# Minutes

## Trustee Attendance

**Present:** Annie Egan (Chair), Michael Barcal, Jason Barrett, Mike Binder, Chris Lazzara, Steve Moore, Allison Korman Shelton

**Absent:** Kevin Hyde (ex officio) and Jay Demetree

## Call to Order

Chair Egan confirmed trustee attendance via roll call, recognized a quorum, and called the meeting to order at 12:00 PM.

## Public Comment

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

## Consent Agenda

-Draft February 22, 2024, Academic and Student Affairs Committee Meeting Minutes

Chair Egan asked for a MOTION to approve the Draft February 22, 2024 meeting minutes. Trustee Lazzara made a MOTION to APPROVE, and Trustee Barrett SECONDED. The committee unanimously approved the draft minutes.

## Vice President Presentation - Focus on Student Success

Vice President and Provost, Dr. Karen Patterson updated the committee on progress made during the 2023-24 academic year toward UNF’S first priority of Ensuring Student Success from Enrollment to Employment and Beyond, and introduced initiatives set to begin this Fall for the 2024-25 academic year.

Provost Patterson shared the retention action plan timeline that depicts touchpoints and major milestones for the past spring semester. Each touchpoint promotes student engagement, belonging, and retention. The academic supports are tiered into high, medium, and low, and they are all delivered across the 15-week term.

* **Low** – There are intentional services for all UNF undergraduate students, including: virtual check-in at term start, email check-in before midterms, nudge to access tutoring / support services, registration nudge campaign, and pre-summer reminders.
* **Medium** – There are services and supports geared towards medium identified risks (FTIC / AA Transfer students), including: check-in at term start, nudge about time management tips, virtual check-in before midterms, nudge to access tutoring / support services, check-in before registration, registration nudge campaign, and pre-summer reminders.
* **High** – The services provided to students who are at the highest risk for failure include: complete a myNest Success Plan, check-in for plan review and suggested edits, referral to peer coaching, check-in before midterms, referral to tutoring / support services, check-in before / during registration, nudge to study groups / tips for finals prep, and virtual check-in at end of term for reflections and to set goals in myNest.

In addition, to elevate data there are frequent measures of staff success, including feedback data from myNest regarding student visits. This data is used to determine last engagements and then used for daily communication campaigns based on registration analysis. Throughout the semester, staff meet twice weekly for 15-minute virtual meetings, as well as monthly for full roundtable in-person meetings to set goals, train on new processes, and to receive updates.

Provost Patterson emphasized that student success is a shared responsibility among UNF staff and faculty. She noted that the process continues to be intentional and intrusive, as the plans are designed to be replicable and sustainable long-term. There is a graduation action plan in progress to complement this one, as well as to increase the graduation rates.

Chair Egan expressed her excitement on Provost Patterson’s presentation and the upcoming student success for UNF students.

## Proposed Amended Regulation: 2.0385R Admissions – International Students

Robyn Blank, Chief Compliance Officer, presented the proposed amended regulation: 2.0385R Admissions for International Students, which is considered a major revision that removes individual standards for health insurance for international students and instead places these standards in University of North Florida Policy 8.0060P, Health Insurance Coverage for International Students policy. The policy revision will accompany this regulation change.

The revisions were suggested by Student Health Services as part of their regulatory and policy review. Rather than listing all the individual requirements for international student insurance, now, the revision refers to both BOG regulation 6.009, which includes all the individual requirements and a new version of our policy 8.0060P in a link.

All conditions precedent to your consideration of this item have been met, including vetting at CEROC and Cabinet, and the 30-day posting requirement, during which we received no comments.

Hearing no questions, Chair Egan asked for a MOTION to approve the Amended Regulation – 2.0385R Admissions for International Students. Trustee Binder made a MOTION to APPROVE and Trustee Moore SECONDED. The committee unanimously approved the motion.

## 2023-2024 Post-Tenure Review

Per FL Statutes Amended Section 1001.706, BOG regulation 10.003 Post-Tenure Faculty Review, and UNF Policy 2.1100P, Provost Karen Patterson provided a report on the Post-Tenure Review and its first-year implementation. A procedural memorandum of understanding (MOU) between UNF and UFF provides a 5-year post-tenure review cycle for all tenured university faculty members. There are certain exceptions for out of units, tenured faculty administrators, and extenuating and unforeseen circumstances.

Post-Tenure Review is to ensure that tenured faculty members are meeting the responsibilities and expectations associated with assigned duties in teaching, research / scholarship / creative activity, and service, including compliance with state laws, Board of Governors’ regulations, and University regulations and policies. Additionally, to recognize and honor exceptional achievement and provide an incentive for retention as appropriate and to refocus academic and professional efforts and take action when appropriate.

Provost Patterson outlined the process in which Post Tenure Review is conducted;

* Members of **two tenured faculty populations** were identified.
	+ Randomly selected “legacy” faculty (tenured 2017 or before); all faculty tenured 5 years ago (2018)
* **Faculty** selected for PTR compile their dossiers.
* **Department chairs** / review / add PTR letter.
* **College deans** / review / add PTR letter with recommended rating.
	+ Exceeds Expectations
	+ Meets Expectations
	+ Does Not Meet Expectations
	+ Unsatisfactory
* **UNF PTR Committee** / review / add PTR letter with recommended rating.
* **UNF Provost** / review / add PTR letter with final rating.

Provost Patterson outlined the outcomes of PTR for associate professors and full professors based on their recommended rating.

Provost Patterson shared the 2023-2024 PTR results for UNF:

* Thirty-five (35) UNF tenured faculty underwent a 5-year PTR
	+ Twenty-five (25) legacy tenured faculty
	+ Ten (10) faculty promoted in 2018
* Twenty (20) faculty received final ratings of *Exceeds Expectations*.
	+ Associate Professors (9)
	+ Professors (11)
* Thirteen (13) faculty received final ratings of *Meets Expectations*.
	+ Associate Professors (11)
	+ Professors (2)
* One (1) Professor received a final rating of *Does Not Meet Expectations*.
* One (1) Professor received a final rating of *Unsatisfactory*.

Trustee Lazzara asked to clarify if the 35 faculty members who underwent PTR are randomly selected. Provost Patterson stated the faculty members are randomly selected for Post Tenure Review.

## Committee Approval of Faculty Tenure Recommendations

Provost Karen Patterson provided a refresher on the components of the tenure process, including the definition and purpose. Tenure is an earned status following rigorous evaluation of excellence in teaching, research / scholarship / creative activity, or ongoing, meaningful service. Additionally, tenure is an annual reappointment of employment until voluntary resignation or retirement, layoff, or removal for just cause.

As of Fall 2023, the University of North Florida had 690 full-time faculty, 64 of which were tenured or tenure track. Provost Patterson shared the pre-tenure to tenure timeline, which is typically over the course of seven years.

A Tenure Dossier includes hundreds of documents, ranging from 500 to 600 pages of material, including:

* Annual evaluations
* Annual tenure appraisals
* Annual assignment letters or FARs
* Teaching Statement and documentation of teaching effectiveness
	+ Student evaluations of instruction, peer teaching evaluations
* Research/Scholarship, Creative Activity Statement and documentation of active agenda
	+ Publications and artifacts
* Service statement and documentation
* Curriculum Vita
* External evaluations (2+)
* Internal letters of support
* Evaluation letters from:
	+ Department Committee
	+ Department Chair
	+ College Dean
	+ University Promotion and Tenure Committee
	+ Provost
	+ President
* Candidate’s response to any letter

Provost Patterson presented the [list of 17 faculty candidates](https://www.unf.edu/trustees/files/agendas-minutes-materials/2024/2024-6/certified.rf.6.10.24-BOT-ASA-Meeting-Book.pdf#page=6) who have been recommended for tenure for the 2023-2024 academic year. Each of these candidates have been thoroughly reviewed according to rigorous departmental and institutional standards during a one-year process and recommended for tenure by external subject matter experts, the candidate’s departmental committee of peers, the candidate’s department chair, the candidate’s college dean, the University Promotion and Tenure Committee, the Provost, and the President.

Provost Patterson stated that the 17 faculty members were unanimously endorsed with no dissenting votes at any level and Board approval is requested.

Trustee Lazzara asked what the financial benefits are to receiving tenure. When a faculty member is tenured there is a 12.5% increase to their base salary.

Chair Egan asked for a MOTION to approve the slate of Faculty Tenure Candidates for academic year 2023-2024. Trustee Binder made a MOTION to APPROVE and Trustee Lazzara SECONDED. The committee unanimously approved the motion.

## Tenure Upon Hire – Dr. Weimin Gao, Chair, Department of Public Health, Brooks College of Health

Dr. Mei Zhao, Interim Dean of Brooks College of Health, presented the tenure upon hire of Dr. Weimin Gao. Dr. Gao has been selected and hired as Chair of the Department of Public Health and holds a Master of Science in Biostatistics and a Ph.D. in Environmental and Occupational Health from the University of Pittsburgh. He comes to UNF from the Department of Occupational and Environmental Health Sciences, School of Public Health, at West Virginia University, where he was also a tenured Professor and member of the West Virginia University Cancer Institute. In 2023, Dr. Gao was named a Fellow of the Academy of Toxicological Sciences.

Chair Egan asked for a MOTION to approve the tenure upon hire of Dr. Weimin Gao. Trustee Binder made a MOTION to APPROVE and Trustee Moore SECONDED. The committee unanimously approved the motion.

## Tenure Upon Hire - Dr. Sebastian Fourné, Professor of Entrepreneurship, Department of Management, Coggin College of Business

Dr. Russell Triplett, Associate Dean of the Coggin College of Business, presented the tenure upon hire of Dr. Sebastian Fourné. Dr. Fourné was educated at Erasmus University in The Netherlands, where he earned both a Master of Science in Business Administration and a Ph.D. in Strategic Management from the Rotterdam School of Management. He has come to UNF by way of Canada, where he was tenured Associate Professor of Strategy & Entrepreneurship, Strategic Management Area, at Wilfrid Laurier University. Dr. Fourné has an impressive publication record with a theme of entrepreneurial activity. Dr. Triplett highlighted that this is a strategic hire for UNF.

Trustee Korman Shelton asked how often UNF grants tenure to new hires. President Limayem stated that this is an exception to the typical tenure process and taken seriously. He stated that tenure is only granted to new hires who are faculty members with a proven record of scholarship. This can be proven if a faculty member previously held tenure at a university that is at the same standing as UNF or if the faculty member has exceeded UNF’s criteria for ten years.

Chair Egan asked for a MOTION to approve the tenure upon hire of Dr. Sebastian Fourné. Trustee Moore made a MOTION to APPROVE and Trustee Binder SECONDED. The committee unanimously approved the motion.

## UNF General Education Core Courses

Provost Karen Patterson introduced Dr. Kaveri Subrahmanyam, Dean of the College of Arts and Sciences.

Dr. Subrahmanyam the UNF general education recommendations for committee consideration. SB 266 requires that institutions, boards of trustees and the president annually review and approve each institution’s general education course offerings at a public meeting.

Dr. Subrahmanyam noted that after two years of work, the General Education Task Force proposed a final list of general education course options for Board consideration. Per statute, all students in Florida post-secondary institutions must complete 36 credit hours of general education coursework.

The statute also specifies that each institution must annually review, approve, and report general education offerings using the following criteria for each course: general education distribution area, number of state colleges and universities that offer the course, and course level. Dr. Subrahmanyam referenced the [list of all general education courses at UNF](https://www.unf.edu/trustees/files/agendas-minutes-materials/2024/2024-6/certified.rf.6.10.24-BOT-ASA-Meeting-Book.pdf#page=8), noting whether each course was removed, updated, or added. The committee unanimously approved this item. This course list will be forwarded to the Articulation Coordinating Committee then to the BOG for approval. This approval is tied to Performance-Based Funding. UNF general education recommendations were unanimously approved.

The annual review process will begin in Fall 2024 and is as follows:

1. Submission to the President and Board of Trustees (by June meeting)
2. Submission to Articulation Coordinating Committee (Sept. 1)
3. Submissions to the Board of Governors and Department of Education (Dec. 1)
4. If not approved, send back to institution for revision. (Next monthly BOG meeting)
5. If not approved by time performance-based funding is allocated, funds could be impacted and/or withheld.

Chair Egan thanked Dr. Subrahmanyam for the quality of her presentation and opened the opportunity for questions or comments.

Hearing none, Chair Egan asked for a MOTION to approve UNF’s general education core courses. Trustee Moore made a MOTION to APPROVE and Trustee Lazzara SECONDED. The committee unanimously approved the motion.

## Annual Academic Degree Program List (August 2024 - July 2025)

The Board of Governors amended Board Regulation 8.011, Authorization of New Academic Degree Programs and Other Curricular Offerings, on March 27, 2024.

Dr. John Kantner, Senior Associate Provost of Faculty & Research, provided background on the amended BOG Regulation 8.011, which requires universities to provide the Board office with a list of the new academic degree programs that will be considered by the university boards of trustees for the upcoming academic year. The university's board of trustees must review this list before submission.

Dr. Kantner presented the Annual Academic Degree Program List for August 2024 - July 2025 for review:

* CIP Code: 52.0201, *Doctor of Business Administration*
	+ Level: Doctorate
	+ Other SUS Institutions that offer the program: UF, USF, FIU, FAU
	+ Projected student enrollment for Year 1: 22
* CIP Code: 30.7001, *Master of Science in Data Science*
	+ Level: Masters
	+ Other SUS Institutions that offer the program: UWF, FIU, FAU, UCF, FSU
	+ Projected student enrollment for Year 1: 15
* CIP Code: 30.7104, *Bachelor of Science in Financial Technology*
	+ Level: Bachelors
	+ Other SUS Institutions that offer the program: None
	+ Projected student enrollment for Year 1: 20
* CIP Code: 31.0505, *Bachelor of Science in Kinesiology*
	+ Level: Bachelors
	+ Other SUS Institutions that offer the program: FAU, FGCU, UWF, UCF
	+ Projected student enrollment for Year 1: 180

## Review of Academic and Student Affairs Committee Charter

The Committee reviewed proposed changes to the at its February 22, 2024 meeting. Robyn Blank, Chief Compliance Officer, will present the final draft for committee consideration.

Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented the final draft of the Academic and Student Affairs Committee Charter. Ms. Blank explained that the action plan adopted by the Board requires regular review of the committee charters and bylaws every two years. A draft version of this committee’s charter was presented in February, organizing the existing content into a template with four sections: roles and purpose, authority, membership and meetings, and committee responsibilities. Duplicate sections in the bylaws, such as those regarding quorum and sunshine laws compliance, have been removed.

The charter for this committee underwent minor revisions to move details of committee functions into the charter and to create uniformity of contents and form. Additionally, duplicated sections from the bylaws were removed and elements reflecting the committee’s duties were added. For example, the review of legislative budget requests was added, while the approval of the annual Florida Equity Report has been removed due to the BOG removing that requirement.

Chair Egan asked for a MOTION to approve the final draft of the Academic and Student Affairs Committee Charter. Trustee Moore made a MOTION to APPROVE, and Trustee Barrett SECONDED. The Academic and Student Affairs Committee Charter was unanimously approved by the Board.

## Adjournment

Chair Egan adjourned the meeting at 12:40 PM.