and determine which textbook will be used. Thus, this ensures newly hired faculty will not be allowed to pick any book, to ensure it will cover the material and certain aspects of the course curriculum. Additionally, all departments have a Gen-Ed Committee and their program directors monitoring the selection process. President Limayem added the publishing industry has accounted for inflation by creating less expensive digital versions, as well as the option for students to purchase individual chapters.

Hearing no questions, Chair Egan asked for a MOTION to approve the textbook and instructional affordability report. Trustee Grosso made a MOTION to APPROVE and Chair Hyde SECONDED. The committee unanimously approved the motion.

**Item 7 Performance-based Funding Recruitment and Retention Incentives**

Dr. John Kantner, Sr. Associate Provost of Faculty & Research, presented the proposed budget for performance-based funding for information purposes.

In fiscal year 2024, General Appropriations Act included $100 million in non-recurring funds for the recruitment and retention of university full-time instruction and research personnel, of which UNF’s share is $10 million. A mandatory budget with proposed expenditures consistent with the statute was submitted to the BOG on September 1st. Dr. Kantner highlighted details of the proposed spending plan:

* **RSCA Support Initiatives - $2,900,000**

Investment in infrastructure, equipment, and other initiatives support faculty research, scholarship, and creative activities (RSCA). This helps to recruit and retain faculty by supporting their needs and signaling UNF's commitment to their RSCA.

* **Faculty Startup Packages - $3,114,415**

Startup packages are necessary to compete with other universities for recruiting excellent faculty, and to get their RSCA agendas launched so that they will be competitive for external funding.

* **Faculty Fellow Stipends - $150,000**

The Provost's Faculty Fellows program provides faculty the opportunity to take on specific administrative projects based on their expertise. This enables in-unit faculty to feel invested in the management of the university.

* **Faculty Recruitment Expenses - $150,000**

Identifying and successfully recruiting quality faculty requires investments in advertising open positions, sending UNF leaders to disciplinary conferences to recruit, and bringing finalists to campus for on-campus interviews.

* **Visiting Faculty Positions - $2,435,585**

Visiting professors bring new perspectives and expertise to UNF, replace faculty who are on sabbaticals or other planned leave, and allow UNF to respond to enrollment growth. Visitors also often become permanent faculty.

* **Faculty Overloads - $1,250,000**

Overloads allow UNF to cover courses originally assigned to faculty who have unplanned opportunities arise (e.g., contracts, grants, public service). Being able to flex faculty assignments with overloads is important for retaining high-performing faculty.

Trustee Binder asked about the operationalization of the faculty startup packages, and the process for how the funds will be allocated. Dr. Kantner explained that initially departments will ask for an estimated amount of money for the startup, then when it is time to recruit the candidate there is a form to be completed that must go through a process of approvals. Trustee Moore inquired if there was flexibility between the presented budget categories. Dr. Kantner stated there has not been a similar allocation in the past, however he suspects that there is a possibility to move the funds between the categories, as long as BOG staff has been properly advised. VP Scott Bennett agreed with Dr. Kantner and added that this is a new process, so we are taking it one step at a time.

**Item 8 Institute of Environmental Research & Education**

In 2022, the revised BOG Regulation 10.015, requires that each university center and institute undergo a program review at least once every seven years. UNF’s Institute of Environmental Research and Education recently completed its program review, and Dr. John Kantner, Sr. Associate Provost of Faculty & Research, presented a summary of the IERE seven-year review.

* **IERE’s mission** “is to establish, develop, and support inter-disciplinary education and research related to the environment through 3 strategic pathways – research, co-curricular student programs, and curriculum.”
* **Examples of IERE programs and initiatives**

IERE Environmental Seed Grants, Environmental Leadership Program, Sustainability Living Learning Community, and Environmental Studies.

* **GPA:** IERE undergrad – 3.40 versus UNF undergrad – 3.06
* **ROI for the State –** 1.78

**Item 9 BOG Regulation 10.002 - Sponsored Research**

Dr. John Kantner, Sr. Associate Provost of Faculty & Research, presented UNF’s compliance with BOG regulation 10.002 Sponsored Research for information purposes. Each university annually certifies to the BOG that it has established policies for negotiating, entering, and executing research contracts. The certification will be submitted to the BOG by October 1st annually by the Chief Research Office, which is a role Dr. Kantner currently holds.

**Item 10 Provost’s Quarterly: Around the Nest**

Provost Karen Patterson introduced Dr. Erin Richman, Associate Vice President for Student Success and Ruth Lopez, Associate Vice President for Student Engagement and International Affairs, who updated the Committee on current academic and student life initiatives focused on Student Success.

Dr. Richman shared details about the Osprey First Program, which is an immersive six-week, on-campus experience to provide a comprehensive orientation and transition. She highlighted the goal to have 500 students enrolled with an 80% success rate, and the actual results of 490 students enrolled with an 85.5% success rate, with the success rate being defined as achieving a “C” level grade or above in both required courses.

Ms. Lopez reviewed the Week of Welcome (WOW) schedule with the Board. She emphasized the importance to have a UNF SWAG merchandise giveaway at each event. During WOW, some of the events included:

* Welcome to the Nest – Carnival themed food and games.
* Flight School – Teaching new students how to be an Osprey.
* Block Party – Food and giveaways at the Osprey Plaza
* SG Jaguars Season Ticket Sales – discounted tickets were sold at Osprey Plaza with the Jags mascot and giveaways.
* WOW Tailgate – UNF pep rally with outdoor activities.
* Dive-In Movie – Hosted at the competition pool complex with crafts and snacks.
* SG Stand-Up Comedy Show – Eric Andre performed at the Lazzara Performance Hall.

**Item 11 Adjournment**

Chair Egan adjourned the meeting at 1:04 p.m.