

FLORIDA POLYTECHNIC UNIVERSITY
ACADEMIC AFFAIRS
MEETING MINUTES
ONE POLY PLACE
439 S. Florida Avenue, Suite 300
Lakeland, FL 33801
June 21, 2013 at 1:30 p.m.

1. Call to Order

Chair Sandra Featherman called the meeting to order at 1:38 p.m. Roll call was completed by Gina DeIulio. Members on the call were Chair Sandra Featherman and Trustee Dick Hallion (there was not a quorum).

Staff: Ava Parker, Dr. Ghazi Darkazalli, Gina DeIulio, and Mary Carpenter.

2. Faculty Recruitment Plan

Dr. Darkazalli advised that Florida Poly has hired its first faculty member and it is currently looking at over 100 resumes for faculty positions. He advised that Florida Poly would like to hire eight faculty members by September. Dr. Darkazalli and Mary Carpenter will be attending several upcoming recruiting conferences and they are sending letters out to universities or department chairs announcing that Florida Poly is looking for faculty.

Chair Featherman asked about offering online programs. She advised that we would need staff capacity and faculty that was familiar with how to offer online teaching. Ava Parker advised that Florida Poly has a position currently posted for an online coordinator. Ava Parker also advised that the Chair will be discussing online programs with the Board in the upcoming meetings, but Florida Poly would like to work with a representative of the Board to develop a philosophy of how the Board wants to treat online teaching.

Chair Featherman requested to have someone come in and speak to issue of online teaching so that Florida Poly knows what needs to be done in order to commit to online programs.

3. State College System Cooperation

Dr. Darkazalli was invited to speak at a conference at which representatives from Florida State Colleges were present. Dr. Darkazalli described Florida Poly's plan and ways that Florida Poly will be working with each state college on: recruiting transfer students, accepting AA and AS students and enticing Bachelor degree students to come to Florida Poly, etc.

4. Enrollment Plan

Dr. Darkazalli advised that Florida Poly has hired two staff members for enrollment: Scott Rhodes and Beth Pierpont.

Chair Featherman asked if Florida Poly has a recruitment plan focused on what letters or packages we are going to send out to students. Dr. Darkazalli advised this will be discussed at the next full Board meeting on June 25, 2013.

5. Curriculum

Dr. Carpenter gave an overview of the overall engineering program. She advised that Florida Poly is researching ways to maximize use of classroom space, lab space, and faculty time in the classroom and with students. All students will be required to take the 38 core classes. The program of concentration will be more unique based upon the program the student is enrolled in. General education core requirements meet SACS criteria. Dr. Darkazalli advised the proposed class size is 10-20 students per class.

6. SACS Update

Dr. Carpenter went over the SACS timeline, pointing out that the institutional strategic plan has been added and is expected to be finished by the end of the year. Trustee Hallion advised that structuring the strategic plan is going to be a critical milestone for accreditation.

7. SUS Concentration Review

Dr. Carpenter advised that Florida Poly looked at the Florida State University System to see what other universities may be offering the same concentrations as Florida Poly. She advised that according to the other universities online catalogues there were very few universities offering the same concentrations. A copy of the SUS review is attached.

8. Approval of Policies & Regulations

Gina DeJulio presented FPU-1.001P Policy Creation and Development Process- Non-Academic Policies and FPU-1.001AP Policy Creation and Development Process- Academic Policies. These two policies are internal policies for the university.

FPU-5.001 Academic Freedom and Responsibility. Trustee Hallion generally liked this regulation, but thought it might need emphasis of “freedom of thought and expression.” He suggested:

- i. Under section (1) sub-section (a) line one, to include after freedom “to include freedom of thought and expression.”
- ii. Under section (3) sub-section (g) line four, to include after freedom “or the right to free expression and thought, on-and-off campus.”
- iii. Under section (4) sub-section (a) line one, to include after freedom “to include freedom of thought and expression as guaranteed under the First Amendment of the Constitution of the United States of America.”
- iv. Under section (4) sub-section (g) line one, to include after freedom “and freedom of thought and expression.”

Chair Featherman agreed with Trustee Hallion’s suggested changes.

Gina DeJulio presented the regulations: FPU-6.001 University Personnel Program and FPU-6.003 Hours of Work, Benefits and Leave Requirements as both of these regulations relate to faculty. Chair Featherman wanted more information on how the hours were determined for leave. Trustee Hallion agreed. Chair Featherman would like to know how this regulation compares to what other universities offer for their leave. Gina DeJulio advised that the proposed hours were very similar to leave provided by other universities.

Chair Featherman asked Gina DeJulio to go over the details of each of the leave perspectives as she thought there should be time allotted that after a certain amount of time has been worked then the employee would begin accruing leave.

Chair Featherman advised that under sick leave it does not state that the employee has to demonstrate proof of sickness if out periodically, it only states that proof may be required to support the use of sick leave for three (3) or more consecutive days of absence. Trustee Hallion agreed and added that under section (4) sub-section i. the sentence was not clear to him. Chair Featherman also added that there was no limit stated on the bereavement time an employee could use.

Gina DeJulio advised she will work on the wording and get back with the Committee on the changes and will provide information on what the other universities offer.

Trustee Hallion suggested inserting a concise statement that defines these various kinds of leave so the person reading has an explanation of the leaves.

Ava Parker advised that they will take the comments and make the changes and bring it back before the Committee.

FPU-6.001 University Personnel Program. There were no comments on this regulation.

FPU-6.007 Personnel Records and Limited Access Records. Trustee Hallion advised that he believed in the privacy of personnel records. Trustee Hallion would like Trustee Wilson to take a look at this regulation.

Chair Featherman questioned whether the regulation responded to state regulations. Gina DeJulio advised she will have Trustee Wilson take a look at this, but under state law all personnel records are public records unless there is exclusion in the law for them.

9. Future Meetings

Chair Featherman asked if there was a preference on when to meet relative to the Board of Trustees meetings. She advised that the Committee could meet halfway between Board meetings. She suggested if the Board meetings were on the second Tuesday of the month then the Academic Affairs Committee could meet on the fourth Monday of the month at 1:30 p.m. Trustee Hallion advised that it worked for him as well.

10. Next Steps & Closing Remarks

With no further business to discuss, the meeting adjourned at 3:00 p.m.