

**DRAFT AGENDA**

**University of West Florida Board of Trustees Meeting**

**Emerald Coast – Fort Walton Beach**

**Friday September 7, 2007**

**Finance, Administration and Audit Committee 10:30 a.m. (B1/R126)**

**Academic and Student Affairs Committee 9:00 a.m. (B7/704)**

**Executive Committee 11:30 a.m. (B1/R126)**

**Full Board of Trustees Meeting 12:30 p.m. (B1/R126)**

Call to Order.....Mr. K.C. Clark  
Board Chair

Roll Call.....Faye Bowers

Chair’s Greeting.....Mr. K.C. Clark

President’s Report.....Dr. John C. Cavanaugh

Faculty Recognition  
Dr. Barbara Lyman.....Vice Provost

Student Achievements  
Dr. Debbie Ford.....Vice President for Student Affairs

**Committee Reports**

**Finance, Administration & Audit Committee** .....Mrs. Sharon Hess Herrick  
Committee Chair

10:30 a.m. B1/R126

**Action Items**

1. Minutes of June 14, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_FN\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_FN_MN.pdf) (6 pages)
2. Authorization to Sign UWF Checks
3. Florida Bright Futures Scholarship Program Audit (REPORT NO. 2008-006)

Informational/Discussion Items  
2006-07 Operating Budget Update

Other Finance Items

**Academic & Student Affairs Committee**.....Mr. Roy Smith  
Committee Chair

9:00 a.m. B7/R704

**Action Items**

1. Minutes of June 14, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_Acad\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_Acad_MN.pdf) (2 pages)  
Student Accomplishments June 14 BOT Meeting  
[http://uwf.edu/trustees/Sept7\\_07/St\\_Accomp\\_June2007.pdf](http://uwf.edu/trustees/Sept7_07/St_Accomp_June2007.pdf) (4 pages)
2. Honorary Degree Reverend H. K. Mathews

Informational/Discussion Items

1. Summary of Degree Program Changes 2006-07
2. Update on Accreditation of College of Business
3. Update on Final Approval of (MSN) Master Science Nursing & (MSW) Master Social Work (Written Report Only)
4. Follow-up (SACS) Southern Association of Colleges & Schools Reaffirmation of Accreditation
5. CHOICES Grant Update/Presentation
6. Enrollment Update (Orientation, Admissions, Housing & Retention)
7. Student Affairs and NSSE Update
8. Significant Student Accomplishments & Recognition

Other Academic Items

**Executive Committee**.....Mr. K.C. Clark

11:30 a.m. B1/R126

**Action Items**

1. Minutes of June 14 and July 27, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_EX\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_EX_MN.pdf) (2 pages)  
[http://uwf.edu/trustees/Sept7\\_07/72707\\_EX\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/72707_EX_MN.pdf) (2 pages)
2. Presidential Goals

Other Executive Items

**Other Board of Trustee Items**

**Action Items**

1. Minutes of June 14 and 15, 2007  
[http://uwf.edu/trustees/Sept7\\_07/61407Full\\_BOT\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/61407Full_BOT_MN.pdf) (6 pages)  
[http://uwf.edu/trustees/Sept7\\_07/061507SPM\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061507SPM_MN.pdf) (2 pages)
2. Delegation of authority to Executive Committee to ratify UFF Contract
3. Presidential Goals
4. Tenure as a Condition of Employment

Informational/Discussion Items

1. Development/Campaign Update
2. Emerald Coast Update
3. Residency Requirements

4. Discuss "Florida Congressional Delegation Request Regarding International Higher Education Issue"
5. Calendar Update
6. Meeting Survey Results of 6/14/07
7. Meeting Survey for Today
8. **Other Events**
  - 40<sup>th</sup> Anniversary Celebration September 25 – 29
  - Dec 14<sup>th</sup> BOT meeting at UWF Conference Center
  - Dec 15<sup>th</sup> Fall Commencement at Pensacola Civic Center

Adjournment

**DRAFT AGENDA**

**University of West Florida Board of Trustees**  
Emerald Coast - Fort Walton Beach Campus

**Finance, Administration and Audit Committee Meeting 10:30 a.m. (B1/R126)**

September 7, 2007

Call to Order.....Mrs. Sharon Hess Herrick  
Committee Chair

Roll Call.....Ms. Kim Spear

Chair's Greeting

**Action Items**

1. Minutes of June 14, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_FN\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_FN_MN.pdf) (6 pages)
2. Authorization to Sign UWF Checks
3. Florida Bright Futures Scholarship Program Audit (Report # 2008-006)

Informational/Discussion Items  
2006-07 Operating Budget Update

Other Finance Items

Adjournment

## Action Item

### **UWF Board of Trustees Meeting** Finance, Administration & Audit Committee September 7, 2007

**Issue:** Authorization to Sign University of West Florida Checks

**Proposed action:** Approve

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**Background information:** STATUTORY AUTHORITY: Section 1011.42(7), Florida Statutes (2005), University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

**Recommendation:** Approval and authorization to sign University of West Florida checks by adopting the following resolution:

WHEREAS, the Board of Trustees ("BOT") has approved depositories at banking institutions at which University funds may be deposited; and

WHEREAS, the University pays its legal obligations from said depositories; and

WHEREAS, the Board ("BOT") must state with particularity the legal name and title of University employees who are authorized to sign checks to pay the legal obligations of the University;

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Bank of Pensacola, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:

- John C. Cavanaugh, University President
- Hal M. White, Jr., Executive Vice President
- Colleen M. Asmus, University Controller
- Doyle C. Pitts, Assistant Controller

**Implementation Plan:** Immediately

**Fiscal Implications:** Fiscal oversight by the UWF Board of Trustees for the University of West Florida.

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**Supporting documents:** None

**Prepared by:** Colleen Asmus, Controller, 850 474 2642, [casmus@uwf.edu](mailto:casmus@uwf.edu)

**Facilitator/Presenter:** Colleen Asmus

**UWF Board of Trustees Meeting**  
 Finance Administration and Audit Committee  
 September 7, 2007

**Issue:** Review and acceptance of UWF Bright Futures Scholarship Program Audit by the Auditor General

**Proposed action:** Acceptance

**Background information:**

Annually, an audit of the university's Bright Futures Scholarship Program is conducted by the university's external auditors, Florida Auditor General.

This audit is of the Bright Futures Scholarship Program of the University of West Florida for the fiscal year ended June 30, 2005, was conducted pursuant to the provisions of Section 11.45, Florida Statutes, and applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

The scope of this audit included an examination of Bright Futures Scholarship Program administered by the University was included in the Auditor General's Statewide audit of the Bright Futures Scholarship Program administered by the State of Florida. **There were NO findings or recommendations for UWF.**

The Florida Bright Futures Scholarship Program was established by the Florida Legislature to provide lottery-funded scholarships to reward Florida high school graduates who merit recognition of their academic achievement, and enroll in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Florida Bright Futures Scholarship Program (Program) is the umbrella program for State funded scholarships based on academic achievement of high school students. The Program consists of three types of awards, the Florida Academic Scholarship, the Florida Medallion Scholarship, and the Florida Gold Seal Vocational Scholarship. The Top Scholars Award is also funded from Program moneys, and is an additional annual award for college-related expenses that is given to the student with the highest academic ranking in each school district.

During the 2005-06 fiscal year disbursements of awards from the Program to students enrolled in Florida's public universities and community colleges were \$239,892,977 and \$29,420,439, respectively, for a total of \$269,313,416. **UWF Bright Futures Program figures are as follow:**

Advances	Disbursements		
From Department	Scholarship Awards to Students	Refunds to Department	Total Disbursements
\$5,936,529	\$5,931,326	\$5,203	\$5,936,529

**Recommendation:** Acceptance of the 2005/06 Bright Futures audit report

**Implementation Plan:** None

**Fiscal Implications:** UWF's fiscal management of the Bright Futures Scholarship awards (\$5,936,529)

**Supporting documents:**

Florida Bright Futures Scholarship Program Audit (REPORT NO. 2008-006) (28 pages)  
[http://uwf.edu/trustees/Sept7\\_07/BrightFutures.pdf](http://uwf.edu/trustees/Sept7_07/BrightFutures.pdf)

**Prepared by:** Betsy Bowers, Associate VP for IAMC, 850 474 2636, [bbowers@uwf.edu](mailto:bbowers@uwf.edu)

**Facilitator/Presenter:** Betsy Bowers

**UWF Board of Trustees Meeting**  
Finance, Administration & Audit Committee  
September 7, 2007

**Issue:** 2006/2007 Operating Budget Update

**Proposed action:** Informational

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**Background information:**

2006/2007 Operating Budget Update – A summary of the University’s consolidated Operating Budget as of the fourth quarter is provided to show fiscal year outcomes, all of which were positive, as well as trends in Fund balances.

**Recommendation:** N/A

**Implementation Plan:** N/A

**Fiscal Implications:** N/A

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**Supporting documents:**

2006/2007 Operating Budget Summary (10 pages)  
[http://uwf.edu/trustees/Sept7\\_07/FY07\\_4th\\_Qtr.pdf](http://uwf.edu/trustees/Sept7_07/FY07_4th_Qtr.pdf)

**Prepared by:** Valerie Z. Moneyham, Associate Director of Budgets, 850 474 2041,  
[vmoneyha@uwf.edu](mailto:vmoneyha@uwf.edu)

**Facilitator/Presenter:** Barry Lee Brighton

**DRAFT AGENDA**

**University of West Florida Board of Trustees  
Emerald Coast – Fort Walton Beach Campus**

**Academic and Student Affairs Committee Meeting 9:00 a.m. (B7/R704)**

September 7, 2007

Call to Order..... Mr. Roy Smith  
Committee Chair

Roll Call.....Ms. Faye Bowers

Chair’s Greeting.....Mr. Roy Smith  
Committee Chair

**Action Items**

- 1. Minutes of June 14, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_Acad\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_Acad_MN.pdf) (2 pages)
- 2. Honorary Degree Reverend H. K. Matthews

**Informational/Discussion Items**

- 1. Summary of Degree Program Changes 2006-07
- 2. Update on Accreditation of College of Business (PPT)
- 3. Update on Final Approval of (MSN) Master Science Nursing & (MSW) Master Social Work (Written Report Only)
- 4. Follow-up (SACS) Southern Association of Colleges & Schools Reaffirmation of Accreditation
- 5. CHOICES Grant Update (PPT)
- 6. Enrollment Update (Orientation, Admissions, Housing & Retention)
- 7. Student Affairs & (NSSE) National Survey of Student Engagement Results Update (PPT)
- 8. Significant Student Accomplishments & Recognitions

**Other Academic Items**

**Adjournment**

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Honorary Degree to Reverend H. K. Mathews

**Proposed action:** Awarding honorary doctoral at UWF 2007 Fall Commencement

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**Background information:**

Reverend H. K. Mathews is a Pensacola icon well known for his exemplary leadership for Civil Rights in the 1960's. He was jailed thirty-five times during his activism. He risked his life and family's safety in his quest for social justice; yet he remained at the forefront of demonstrations. Reverend Matthews' struggles were recently vindicated when the City Council of Pensacola dedicated a park in his name and honor. He exceeds the criteria for being a recipient of an honorary degree.

**Recommendation:**

The UWF Honorary Awards and Recognition Committee met on August 29, 2007 to discuss the nomination of Reverend H. K. Mathews for an honorary doctorate appropriately named Doctorate of Humane Letters. President John Cavanaugh reviewed the eligibility criteria and summarized the accomplishments of the nominee. Discussion ensued as to the candidate's record. A motion in favor of awarding the degree was made, seconded, and passed unanimously.

**Implementation Plan:** To be conferred on December 15, 2007 UWF Fall Commencement.

**Fiscal Implications:** None

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**Supporting documents:**

Minutes of Honorary Awards Committee Meeting (2 pages)  
[http://uwf.edu/trustees/Sept7\\_07/HARC\\_MN\\_82907.pdf](http://uwf.edu/trustees/Sept7_07/HARC_MN_82907.pdf)

Reverend H. K. Mathews biography (1 Page)  
[http://uwf.edu/trustees/Sept7\\_07/HK\\_Matthews.pdf](http://uwf.edu/trustees/Sept7_07/HK_Matthews.pdf)

Reverend H.K. Mathews provided by Lusharon Wiley (2 pages)  
[http://uwf.edu/trustees/Sept7\\_07/HK\\_Matthews\\_L\\_Wiley.pdf](http://uwf.edu/trustees/Sept7_07/HK_Matthews_L_Wiley.pdf)

**Prepared by:** Faye Bowers, Executive Specialist, 850 474 2009, [fbowers@uwf.edu](mailto:fbowers@uwf.edu)

**Facilitator/Presenter:** Barbara Lyman

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Summary of Degree Program Changes Approved during the Period July 1, 2006, through June 30, 2007

**Proposed action:** Informational

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**Background information:** This item provides the Board a summary of degree program changes approved through the University governance process during the period July 1, 2006, through June 30, 2007. The Provost's staff has prepared a summary shown immediately below. A more detailed matrix is available through the hyperlink in the Supporting Documents section.

2006-2007 degree program changes were as follows.

Actions requiring Board review and approval

- A. New programs (2 during the period); both to be implemented in Fall 2008
- B. Deleted programs (0 during the period)
- C. Significantly Modified programs (3 during the period – name change – 2; degree change – 1)

Actions not requiring Board review and approval

- D. New specializations within existing degree programs (8 during the period)
- E. Deleted specializations within existing degree programs (3 during the period)
- F. New minors (2 during the period)
- G. Deleted minors (1 during the period)

Routine changes to specializations and minors not requiring Board review and approval

- H. Modified specializations (56 during the period)
- I. Modified minors (3 during the period)

**Recommendation:** Information item; no action required.

**Implementation Plan:** UWF follows established timelines and policies of the University governance process, Board of Trustees, and Board of Governors regarding academic program development.

**Fiscal Implications:** Addressed at time of approval.

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**Supporting documents:**

1. Program Change Summary 2006 – 2007 (1 Page)  
[http://uwf.edu/academic/botagendaitems/Program\\_Change\\_Summary\\_2006\\_2007.pdf](http://uwf.edu/academic/botagendaitems/Program_Change_Summary_2006_2007.pdf)

**Prepared by:** Barbara Lyman, Vice Provost for Academic Programs and Planning, 850-474-2035  
[blyman@uwf.edu](mailto:blyman@uwf.edu)

**Facilitator/Presenter:** Barbara Lyman

**UWF Board of Trustees Meeting  
Academic and Student Affairs Committee  
September 7, 2007**

**Issue:** Update on Accreditation of the College of Business

**Proposed action:** Informational

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**Background information:**

The University of West Florida's College of Business is internationally accredited by the Association for Advancement of Collegiate Schools of Business (AACSB International).

**A. Eligibility**

1. Offer degree granting programs in business or management
2. Supported by continuing resources
3. All programs at all locations reviewed simultaneously
4. Demonstrate diversity in business programs
5. Expectations for ethical behavior by administrators, faculty, and students

**B. Scope of Accreditation**

The accreditation unit is the institution. The accreditation process presumes the inclusion of all degree programs delivered by the institution that permit 25 percent or more of the teaching for undergraduate programs or 50 percent or more of teaching for graduate programs to be in traditional business subjects. The institution may make a request to the AACSB Accreditation Coordinating Committee (ACC) to exclude certain degree programs.

**C. Standards**

**STRATEGIC MANAGEMENT STANDARDS**

1. Mission Statement
2. Mission Appropriateness
3. Student Mission
4. Continuous Improvement Objectives
5. Financial Strategies

**PARTICIPANTS STANDARDS**

6. Student Admission
7. Student Retention
8. Staff Sufficiency/Student Support
9. Faculty Sufficiency
10. Faculty Qualifications
11. Faculty Management and Support
12. Aggregate Faculty and Staff Responsibility
13. Individual Faculty Educational Responsibility
14. Student Educational Responsibility

**ASSURANCE OF LEARNING STANDARDS**

15. Management of Curricula
16. Undergraduate Learning Goals
17. Undergraduate Educational Level
18. Master's Level General Management Learning Goals
19. Specialized Master's Degree Learning Goals
20. Master's Educational Level
21. Doctoral Learning Goals (not applicable at UWF)

Initially accredited in 1994 with accreditation reaffirmed in 1998, the next full review with site visit will occur in February 2008. The Maintenance of Accreditation Application was submitted in July 2005. The Fifth-Year Maintenance of Accreditation Report will be due in November 2007.

**Recommendation:** Information item; no action required.

**Implementation Plan:** The College of Business is following the scheduled timeline for maintenance of accreditation.

**Fiscal Implications:** Addressed at time of program approval.

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**Supporting documents:**

COB Review of Business Program Portfolio (3 pages)

[http://uwf.edu/academic/botagendaitems/COB\\_review\\_of\\_Business\\_Program\\_Portfolio\\_8\\_07.pdf](http://uwf.edu/academic/botagendaitems/COB_review_of_Business_Program_Portfolio_8_07.pdf) (PDF)

The Association to Advance Collegiate Schools of Business (AACSB) International at <http://www.aacsb.edu/>

UWF College of Business at <http://uwf.edu/cob>

**Prepared by:**

Barbara G. Lyman, Associate Vice President Academic Affairs, 850 474 2035, [blyman@uwf.edu](mailto:blyman@uwf.edu)

Edward Ranelli, Dean for College of Business, 850-474-2348, [eranelli@uwf.edu](mailto:eranelli@uwf.edu)

**Facilitator/Presenter:** Edward Ranelli

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Final Approval of MSN and MSW

**Proposed action:** Informational

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**Background information:** At its March 20, 2007, meeting the UWF Board of Trustees approved two new degree programs: the Master of Science in Nursing (MSN) and the Master of Social Work (MSW). Pursuant to Florida Statute, all programs leading to licensure in the State of Florida must have Legislative approval. To that end, Rep. Greg Evers and Sen. Don Gaetz, respectively, sponsored the primary and companion bills: HB 515 and SB 1648: University of West Florida MS Degree Programs in Nursing and Social Work.

On April 30, 2007, the Florida Senate passed House Bill 515 on final passage and the bill was forwarded to Governor Charlie Crist for signature. The Governor approved Chapter No. 2007-116 on Tuesday, June 12, 2007, at 7:43 p.m.

**Recommendation:** No action necessary.

**Implementation Plan:** The proposed programs are proceeding with implementation as available funds allow and as outlined in the Requests to Implement approved by the Board of Trustees on March 20, 2007.

**Fiscal Implications:** Fiscal implications of the programs were outlined in the Requests to Implement approved by the Board of Trustees on March 20, 2007.

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**Supporting documents:**

1. 2007 Florida Legislature House Bill 515: (1 Page)  
[http://uwf.edu/academic/botagendaitems/2007\\_FL\\_Legislature\\_House\\_Bill\\_515\\_UWF\\_MSN\\_MSW.pdf](http://uwf.edu/academic/botagendaitems/2007_FL_Legislature_House_Bill_515_UWF_MSN_MSW.pdf)
2. Record of final approval (3 Pages)  
[http://uwf.edu/academic/botagendaitems/MSN\\_MSW\\_Final\\_Approval.pdf](http://uwf.edu/academic/botagendaitems/MSN_MSW_Final_Approval.pdf)

**Prepared by:** Barbara G. Lyman, Vice Provost for Academic Programs and Planning, 850 474 2035,  
[blyman@uwf.edu](mailto:blyman@uwf.edu)

**Facilitator/Presenter:** None (written report only)

**UWF Board of Trustees Meeting  
Academic and Student Affairs Committee  
September 7, 2007**

**Issue:** Follow-up: Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS)

**Proposed action:** Informational

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**Background information:** In 2005, the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) reaffirmed the accreditation of the University of West Florida (UWF) through 2015. In conjunction with reaffirmation of accreditation, the SACS Visiting Committee requested that UWF address six recommendations. UWF successfully addressed two of the six recommendations in the *Response Report to the Visiting Committee* submitted September 26, 2005. UWF then successfully addressed two of the remaining four recommendations in its *First Monitoring Report* submitted October 6, 2006. We believe that UWF has now successfully addressed the two remaining concerns in the *Second Monitoring Report* submitted September 7, 2007, as summarized below.

**Commission Request related to CS 3.4.1 (All Educational Programs), Recommendation 5**

The institution has not yet demonstrated compliance because, according to its Monitoring Report, 91 percent of the undergraduate programs submitted assessment plans and reports and, of those, only 59 percent are considered complete by the university (p.67). Similarly, the report says that 78 percent of graduate programs have submitted their assessment plans and, of those, only 71 percent are considered complete (p.71).

A further report is requested and should include the following: documentation that all departments/units participate in the planning/assessment system, and demonstration through a full cycle that the institution evaluates program and learning outcomes.

**Summary of UWF's Response to CS 3.4.1-related request:** We demonstrate that all departments now participate in a system of planning, assessment, and curriculum review and revision for their academic programs (both undergraduate and graduate).

**Commission Request Related to CS 3.5.1 (Undergraduate Programs), Recommendation 6**

The institution has not yet demonstrated that a fully formed general education assessment system is in place with participation across all units. The institutions own report (p. 81) states, "Plans are underway to assist remaining departments with the identification of two appropriate learning outcomes for their courses, and the development of appropriate direct measures based on these assessments".

A further report is requested that shows that all departments have identified college-level competencies and that provides evidence that graduates have attained those competencies.

**Summary of UWF's Response to CS 3.5.1-related request:** We demonstrate that all departments that contribute to the general education core (referred to at UWF as Academic Foundations) have identified college-level competencies (student learning outcomes in the Academic Foundations domains) and have developed successful methods for gathering evidence that graduates have attained those competencies. All departments that contribute one or more courses to the General Education/Academic Foundations curriculum have participated in a full cycle of planning, assessment, and review as well as revision of courses and instructional strategies.

**Recommendation:** No action necessary.

**Implementation Plan:** UWF has followed up on the Commission's request for a *Second Monitoring Report* submitting the report September 7, 2007, addressing the two remaining concerns of the Commission.

**Fiscal Implications:** Recurring funding has been committed to implementation of the Quality Enhancement Plan developed to enhance the quality of student learning at UWF.

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**Supporting documents:**

1. UWF Accreditation Status as Displayed on the SACS Website:  
[http://uwf.edu/academic/UWF\\_Accred\\_status.pdf](http://uwf.edu/academic/UWF_Accred_status.pdf) (1 Page)
2. January 11, 2007, SACSCOC letter (1 Page)  
[http://uwf.edu/trustees/Sept7\\_07/SACS.pdf](http://uwf.edu/trustees/Sept7_07/SACS.pdf)
3. Second Monitoring Report Executive Summary: (9 Pages)  
[http://uwf.edu/academic/botagendaitems/BOT\\_09\\_07\\_07\\_SACS\\_Update\\_Supporting\\_Document.pdf](http://uwf.edu/academic/botagendaitems/BOT_09_07_07_SACS_Update_Supporting_Document.pdf)

**Prepared by:** Barbara G. Lyman, Vice Provost, Academic Programs and Planning, 850 4742035  
[blyman@uwf.edu](mailto:blyman@uwf.edu)

Claudia Stanny, Director, Center for University Teaching, Learning, and Assessment,  
850 474 3163, [cstanny@uwf.edu](mailto:cstanny@uwf.edu)

**Facilitator/Presenter:** Barbara G. Lyman

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Choices Grant – Update on progress

**Proposed action:** Informational

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**Background information:**

In 2004, UWF received one of the three-year \$30,000 (NCAA) National Collegiate Athletic Association, Choices Grants to study alcohol use and misuse among the UWF student body. In addition to the Choices Grant, UWF received a mini-grant from the Florida State University Substance Abuse Coalition to create a social norms campaign related to the facts about the use of alcohol on campus and to support research efforts looking at the effects of this campaign on our students.

These initiatives have been underway for two full years at UWF. The leaders of this project will present survey findings, social norms marketing materials, and future plans.

**Recommendation:** None

**Implementation Plan:** Program will continue.

**Fiscal Implications:** The UWF Campus Alcohol Coalition will continue to seek external funding to support these program initiatives.

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**Supporting documents:**

Choices Grant Executive Summary (1 page)  
[http://uwf.edu/trustees/Sept7\\_07/CHOICES.pdf](http://uwf.edu/trustees/Sept7_07/CHOICES.pdf)

PPT

**Prepared by:** Deborah Ford, Vice President of Student Affairs [dford@uwf.edu](mailto:dford@uwf.edu)  
850 474 2214

**Facilitator/Presenter:** Dr. Rebecca Magerkorth  
Ms. Mica Harrell

**UWF Board of Trustees Meeting**  
Academic & Student Affairs Committee  
September 7, 2007

**Issue:** UWF Enrollment Update for Fall 2007

**Proposed action:** Informational and Discussion

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**Background information:**

Classes started at UWF on August 27, 2007 and the last day to add or drop a class was August 31, 2007. Preliminary enrollment numbers will be available for review and discussion during the meeting.

Residential students returned to campus on August 22 and occupancy numbers will be reviewed during the meeting, as well.

**Recommendation:** none

**Implementation Plan:** none

**Fiscal Implications:** none

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**Supporting documents:** Enrollment report will be distributed during meeting.

**Prepared by:** Deborah Ford, Vice President of Student Affairs, 850 474 2214,  
[dford@uwf.edu](mailto:dford@uwf.edu)

**Facilitator/Presenter:** Pete Metarko  
Debbie Ford

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Student Affairs Update and (NSSE) National Survey of Student Engagement Results

**Proposed action:** Informational

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**Background information:** The Vice President for Student Affairs will provide an informational update about summer and fall initiatives in Student Affairs. She will introduce new Student Affairs staff members and discuss Summer Orientation, Welcome Week, and Housing opening.

Dr. Ford will present the committee with a list of 25 ways to meaningfully engage with students. This is a new publication that will be available on the web each semester to encourage faculty and staff to get engaged with campus life.

In addition, Dr. Ford will provide an overview of the 2004 and 2005 National Survey of Student Engagement (NSSE) results.

**Recommendation:** None

**Implementation Plan:** 25 meaningful ways to be engaged with students will be created each semester. 2007 NSSE results will be available in November 2007 and presented at 2008 BOT meeting.

**Fiscal Implications:** None

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**Supporting documents:**

25 Meaningful Ways to Engage with Students

NSSE Results PPT

**Prepared by:** Deborah Ford, Vice President of Student Affairs, [dford@uwf.edu](mailto:dford@uwf.edu),  
850 474 2214

**Facilitator/Presenter:** Deborah Ford

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 7, 2007

**Issue:** Significant Student Accomplishments and Recognitions

**Proposed action:** Informational

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**Background information:**

The Vice President for Student Affairs will provide an informational update showcasing the significant student accomplishments for the Summer 2007 semester. Faculty members, academic chairs, directors, and deans provide information about students who have excelled in the classroom and in co-curricular activities.

**Recommendation:** None

**Implementation Plan:** None

**Fiscal Implications:** None

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**Supporting documents:** A listing of Student Accomplishments will be included in minutes following today's meeting.

**Prepared by:** Deborah Ford, Vice President of Student Affairs, 850 474 2214  
[dford@uwf.edu](mailto:dford@uwf.edu)

**Facilitator/Presenter:** Deborah Ford

**DRAFT AGENDA**

**University of West Florida Board of Trustees  
Emerald Coast – Fort Walton Beach Campus**

**Executive Committee Meeting 11:30 a.m. (B1/R126)**

September 7, 2007

Call to Order..... Mr. K. C. Clark  
Committee Chair

Roll Call.....Faye Bowers

Chair's Greeting.....Mr. K. C. Clark  
Committee Chair

**Action Items**

1. Minutes of June 14 and July 27, 2007  
[http://uwf.edu/trustees/Sept7\\_07/061407\\_EX\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/061407_EX_MN.pdf) (2 pages)  
[http://uwf.edu/trustees/Sept7\\_07/72707\\_EX\\_MN.pdf](http://uwf.edu/trustees/Sept7_07/72707_EX_MN.pdf) (2 pages)
2. Presidential Goals

Informational/Discussion Items

Other Executive Items

Adjournment

**UWF Board of Trustees Meeting**  
Executive Committee  
September 7, 2007

**Issue:** Presidential Goals

**Proposed action:** Approve

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**Background information:** The presidential contract, completed in June 2007, calls on the President to submit to the Board of Trustees an assessment of the state of the university, his personal objectives, and specific goals and priorities for the University and himself for the ensuing twelve months. At the end of each year the President will report to the Board on the extent to which the goals and priorities adopted by the Board were accomplished and supply appropriate commentary. The Board will then evaluate the President on the basis of its assessment of his success in accomplishing these goals and priorities. President Cavanaugh's goals for 2007/8 are attached for review.

**Recommendation:** Adoption of the 2007/8 Presidential Goals

**Implementation Plan:** Goal accomplishment

**Fiscal Implications:** None for FY2007

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**Supporting documents:**

2007/8 Presidential Goals (6 pages)

[http://uwf.edu/trustees/Sept7\\_07/Annual\\_Goals\\_2007\\_2008.pdf](http://uwf.edu/trustees/Sept7_07/Annual_Goals_2007_2008.pdf)

Update on Progress of University Review Action Items (5 pages)

[http://uwf.edu/trustees/Sept7\\_07/Inst\\_Review\\_Action.pdf](http://uwf.edu/trustees/Sept7_07/Inst_Review_Action.pdf)

**Prepared by:** Kim Spear, Chief of Staff, 850 474 2200, [kspear@uwf.edu](mailto:kspear@uwf.edu)

**Facilitator/Presenter:** K.C. Clark, BOT Chair

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** 2007-2008 Re-opener to UWF-UFF 2005-2008 Collective Bargaining Agreement

**Proposed action:** Delegation of Authority to Executive Committee to Ratify Collective Bargaining Agreement Re-Opener

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**Background information:** On Thursday, August 23, 2007 the UFF and the UWF negotiation teams concluded bargaining the 2007-2008 Re-opener agreement language. (At the time of the writing of this action item, the parties still have one issue remaining to iron out, but resolution of that item will not result in changes to the language of the Agreement).

The Re-opener agreement consists of changes to two contract articles: Articles 23, "Other Faculty Rights", and Article 25, "Salaries". In Article 23, the parties agreed to add language so that faculty members who report conditions which they believe are unsafe will get copies of any investigative reports prepared regarding those conditions. In terms of Article 25, the parties agreed that any salary increases or bonuses appropriated by the Florida Legislature would be provided to faculty in accordance with the guidelines set by the Legislature. (Re-opener language for Articles 23 and 25 is attached below).

Of note, the parties entered into a Memorandum of Understanding through which they agreed that depending upon further clarification of the University's funding this fall by the Board of Governors and the Florida Legislature, the re-opener could be re-opened for the sole purpose of discussing possible increases to faculty salaries over and above the legislatively appropriated increases or bonuses. (Copy of Memorandum of Understanding attached below).

The Re-opener agreement will be sent by UFF to the faculty for ratification in the next few weeks. After ratification by the faculty, ratification by the Board of Trustees, as the public employer, is needed in order for the new re-opener language to be effective. Since faculty ratification will not be completed by September 7, 2007, we request the Board of Trustees delegate the authority to ratify the Re-opener agreement to the Executive Committee so that this can be accomplished without the necessity of waiting for the next Board of Trustees meeting. The next meeting is December 14, 2007 and at that time the semester will be nearly ended.

**Recommendation:** Delegation of Authority to the Executive Committee of Board of Trustees to ratify the 2007-2008 Re-opener to the University of West Florida and United Faculty of Florida, UWF Chapter, 2005-2008 Collective Bargaining Agreement.

**Implementation Plan:** If delegation is approved, the University will bring the re-opener to the Executive Committee for ratification after it has been ratified by the UWF Faculty.

**Fiscal Implications:** To be determined.

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**Supporting documents:**

2007-2008 Re-opener Language for Articles 23 and 25 (1 Page each)

[http://uwf.edu/trustees/Sept7\\_07/Article23.pdf](http://uwf.edu/trustees/Sept7_07/Article23.pdf)

[http://uwf.edu/trustees/Sept7\\_07/Article25.pdf](http://uwf.edu/trustees/Sept7_07/Article25.pdf)

UWF and UFF (UWF Chapter) Memorandum of Understanding #3 for 2007-2008 Re-opener (1 Page)  
[http://uwf.edu/trustees/Sept7\\_07/MOU\\_3.pdf](http://uwf.edu/trustees/Sept7_07/MOU_3.pdf)

**Prepared by:** Anita Schonberger, General Counsel, 850 474-3420, [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu).

**Facilitator/Presenter:** Anita Schonberger

**Action Item**

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** Tenure as a Condition of Employment

**Proposed action:** Approve

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**Background information:** It is customary to offer tenure as a condition of employment to accomplished, previously tenured, faculty. The provost and dean offered the position in February 2007 indicating tenure as Full Professor pending BOT approval. Dr. Laura Koppes began her appointment as Chair of the Department of Psychology on August 8, 2007.

**Recommendation:** Approve the recommendation for tenure for Dr. Laura Koppes

<b>Nominee</b>	<b>College/Department</b>	<b>Gender</b>	<b>Race</b>
Laura Koppes	CAS/Psychology	F	W

**Implementation Plan:** N/A

**Fiscal Implications:** None

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**Supporting documents:**

Tenure nominee summary biography (1 Page)

[http://uwf.edu/academic/botagendaitems/Supporting\\_Doc\\_Biographical\\_Summary\\_Laura\\_Koppes.pdf](http://uwf.edu/academic/botagendaitems/Supporting_Doc_Biographical_Summary_Laura_Koppes.pdf)

**Prepared by:** Barbara Lyman, Vice Provost for Academic Programs and Planning,  
850 474 2035, blyman@uwf.edu

**Facilitator/Presenter:** John Cavanaugh, President

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** Development/Campaign Update

**Proposed Action:** Informational

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**Background information:**

An update will be presented by Dr. Van Galen on the University's fundraising and stewardship efforts.

**Recommendation:** None

**Implementation Plan:** N/A

**Fiscal Implications:** N/A

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**Supporting documents:** PPT

**Prepared by:** Dean Van Galen, Vice President for University  
Advancement, 850 474-3306, [dvangalen@uwf.edu](mailto:dvangalen@uwf.edu)

**Facilitator/Presenter:** Dean Van Galen

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** Emerald Coast Update

**Proposed action:** Informational

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**Background information:**

Dr. John Azzaretto, Dean of Emerald Coast will provide an update on the Emerald Coast growth and potential.

**Recommendation:** None

**Implementation Plan:** None

**Fiscal Implications:** None

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**Supporting documents:** None

**Prepared by:** Paula Wilson, Administrative Specialist, 850 863 0735, [pwilson1@uwf.edu](mailto:pwilson1@uwf.edu)

**Facilitator/Presenter:** Dr. John Azzaretto

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** Residency Requirements

**Proposed action:** Informational

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**Background information:**

Rules for residency are based on Florida Statute, Administrative Code, BOG rule, and the Guidelines on Florida Residency for Tuition Purposes. Residency for tuition purposes is specific to the State of Florida. There are many things that are considered with residency for tuition purposes and it is often misunderstood. Power Point presentation to provide an overview, background, and understanding of issues related to residency for tuition purposes.

**Recommendation:** None

**Implementation Plan:** Already implemented.

**Fiscal Implications:** N/A

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**Supporting documents:**

*Non-Residents Qualify Too Easily for Much Lower Resident Tuition Rates*, Report No. 03-29, April 2003 (12 pages) [http://uwf.edu/trustees/Sept7\\_07/0329rpt.pdf](http://uwf.edu/trustees/Sept7_07/0329rpt.pdf)

*Department of Education Improves Rules Guiding Resident Tuition Determinations*; Report No. 05-41, August 2005 (4 pages) [http://uwf.edu/trustees/Sept7\\_07/0541rpt.pdf](http://uwf.edu/trustees/Sept7_07/0541rpt.pdf)

Florida Statutes 1009.21  
<http://www.leg.state.fl.us/Statutes>

Residence for Tuition Purposes Rule 6A-10.044  
[https://www.flrules.org/Gateway/View\\_notice.asp?id=1071867](https://www.flrules.org/Gateway/View_notice.asp?id=1071867)

Board of Governors Regulations  
[http://uwf.edu/trustees/Sept7\\_07/BOG\\_REG.pdf](http://uwf.edu/trustees/Sept7_07/BOG_REG.pdf) (5 pages)

FL Guidelines for Residency (61 pages)  
[http://uwf.edu/trustees/Sept7\\_07/FL\\_Guide\\_Sept\\_2006.pdf](http://uwf.edu/trustees/Sept7_07/FL_Guide_Sept_2006.pdf)

**Prepared by:** Ann Dziadon, University Registrar, 850 474 3063, [adziadon@uwf.edu](mailto:adziadon@uwf.edu)  
Rick Barth, Director of Admissions, 850 474 2233, [rbarth@uwf.edu](mailto:rbarth@uwf.edu)

**Facilitator/Presenter:** Ann Dziadon

**UWF Board of Trustees Meeting**

September 7, 2007

**Issue:** Florida Congressional Delegation Request Regarding International Higher Education Issue

**Proposed action:** Discussion

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**Background information:** Members of the Florida Congressional Delegation recently sent a letter asking Florida Universities to join other universities around the nation in standing against the recent boycott of Israeli academic institutions by the British University and College Union (UCU.) They state that this is an unjustified act that assaults the principles of academic freedom and open exchange. Further, they believe it will begin to limit cultural and scientific collaboration between foreign universities and academics.

In the letter they state "It is essential that you join the House of Representatives and your esteemed colleagues in sending a clear message that you and the Florida university community reject the UCU boycott, stand firmly for academic freedom, and support Israeli scholars and educational institutions."

**Recommendation:** Discussion of sending a letter of support

**Implementation Plan:** Send letter of support

**Fiscal Implications:** None

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**Supporting documents:**

August 3, 2007 Letter from Florida Congressional Delegation (3 pages)

[http://uwf.edu/trustees/Sept7\\_07/Congressional\\_Letter.pdf](http://uwf.edu/trustees/Sept7_07/Congressional_Letter.pdf)

July 25, 2007 Letter of Support from FAU President, Frank Brogan (1 page)

[http://uwf.edu/trustees/Sept7\\_07/Brogan\\_Letter.pdf](http://uwf.edu/trustees/Sept7_07/Brogan_Letter.pdf)

**Prepared by:** Kim Spear, Chief of Staff, [kspear@uwf.edu](mailto:kspear@uwf.edu) , 850 474 2200

**Facilitator/Presenter:** John Cavanaugh, President

**UWF Board of Trustees Meeting**  
September 7, 2007

**Issue:** Calendar Revision

**Proposed action:** Informational

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**Background information:** The University of West Florida is taking the lead in reconstituting North West Florida Day at the state capitol. This initiative, representing 16 counties, was previously coordinated by Senator Clary's office but was discontinued after he left office. There is tremendous merit to being a part of a strategic regional effort. Thus, we will not hold UWF Day at the Capitol this year in favor of being a part of a broad, comprehensive, agenda.

**Recommendation:** Cancel UWF Day at the Capitol in favor of participating in NWFL Day at the Capitol.

**Implementation Plan:** Remove from calendars.

**Fiscal Implications:** UWF will enjoy a cost savings by not hosting this event. Further, we expect greater returns by being a part of a large-scale, regional, comprehensive, event.

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**Supporting documents:** BOT and BOG meeting schedules on next page

**Prepared by:** Kim Spear, Chief of Staff, 474-2200, kspear@uwf.edu

**Facilitator/Presenter:** Dr. John C. Cavanaugh, President

## University of West Florida Board of Trustees Meeting Schedule for 2007-08

Date		Location
9/7/2007	Meeting	Emerald Coast Campus @ Fort Walton Beach
12/14/2007	Meeting	UWF Conference Center
3/11/2008	Meeting	UWF Conference Center
6/3/2008	Meeting	UWF Conference Center
6/4/2008	Joint Strategic Planning	UWF Conference Center

## Board of Governors Meeting Schedule

9/26-27/07	Meeting	UNF, Jacksonville
12/5-6/07	Meeting*	UCF, Orlando
1/23-24/08	Meeting	FAMU, Tallahassee
2/21/2008	Conference Call	Call in information will be provided later.
3/26-27/08	Meeting	FSU, Tallahassee
5/8/2008	Conference Call	Call in information will be provided later.
6/18-19/08	Meeting	TBA
8/6-7/08	Meeting*	TBA
9/24-25/08	Meeting	TBA
11/19-20/08	Meeting	TBA

\* All university trustees are invited and encouraged to attend.

## Evaluation Results of the June 14, 2007 UWF Board of Trustees Meeting

Twelve of 13 trustees completed the meeting evaluation and the results are below.

- 8 of 13 Trustees gave the degree to which this meeting successfully addressed strategic issues a "Very Satisfied" rating
  - 4 'Satisfied'
- 7 of 13 Trustees gave the quality/significance of discussions a 'Very Satisfied' rating
  - 5 'Satisfied'
- 9 of 13 Trustees gave the agenda/information a 'Very Satisfied' rating
  - 3 'Satisfied'
- 9 of 3 Trustees gave the committee meetings/time allotment/significance of issues a 'Very Satisfied' rating
  - 3 'Satisfied'
- 9 of 13 Trustees gave technology a 'Satisfied' rating
  - 2 'Very Satisfied'
  - 1 'Not Satisfied'
- 9 of 13 Trustees gave the catering/meals a 'Very Satisfied' rating (Awesome!)
  - 3 'Satisfied'
- 9 of 13 Trustees gave the meeting site(s) setup a 'Very Satisfied' rating
  - 3 'Satisfied'
- 10 of 13 Trustees gave the Board Meeting in general a 'Very Satisfied' rating
  - 2 'Satisfied'

Issues that might be discussed at the next meeting or subsequent meetings:

- More trustee involvement in Master Site planning
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Comments or suggestions:

- Good
- It was drafty (chilly) inside.
- Let's hear from SGA trustee to learn more about her.
- Good meeting.
- Great information in President's Report. I am encouraged by the student leaders who spoke with great enthusiasm. I appreciate the total interest of the faculty and staff as it relates to their university interests. Grateful appreciation to the technology team who makes everything perfect each meeting.
- Technology great, with exception of the phone.
- Great job, K.C. Great support system. Staff did great!
- Conference calling technology continues to be problematic.