# Attendance

**Trustees Present:** Allison Korman Shelton (Chair), Jay Demetree (Vice Chair), Michael Barcal, Jason Barrett, James Beasley, Kevin Hyde (ex officio), Paul McElroy, and Steve Moore

**Trustees Absent:** Chris Lazzara

# Minutes

## Call to Order

Chair Korman Shelton called the meeting to order at 12:00PM, conducted a roll call, and recognized a quorum.

## Public Comment

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

## Action Items

### ASA-1: Consent Agenda

- Draft June 10, 2024, Academic and Student Affairs Committee Meeting Minutes

Chair Korman Shelton asked for a MOTION to approve the Draft June 10, 2024 meeting minutes. Trustee Hyde made a MOTION to APPROVE, and Trustee McElroy SECONDED. The committee unanimously approved the draft minutes.

### ASA-2: Self-supporting and Market Tuition Rate College-Credit Programs Annual Report, 2023-24

Per BOG Regulation 8.002, Dr. John Kantner, Senior Associate Provost of Faculty & Research, presented the 2023-2024 annual report on self-supporting and market tuition rate college-credit programs. There are two market rate programs with a market rate tuition set at $523.25: Master of Science in Nutrition and Dietetics Online with an enrollment of 20 students and POST MSN-Doctor of Nursing Practice (DNP) Online with an enrollment of 80 students. The DNP program had to dip into the auxiliary reserves, however the revenues covered most of the expenditures for both programs.

Chair Hyde asked how market rate is set. Dr. Kantner stated that the market rate for tuition is set by submitting a proposal to the Board of Governors, which establishes the rate for specific programs. However, this rate is not adjusted annually. If there is a need to adjust the tuition due to market changes, approval from the Board of Governors would be required again.

Chair Korman Shelton asked for a MOTION to approve the, 2023-24 Self-supporting and Market Tuition Rate College-Credit Programs Annual Report. Trustee Demetree made a MOTION to APPROVE, and Trustee Hyde SECONDED. The committee unanimously approved this report.

### ASA-3: Annual Textbook and Instructional Materials Affordability Report (August 2023 - July 2024)

Chair Korman Shelton confirmed that the reports presented to the Board are standard annual reports. Provost Patterson concurred.

Per FL Statute Section 1.004.085, Provost Patterson presented the 2023-24 Textbook and Instructional Materials Affordability Report. The report covers textbook adoption and affordability, requiring universities to post required materials for at least 95% of course sections 45 days before classes start. UNF’s report for Fall 2023 and Spring 2024 highlights that 57% of course sections adopted no-cost or low-cost materials, supported by initiatives like the Affordability Counts Initiative and the Follett Access Opt-Out program, which have collectively saved students millions. The report also shows high compliance rates, with 95.11% and 96.81% of course sections posting materials on time for Fall 2023 and Spring 2024, respectively.

Chair Korman Shelton inquired whether the majority of students choose online textbooks. Provost Patterson indicated that there is a mix of students who prefer online textbooks and physical textbooks.

Hearing no questions, Chair Korman Shelton asked for a MOTION to approve the Annual Textbook and Instructional Materials Affordability Report (August 2023 - July 2024). Trustee McElroy made a MOTION to APPROVE, and Trustee Barcal SECONDED. The committee unanimously approved this report.

### ASA-4: Foreign Influence Annual Report (July 2023 - June 2024)

Dr. John Kantner, Senior Associate Provost of Faculty & Research, presented the Foreign Influence Annual Report. BOG Regulation 9.012 establishes policies to mitigate unwanted foreign influence on the university system, focusing on countries of concern: Iran, North Korea, Cuba, Venezuela, Syria, China, and Russia. The regulation includes screening foreign researchers and regulating contracts, gifts, MOUs, and grants from these countries. Universities must annually report any agreements with entities from these countries. Recently, the BOG requested that Boards of Trustees approve these reports before submission. There are no agreements to report this year, but approval of the report is still required.

Chair Korman Shelton asked for a MOTION to approve the Foreign Influence Annual Report (July 2023 - June 2024). Trustee Demetree made a MOTION to APPROVE, and Trustee Hyde SECONDED. The committee unanimously approved this report.

### ASA-5: General Education Courses for the 2025-2026 Academic Year

At the August 15th Board of Trustees meeting, Dr. Kaveri Subrahmanyam, Dean of the College of Arts and Sciences, presented revisions to the General Education submission based on guidance from the BOG. After submitting the revised course list in September, additional feedback from the BOG led to further changes, including the removal of 11 courses, a title revision for one course, and updates to 7 course descriptions. Dr. Subrahmanyam presented the revised General Education course list.

Chair Korman Shelton asked for a MOTION to approve the General Education Courses for the 2025-2026 Academic Year. Trustee Hyde made a MOTION to APPROVE, and Trustee McElroy SECONDED. The committee unanimously approved the course list.

## Discussion Items

### DISC-1: BOG Regulation 10.002 - Sponsored Research

Per BOG Regulation 10.002 - Sponsored Research, Dr. John Kantner, Senior Associate Provost of Faculty & Research, presented the Sponsored Research Certification, which certifies that the university has the necessary policies, procedures, and monitoring systems in place to ensure compliance related to sponsored research and programs. Dr, Kantner has signed this certification and notified the Board of UNF’s compliance.

Dr. Kantner provided a brief background on the Office of Sponsored Research and Programs (OSRP). This unit on campus is largely responsible for compliance with various Federal and State regulations and is divided into different units that oversee specific compliance areas.

### DISC-2: Academic and Student Affairs FY25 Annual Work Plan

Provost Patterson presented the 2024-2025 Academic and Student Affairs Annual Workplan. The Academic and Student Affairs Committee plans to present various action items, to discuss information items, and offer presentations aligned with the Strategic Plan’s goals: Student Success, Relevant Research and Impactful Innovation, Community Partnerships, and Faculty and Staff Success. Informational items, particularly on mental health issues, will also be included, with potential changes to the work plan in the coming months.

Chair Korman Shelton thanked Provost Patterson and mentioned discussions with the Provost’s Executive Leadership Team (PELT) about potential ideas. She noted that this committee is one of the university's core, robust groups, and asked if the committee had additional topics they would like to see discussed. Provost Patterson stated that the committee can direct all suggestions to her email.

President Limayem emphasized that the work plan aligns with the strategic plan, ensuring that key priorities such as research, student success, enrollment, and admissions are well represented.

Chair Korman Shelton asked whether any universities are implementing innovative approaches or if most are following standard practices, and if any notable examples stood out to the Provost or the PELT. Provost Patterson stated the importance of staying aligned with the strategic plan, noting that while envisioning is valuable, focusing on specific priorities that can drive progress at the Board’s level is essential given the university's numerous initiatives.

### DISC-3: Provost Quarterly: Around the Nest

Dr. Susan Perez, Associate Provost of Student Success, presented the Provost’s Quarterly: Around the Nest. Dr. Perez shared the retention action plan outcomes. A new graduation action plan was introduced and will combine traditional and new strategies, including enhanced use of real-time data. This will assist in addressing academic and non-academic risks, tracking student registration progress, and intervening as needed. The implementation of the "My Nest" portal for daily tracking and campus-wide registration reminders led to a retention increase from 81% to 84.6% in the Fall 2023 cohort, with a significant boost in early registration.

The graduation action plan is designed to address the current graduation rates. The outcomes from the retention plan informed this new initiative, which outlines clear expectations and introduces advisor metrics to ensure students have detailed course maps for graduation, aiming to improve current graduation rates.

Trustee McElroy praised the excellent work done to improve retention across the university, emphasizing its importance for long-term student success and community impact. He thanked everyone involved, noting the Board's appreciation for the team's efforts under the leadership of the President and the Cabinet.

Trustee Demetree echoed Trustee McElroy’s comments and noted that the retention rate has increased by nearly 30%, which is a significant achievement.

President Limayem expressed gratitude to Trustee McElroy and Trustee Demetree for recognizing the team's efforts, emphasizing the challenges of improving retention and its crucial role in student success. He acknowledged that without strong retention, discussions of timely graduation and job placement are ineffective. The team has understood the need for a solid plan and collaboration, and the President is proud of the progress being made.

Chair Korman Shelton suggested that the committee be provided with summaries of the progress made in Academic and Student Affairs. President Limayem noted that Academic and Student Affairs are central to the university’s mission of education and research and proposed providing updates on key subunits. Provost Patterson agreed.

Chair Korman Shelton discussed the importance of maintaining momentum to ensure the university remains an active and engaging environment. She emphasized the need to identify the resources required from the Board while expressing a commitment to collaboration in supporting both academic and student life, as student satisfaction is crucial to the university's success. Provost Patterson stated that academic success is intertwined with social and emotional well-being and that students need to feel good about their overall health to achieve a well-rounded academic life.

President Limayem highlighted Convocation, which was a significant event that was rethought and revamped, attracting nearly 1,300 active students and staff. He described it as an incredible day filled with pride and energy, revitalizing campus life, and noted positive feedback from attendees. The President commended the team's efforts in engaging all stakeholders, stating that such an event had not been seen in his two years at the university.

Trustee Beasley noted that Convocation was enjoyable and thanked Dr. Perez for her work with faculty, emphasizing their vital role as a link between students and her office, and acknowledged that the myNest Portal has facilitated smoother communication.

Chair Korman Shelton discussed the idea of organizing an informal event with elected officials and colleagues to foster relationships, allowing everyone to get to know each other better. Additionally, she proposed hosting a gathering with a diverse group of students from various backgrounds, where trustees could engage with them in a panel-style setting. The goal would be to hear about students' experiences and understand a students’ perspective in a controlled, constructive environment, ensuring that the conversation remains focused and productive. Trustee Hyde stated that he liked the idea. President Limayem agreed to explore potential ideas and will follow up with further recommendations.

Trustee Barcal shared with the committee that student engagement has reached an all-time high this semester. He stated that it has been a strong start, which is reflected in positive retention numbers from last year. Trustee Barcal also extended their gratitude to Dr. Perez and her team for their significant achievements and congratulated them on their success.

## Adjournment

Trustee Hyde shared a brief update from the Board of Governors’ meeting held on September 18, 2024 at the University of South Florida.

Chair Korman Shelton adjourned the meeting at 12:52 PM.