

**Academic Affairs Committee
August 17, 2023
Zoom Webinar
Minutes**

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Committee Meeting

9:06 a.m.

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

I. Call to Order

- A. The meeting of the UWF Board of Trustees Academic Affairs Committee was called to order at 9:06 a.m. by committee Chair Stephanie White.

II. Roll Call

- A. Chair White asked Anna Lochas to conduct roll call. Trustees Stephanie White, Paul Hsu, and Susan James were in attendance.
- B. Other Trustees in attendance included:
 1. Suzanne Lewis, Dick Baker, Ariauna Range, Alonzie Scott, Bob Sires, and Jill Singer.
- C. Others in attendance included:
 1. Martha Saunders, President; Gary Liguori, Provost & Senior Vice President; Gregory Tomso, Vice President of Academic Engagement & Student Affairs; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Cindy Talbert, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Michelle Williams, Vice Provost; Matthew Schwartz, Associate VP, Research Administration and Engagement; Dan Lucas, Associate Vice President for Advancement; Jeffrey Djerlek, Associate Vice President of Finance and Controller; Christophe Lizen, Director of Institutional Research; Michael Wyatt, Assistant General Counsel; Aurora Osborn, Interim Director, Campus Culture and Access; Allan Pierce, Lead Help Desk Analyst; and Anna Lochas, BOT Liaison.

III. Greeting

- A. Chair White welcomed everyone to the meeting and extended a special welcome to Dr. Susan James, the newly appointed Faculty Senate President and new member of the Board of Trustees. Chair White noted that Trustee James will serve as a member of the Academic Affairs Committee as the Faculty Senate representative. Chair White noted that there were 6 action items and 1 information item on the Academic Affairs Committee agenda.

IV. Public Comment

- A. Chair White opened the floor for public comment. There were none.

V. New Business

- A. Action Item

1. ACA-1: Approval of Tenure as a Condition of Employment
 - a. Chair White moved to the first agenda items and identified that the Provost and Senior Vice President, Dr. Gary Liguori would be presenting the action item.
 - b. Dr. Liguori presented the action item which was the approval of tenure as a condition of employment for Dr. Hossain Shahriar and Dr. Meng Yu. Dr. Liguori identified that Dr. Hossain Shahriar was being presented for consideration for tenure for the position of Associate Director for the Center for Cybersecurity and Professor in the Department of Information Technology. Dr. Liguori identified that Dr. Meng Yu was being presented for consideration for tenure for the position of Chair and Professor for the Department of Cybersecurity.
 - c. Chair White asked for a motion to approve tenure as a condition of employment for Dr. Hossain Shahriar and Dr. Meng Yu.
 - i. Motion by: Trustee Lewis
 - ii. Seconded by: Trustee Hsu
 - iii. Motion passed unanimously.
2. ACA-2: Approval of the 2022-2023 UWF Institutes & Centers Annual Report
 - a. Chair White moved to the second action item which was presented by Vice Provost, Dr. Michelle Williams.
 - b. Dr. Williams presented the 2022-2023 UWF Institutes and Centers Annual Report. Dr. Williams noted that the Florida Board of Governors requires annual reporting to detail Institutes and Centers expenditure information for the prior fiscal year as outlined in Florida Regulation 10.015 Institutes and Centers. Dr. Williams informed the committee that the report will be submitted to the Florida Board of Governors once it is approved by the Board of Trustees.
 - c. Chair White asked for a motion to approve the 2022-2023 UWF Institutes and Centers Annual Report.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.

3. ACA-3: Approval of New UWF Reg. 5.070 Linking Industry to Nursing Ed. Fund
 - a. Chair White moved to the third action item which was presented by Vice Provost, Dr. Michelle Williams.
 - b. Dr. Williams discussed the new UWF regulation 5.070 Linking Industry to Nursing Education Fund. Dr. Williams identified that the Linking Industry to Nursing Education (LINE) Fund allows for state universities to receive matching funds for every dollar contributed by a healthcare partner. Dr. Williams explained that the Board of Governors regulation (BOG Reg 8.008, Nursing Education), which governs the LINE funding, requires that Universities adopt regulations for the administration of the LINE Program. Dr. Williams further explained that the proposed new UWF regulation is intended to fulfill this last requirement and is aligned to the requirements set forth in the BOG regulation.
 - c. Chair White asked for a motion to approve the New UWF Regulation 5.070 Linking Industry to Nursing Education Fund.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
4. ACA-4: Approval of New UWF Regulation 2.001 Post-Tenure Review
 - a. Chair White identified that Dr. Michelle Williams would be presenting the fourth action item.
 - b. Dr. Williams presented New UWF Regulation 2.001 Post-Tenure Review. Dr. Williams explained that the Florida Board of Governors Regulation 10.003, Post-Tenure Faculty Review, requires that each tenured State University faculty member undergo a comprehensive post-tenure review to ensure high standards of quality and productivity among the tenured faculty in the State University System. Dr. Williams identified that tenured faculty would undergo post-tenure review in the fifth year following their last promotion or their last comprehensive review, whichever is later.
 - c. Chair White asked for a motion to approve the New UWF Regulation 2.001 Post-Tenure Review.
 - i. Motion by: Trustee Hsu

- ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 5. ACA-5: Approval of Revised UWF Reg. 3.040 Textbook and Instructional Materials Affordability
 - a. Chair White ask Dr. Michelle Williams to present the fifth action item.
 - b. Dr. Williams discussed the Revised UWF Regulation 3.040 Textbook and Instructional Materials Affordability. Dr. Williams explained that the Florida Board of Governors Regulation 8.003 Textbook and Instructional Materials Affordability and Transparency was recently updated to require universities to maintain a database of required and recommended textbooks and instructional materials that is searchable by specified components and downloadable. Dr. Williams identified that the revisions to UWF Regulation 3.040 Textbook and Instructional Materials Affordability incorporate these changes.
 - c. Chair White asked for a motion to approve the Revised UWF Regulation 3.040 Textbook and Instructional Materials Affordability.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 6. ACA-6: Approval of the 2023 UWF Textbook & Instr. Materials Affordability Report
 - a. Chair White moved to the sixth and last action items which was presented by Dr. Michelle Williams
 - b. Dr. Williams reviewed the 2023 UWF Textbook and Instructional Materials Affordability Report which is required by the Florida Board of Governors Regulation 8.003 to be submitted to the Chancellor of the State University System by September 30 each year. Dr. Williams explained that the University evaluated the cost for each course section, finding that 56% of all Fall 2022 course sections and 57.5% of all Spring 2023 course sections had instructional materials of no cost or low cost (\$20 or less per credit hour) to students. Dr. Williams stated that the University efforts to reduce the cost of textbooks and instructional materials include using OERs (Open Educational Resources), test-piloting

textbooks, deferring adoption of new editions where little substantive change exists, faculty development of their own course materials, and utilizing current online sources in place of textbooks. Dr. Williams also identified that the University Libraries continues to offer access to required print textbooks, resulting in students borrowing 3,942 textbooks 7,024 times in 2022-23. Finally, Dr. Williams explained that the state sets a compliance threshold at 95% for posting textbook and instructional materials 45 days prior to the first day of classes and that UWF had a Fall 2022 compliance rate of 100% and a Spring 2023 compliance rate of 100%.

- c. Chair White asked for a motion to approve the 2023 UWF Textbook and Instructional Materials Affordability Report.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.

B. Information Item

1. INFO-1: Summary of Degree Program Changes

- a. Chair White asked Dr. Michelle Williams to present the information item which was a summary of degree program changes. Dr. Williams explained that this information was listed as an information item because there were no new programs, deletion of programs, or significant modifications to programs that required board approval at this time.

VI. Other Business

- A. Chair White identified that all agenda items had been discussed. Chair White asked if the committee members had any additional business to discuss. No other business was discussed.

VII. Adjournment

9:30 a.m.

- A. Chair White thanked those in attendance for their participation. With no other business to discuss, Chair White adjourned the meeting at 9:30 a.m.