

Draft Minutes
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
UWF Conference Center Room A

Tuesday, March 20, 2007

Committee Chair Roy Smith called the meeting to order at 10:15 a.m. on Tuesday, March 20, 2007, in Room A, UWF Conference Center.

Committee members present:

Mr. Roy Smith
Dr. Jay Gould
Ms. Catherine Kelly
Mr. Christina Genualdi

Also attending:

Dr. Debbie Ford, Vice President for Student Affairs
Dr. Barbara Lyman, Associate Vice President for Academic Affairs
Ms. Marie Glass, Coordinator for Administrative Affairs

Chair's Greetings

Chair Smith welcomed everyone to the meeting. He stated that Ret. General Horner and Collier Merrill would be unable to attend today's meeting.

Action Items

1. A motion was made to approve the Minutes of December 15, 2006 as presented by Chair Smith.
http://www.uwf.edu/trustees/Mar20_07/ADAandSAMN1215.pdf

Motion by: Trustee Gould
Seconded by: Trustee Kelly
It passed unanimously.

2. A motion was made to approve a Request to Offer a New Degree Program—Master of Social Work (MSW) as presented by Dr. Barbara Lyman.
Supporting documentation: http://uwf.edu/trustees/Mar20_07/MSW_New.pdf

Chair Smith called on Dr. Lyman to present the motion. Dr. Lyman stated she would give a brief overview then introduce some of the principals to answer questions. She said the Board previously approved the Request to Explore and Plan a New Academic Program, Master of Social Work (MSW) in June 2004. Today, she comes forth to Request to Offer a New Degree Program for the Master of Social Work program. She called attention to an error on the agenda. The Implementation Plan for this program is proposed to begin Fall Semester 2008, not 2007. She noted that according to Florida Statutes, Legislature approval has to be sought for all programs involving or leading to licensure. She stated that Mr. David Mann, Governmental Relations, has filed bills so that the Florida Legislature can approve this program following approval by the Board of Trustees. She continued that the Master of Social Work program is offered through the College of Professional Studies. She shared that according to the National Association of Social Workers, social workers are the nation's largest providers of mental health services. In regards to the need for the program, according to the Department of Labor Occupational Outlook Handbook, on average, social work will have the fastest average growth in employment of all occupations through the year 2014. She briefly discussed job prospects for graduates of the MSW program, projected enrollment over the first five years, the curriculum, student-learning outcomes, methods of assessments, current resources of the University, and the one-year advanced standing option. She mentioned that the UWF undergraduate program has been nationally accredited since 1974 and that seven of the ten other State University System institutions already offer the Master of Social Work degree. She maintained that the University would be addressing a need within the Northwest Florida panhandle and would be in line

with other SUS institutions in offering this program. She introduced Dr. Don Chu, Dean of the College of Professional Studies to answer questions.

Dr. Chu first commended Dr. Lyman on her excellent overview of the program, and then introduced Dr. Glenn Rohrer, Chair of the Social Work Department. Dr. Chu stated that Dr. Rohrer had completely revitalized the Social Work program and further stated that the program is needed within our area due to weather events and meeting the needs of our military and their families.

Dr. Rohrer also commended Dr. Lyman on her summarization of the program, and then opened the floor for questions. Chair Smith asked if the University was proceeding with the request simply because of the demand of the Master's program. Dr. Rohrer responded that it was and noted that it has been well documented by the demand figures from the Department of Labor. He continued that the closest universities to offer the MSW program are the University of Alabama and Florida State University. UWF has graduated over 30+ years of students with Bachelors of Social Work degrees so the base of contacts is wide. Those contacts have stressed the need and desire for the MSW program. Florida State University's MSW's total online program takes about 2-3 years to complete, and has generated some negative feedback.

Chair Smith asked if UWF would require additional faculty for the MSW program. Dr. Rohrer replied that there are ten UWF faculty members readily available. The accreditation standards require six faculty members who are devoted to the MSW program and two who are devoted to the Bachelor's program so UWF has sufficient faculty in place. Trustee Kelly inquired of anticipated class size. Dr. Lyman stated 15 students initially and Dr. Rohrer continued that they anticipate the class size to increase to about 30 afterwards. Chair Smith asked about the career path someone with a Master's in Social Work could follow. Dr. Rohrer remarked there were a number of areas where the degree would be used, such as health care, mental health care, children and family services, gerontology, child welfare services, criminal justice, rehabilitation services, developmental disability services, school social workers, substance abuse treatments, and community development. In addition, there is a strong presence in the military in both the health care and mental health care areas. He added that students who complete the two-year MSW program, plus a supervised two-year post-Master's work, and pass a national examination to receive their license, could bill insurance companies for private therapy. Chair Smith called for approval.

Motion by: Trustee Gould
Seconded by: Trustee Kelly
It passed unanimously.

3. A motion was made to approve a Request to Implement a New Degree Program—Master of Science in Nursing (MSN) as presented by Dr. Barbara Lyman.
Supporting documentation: http://uwf.edu/trustees/Mar20_07/R_to_E_Plan_MSN.pdf
http://uwf.edu/trustees/Mar20_07/R_to_IMSN.pdf

Dr. Lyman introduced the Request to Implement a New Degree Program—Master of Science in Nursing (MSN) for the committee's approval. She stated that the faculty had approved the offering of the new degree program, which is to be implemented the fall semester of 2007, and noted that both requests had received all the University's internal approvals. She continued that rolled into this request for the Board's approval is the Request to Explore and Plan and stated that given the need and support for the program, they have the confidence to be able to deliver a quality program. The other reason for rolling both stages into one is to receive Legislative approval, which is currently in session. She noted there is the House Bill 515 and the companion bill, Senate Bill 1648, called the University of West Florida Master of Science Degree Programs in Nursing and Social Work. Dr. Lyman further noted the program is offered by the Nursing Department, under the Division of Allied Sciences and Allied Health, in conjunction with the College of Business and the College of Professional Studies. There will be two tracks of specialization within the MSN program. One is the Nursing Education Track, which will prepare nurse educators. The second track is the Nursing Administration Track. Also offered in the program is a certificate in geriatric nursing.

Dr. Lyman continued that over 875 additional nurses would be needed within the Northwest Florida region between the years 2004-2012, which would also indicate the need for nursing educators at the MSN level. She remarked that regional healthcare providers have offered support for the program through donations and

other commitments of further support. Additionally, the national nursing shortage has been documented through white papers, surveys, professional articles, and various federal reports.

Dr. Lyman presented an overview of the projected enrollment, the content of the curriculum, student-learning outcomes, assessment of effectiveness of the program, available resources in order to offer the program, and the impact on other programs. She commented that UWF and the New College of Florida are the only schools within the SUS that do not offer the MSN degree.

She introduced Dr. George Ellenberg, Associate Dean of the College of Arts and Sciences, and stated he would introduce the principals related to the MSN program. Dr. Ellenberg commended Dr. Lyman for an excellent overview and explained that Dr. Halonen was unable to attend the BOT meeting because she was meeting with the SUS engineering deans.

Dr. Ellenberg emphasized that the UWF Nursing undergraduate program, which is a healthy and vigorous program, has received great support from the community. This is due to the efforts of Dr. George Stewart, who has built bridges and strong relationships with the healthcare community in this area. Dr. Ellenberg introduced Dr. Stewart, head of the division of Life and Health Sciences, and Ms. Diane Gardner from the Nursing Department, to answer any questions.

Chair Smith commented that considering the University had just started the undergraduate program in Nursing and with the limited number of student allocated openings in the program as permitted by licensing regulations, asked if there would be any impact on additional faculty requirements. Dr. Stewart responded that there should not be any impact. They are trying to get enough community support to hire two more faculty members exclusively for the MSN program. He continued that UWF has two faculty members who are PhD prepared, so they should have sufficient faculty to cover the programs. Dr. Lyman mentioned that having PhD faculty teach the MSN program is a SACS requirement.

Dr. Stewart remarked that 42,000 qualified applicants nationwide were declined for acceptance into the BSN and MSN programs. He continued that by the year 2011, there would be a shortage of 1.2 million nurses, and that between the years 2011-2020, 55% of the nursing force would retire. Other discussion included the large demand for nurses, the desire of nursing students to enter management positions that require a clinical background, and the national shortage of MSN faculty. Dr. Stewart stated that this program would provide students with the background to go into administration; hence, the critical need of the two tracks. Additional discussion included students and healthcare community members who would move into the MSN program, the purpose behind the MSN program being online, the current shifts nurses are working, clinical responsibilities, the business aspect of the MSN program, and the trend by hospitals and agencies.

Trustee Kelly remarked on Blue Cross Blue Shield's support of these programs and the scarcity of healthcare professionals, as well as the effect on patient safety and quality. She continued with several issues for UWF to address, such as how does UWF expect to attract faculty when other institutions have found it to be a challenging effort, how does UWF plan to increase the diversity in the faculty Nursing ranks, and could more information be provided regarding the geriatric certificate? Dr. Stewart responded to the first question by stating they have been working closely with many qualified healthcare community members who would like to invest more time in teaching and would like to come on board with the MSN program. He continued that there is an opportunity to expand and design this program, which could be considered an attractive element during the search process. In reference to the second question, Dr. Stewart stated there are currently two underrepresented minorities on the faculty who serve as great role models for the students, which could be used as a basis to attract other minorities to the program. Ms. Gardner responded to the third question regarding the geriatric certificate program by stating that there many people within this area who are in need of geriatric care. Therefore, the University can help address this need by providing a certificate program, which would indicate that the students have completed training in specific areas of geriatric care.

Concerns were expressed regarding the fulfillment of clinical requirements for an online class, as well as the administration of online examinations with the assurance that the enrolled student is the one actually taking the test. Responses included that students can arrange their own clinical experiences, with faculty member approval, and it was noted that hospitals are willing to cooperate in this effort. Online examinations, which are set up through the e-learning system, have time limits on them. In addition, at the Master's level in Nursing, there are many projects and papers, so there are few examinations to be administered. One other method

being considered is to administrator proctor examinations, which is currently used in the Masters in Public Health (MPH) program.

Other discussion included the positive impact the MSN program would have on graduate students, as well as attracting undergraduate students who want to enroll into a program where they can move up. It was noted that UWF's Nursing program has to turn down approximately 160 qualified applicants each year due to the restriction of 40 slots as set by the State Board of Nursing. The State Board of Nursing sets limits on new programs until the provisional status of the program has been completed. Another reason the State Board of Nursing limits the number of students is due to the number of limited spaces within clinical facilities. UWF's Nursing program just completed a very successful Commission on Collegiate Nursing Education (CCNE) accreditation visit and since has requested an increase of 10 slots from the State Board of Nursing. Dr. Stewart closed by stating there were two more issues involved in the process. One issue included UWF working closely with Pensacola Junior College (PJC). PJC provides a simulation center, which gives UWF students clinical experiences that are acceptable to the State Board of Nursing. The other issue is that UWF and PJC are trying to convince area hospitals that they need to invest in our students since our students will remain in the area. Currently, there are other outside institutions using these same facilities.

Chair Smith called for a motion.

Motion by: Trustee Kelly
Seconded by: Trustee Gould
It passed unanimously.

4. A motion was made to approve the Academic Learning Compact Policies and Procedures as presented by Dr. Barbara Lyman.

Supporting documentation: http://uwf.edu/trustees/Mar20_07/ALC_PandP.pdf
http://uwf.edu/trustees/Mar20_07/ALC_PG.pdf

Dr. Lyman introduced the UWF Academic Learning Compact Policies and Procedures action item for approval. She gave a brief review of the Florida Board of Governor's 2003 mandate that all universities adopt the Academic Learning Compacts (ALC) for baccalaureate degree programs. In November 2004, the BOT approved the Action Plan for Developing Academic Learning Compacts. Following that, the University had to develop policies and procedures for developing, implementing, and reviewing the Academic Learning Compacts. The Academic Council and the Faculty Senate have approved the ALC policies and procedures. She further noted that their office reports regularly to the Board of Governor's office on the ALC progress and to date, they have submitted four updated ALC reports. Chair Smith asked if the University had been consistent with what other universities had been doing. Dr. Lyman responded that UWF has been highly consistent in that they followed the BOG policy closely and they modeled some of the policies and procedures after what other universities have done. She explained that when students enroll in a baccalaureate program at UWF, the University certifies them for graduation as having met the requirements of the ALC and as having studied in programs in which the University has articulated core student-learning outcomes.

Dr. Gould remarked that the University is simply being very explicit about what it expects the programs to provide and for the students to master. He continued that another approach of UWF would be to add project management, which gets more into the area of the ability to apply knowledge and skills. Chair Smith asked Trustee Genualdi if students were conscious of the learning assessment. She responded that professors are teaching the materials but they do not specifically state that it is an Academic Learning Compact. Other discussion included course specific student-learning outcomes, the curriculum audit for courses, as well as the numerous times outcomes may appear within courses to ensure that nothing is lost.

Chair Smith asked Dean Ranelli if this would impact their upcoming accreditation by the American Assembly of Collegiate Schools of Business (AACSB). Dr. Ranelli remarked that they are scheduled for the reaffirmation of the AACSB accreditation in February 2008 and listed the three areas of review: Strategic Management, Assurance of Learning, and Qualifications of Participants.

Chair Smith asked Dr. Lyman if the University would be required to report to the Board of Governors. Dr. Lyman stated that they would report to the BOG once they have obtained approval from the BOT.

Chair Smith asked for a motion.

Motion by: Trustee Kelly
Seconded by: Trustee Gould
It passed unanimously.

Informational/Discussion Items

1. Follow-up on UWF Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) by Dr. Barbara Lyman.
Supporting documentation: http://uwf.edu/trustees/Mar20_07/SACSCOC_response.pdf
http://uwf.edu/trustees/Mar20_07/UWF_Accred_Status.pdf

Dr. Lyman referenced the March 2005 SACS accreditation visit in which six concerns were expressed by the Commission. As requested by the Commission, she stated that UWF submitted a First Monitoring Report, which clarified two of the six concerns in October 2006. In January 2007, the SACS Commission responded to UWF's First Monitoring Report and stated that two of the four remaining concerns had been successfully addressed. The SACS Committee then requested the University to submit a Second Monitoring Report by September 2007 for the remaining two concerns. The Second Monitoring Report will document that all departments and units will participate in the planning and assessment system and will demonstrate that program and learning outcomes will be evaluated through a full cycle. She stated that departments who have undergraduate and graduate programs have been surveyed and have reported that they are very confident that these two items have been satisfactorily addressed. They have worked closely with the Director of Center for Teaching, Learning, and Assessment (CUTLA), the deans, associate deans, and chairs to ensure that they can document they have been through a complete cycle of assessment for student-learning outcomes. In addition, the faculty has reviewed the results of the assessment and determined if any changes would be made to the program based upon the results and assessment. Chair Smith asked Dr. Lyman to present an update to the BOT at the January 2008 meeting as to the SACS Commission's response to the Second Monitoring Report. Dr. Lyman closed by stating the two remaining concerns expressed by SACS were their expectation of the University to develop and complete the assessment cycle for the baccalaureate programs, and that college-level competencies have been identified and that graduates have attained those competencies.

2. Program Changes Update by Dr. Barbara Lyman
Supporting documentation:
Health Education, B.S. http://uwf.edu/academic/bitagebdautens/Health_Ed_BS_CCR1.pdf
Music, B.A. http://uwf.edu/academic/botagendaitems/Music_BA_CCR1.pdf
http://uwf.edu/academic/botagendaitems/Music_BA_CCR2.pdf
http://uwf.edu/academic/botagendaitems/Music_BA-CCR3.pdf

Special Education, B.A. http://uwf.edu/academic/botagendaitems/Spec_Ed_BA_CCR1.pdf
Health Education, M.S. http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR1.pdf
http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR2.pdf
http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR3.pdf

Special Education, M.A. http://uwf.edu/academic/botagendaitems/Spec_Ed_MA_CCR1.pdf

In regards to the Program Changes Update, Dr. Lyman stated that the program changes represent name changes in the updating of the curriculum and the wording that is used in it to reflect what is now practiced in the field. She stressed that none of these changes represent the creation of a new program. She followed by reading the name changes aloud.

Other Items

Chair Smith asked Dr. Ford if she had any comments on Student Activities. Dr. Ford reported that she would present a written report, as well as a full student accomplishment report to be included the minutes, at the Board meeting. In addition, she remarked that a summary of student accomplishments would be published in the Argo Applause. She gave a brief update about some student accomplishments. She stated that they would continue to be very proud of what the students are doing as they continue their education or upon graduation. She shared the names of students who received various scholarships, research awards, and won championships and competitions. She noted the athletics programs continue to do very well. Chair Smith asked about the progress of the new Athletic Director search. She responded that the search committee has made great progress. The search committee has received over 100 candidates and has narrowed the field to three candidates. The candidates have been invited to the campus to meet with various campus groups and community members around late April or early May. She also stated that with Richard Berg's retirement on July 1, a retirement celebration for him would be held during the spring term.

In other areas of Student Affairs, Dr. Ford noted that they have been working to fill several position vacancies, as well as working on policies for the division. She referenced Sunday's Pensacola News Journal where the University was mentioned in an article related to women in the workforce. UWF was one of 10 institutions in the country that received the \$5,000 grant as awarded by the American Association of University Women to study pay equity. The project is called "Women's Payday – Got Equity?" UWF will match that grant allowance.

Dr. Ford stated that Dr. Rick Barth and Dr. Ruth Davison have completed the Housing Master Plan Task Force report. The report will be shared with the Campus Master Plan consultants, who will incorporate those recommendations into the full Campus Master Plan. Other discussion included the supply and demand for residence halls, UWF's unique student housing, renovation costs as compared to new building costs, bond payment, and the Childcare Center's capacity and waiting list.

Chair Smith called for a motion to adjourn.

Motion by: Trustee Gould
Seconded by: Trustee Genualdi
It passed unanimously.

Adjournment

The meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Marie Glass, Recording Secretary
April 12, 2007