

**FLORIDA**  

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**POLYTECHNIC**  
UNIVERSITY

**BOARD OF TRUSTEES**

**ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING**

Wednesday, December 2, 2015  
10:00 a.m. Eastern Standard Time  
*(Or upon adjournment of the Housing Committee meeting)*

Florida Polytechnic University  
Admissions Building  
4700 Research Way  
Lakeland, Florida 33801-8531

**Conference Line: 1-888-670-3525 & Participant Code: 5879779062#**

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Dr. Sandra Featherman, Chair  
Dr. Christina Drake

Dr. Richard Hallion, Vice-Chair  
Veronica Perez-Herrera

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**AGENDA**

- |      |  |                              |
|------|--|------------------------------|
| I.   | Call to Order  | Dr. Sandra Featherman, Chair |
| II.  | Roll Call  | Maggie Mariucci              |
| III. | Public Comment   | Dr. Sandra Featherman, Chair |
| IV.  | <a href="#">Approval of September 9, 2015 Minutes</a>  | Dr. Sandra Featherman, Chair |
| V.   | Approval of Policies   | Gina DeIulio                 |
|      | A. <a href="#">FPU-5.0021AP – Establishment of University Institutes and Centers</a>                             |                              |
|      | B. <a href="#">FPU-5.0022AP – Operating &amp; Reporting Requirements for University Institutes &amp; Centers</a> |                              |
|      | C. <a href="#">FPU-5.0095AP – Honorary Degrees</a>   |                              |
|      | D. <a href="#">FPU-5.0001AP – New Degree Program Planning &amp; Approval</a>                                     |                              |
| VI.  | Informational Items/Update   |                              |
|      | A. Provost's Office Remarks  | Dr. Elhami Nasr              |
|      | B. <a href="#">SACSCOC Update</a>  | Dr. Tom Dvorske              |
|      | C. <a href="#">Admissions &amp; Recruiting Update</a>  | Lauren Willison              |
| VII. | Closing Remarks  | Dr. Sandra Featherman, Chair |

**DRAFT**

**FLORIDA POLYTECHNIC UNIVERSITY  
ACADEMIC & STUDENT AFFAIRS COMMITTEE  
MEETING MINUTES  
The Terrace Hotel  
Ballrooms A and B  
329 East Main Street  
Lakeland, FL 33801  
September 9, 2015 at 10:30 AM**

I. Call to Order and Roll Call

Chair Sandra Featherman called the meeting to order at 10:05 a.m.

Maggie Mariucci called the roll: Chair Sandra Featherman, Trustee Dick Hallion, and Trustee Veronica Perez-Herrera were present (Quorum).

Other trustees present: Trustee Mark Bostick, Trustee Frank Martin, Trustee Bob Stork, and Trustee Don Wilson were present.

Staff present: President Randy Avent, Ghazi Darkazali, Gina DeJulio, Tom Hull, Crystal Lauderdale, Rick Maxey, Maggie Mariucci, Mark Mroczkowski, Elhami Nasr, Scott Rhodes, and Steve Warner were present.

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

**Trustee Hallion made a motion to approve the Academic & Student Affairs Committee meeting minutes for June 22, 2015. Trustee Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.**

IV. Approval of Policies

A. Gina DeJulio presented policy FPU-5.0084AP Course Credit for Military Training and Courses.

**Trustee Perez-Herrera made a motion to approve University Policy FPU-5.0084AP Course Credit for Military Training and Courses. Trustee Hallion seconded the motion; a vote was taken, and the motion passed unanimously.**

- B. Gina DeJulio presented policy FPU-5.0086AP Credit for Online Courses Completed Prior to Initial Enrollment.

**Trustee Perez-Herrera made a motion to approve University Policy FPU-5.0086AP Credit for Online Courses Completed Prior to Initial Enrollment. Trustee Hallion seconded the motion; a vote was taken, and the motion passed unanimously.**

- C. Gina DeJulio presented policy FPU-12.0011AP Sponsored Research Roles and Responsibilities.

**Trustee Perez-Herrera made a motion to approve University Policy FPU-12.0011AP Sponsored Research Roles and Responsibilities. Trustee Hallion seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Informational Items/Update

A. Executive Vice-President & Provost Remarks

Ghazi Darkazalli thanked Elhami Nasr for overseeing a successful start of the University's second year. The following highlights were also mentioned:

1. 23 new faculty were hired (currently have 39 full time faculty and 25 adjuncts)
2. 72 courses are being offered – 92 different sections
3. The average class size is 24 students.
4. The University is on target to graduate 19 students in 2016.
5. Online course offerings are being discussed.
6. Many requests for training have been received.
7. A Continuing Education Department is being discussed.
8. Internships are beginning with Provost's approval.
9. Programs abroad are being investigated (signed memo with Brazil)
10. Research "Launch Pad" (where faculty approves proposals for research projects) is scheduled to begin in September, 2015

B. SACS COC Update

Tom Dvorske provided the Board with a SACS COC update. Feedback was received in June, 2015 following the University's initial accreditation application. Based upon this feedback, updates were made and submitted, meeting the August 15, 2015 deadline. Comments regarding this submission have been received with only cosmetic changes suggested. The University is awaiting the audit of the recent fiscal year. The initial candidacy onsite visit has yet to be determined.

It was also noted that the compliance certification is being worked on with a projected internal completion date of October 26, 2015.

### C. Fall 2015 Admissions & Enrollment Update

Scott Rhodes provided a brief introduction of the Admissions staff.

The following Admissions undergraduate statistics were provided as of August 19, 2015:

- 24,610 undergraduate inquiries
- 2,124 applicants
- 1,094 admitted students
- 541 deposits
- 200 students for Summer
- 463 students for Fall
- Current retention rate of 76%

The following graduate statistics were provided as of August 19, 2015:

- 140 applicants
- 30 admitted students
- 15 graduate students projected for Fall
- Currently, 43% of graduate applicants are from other countries (including India, Iran, Egypt and China)

The following registration update was provided:

- 441 continuing students
- 445 new students
  - Currently, there are 32 deposited students with courses yet to be scheduled (awaiting required documents)

The following current student test scores were provided:

- SAT – 1704
- ACT – 27
- GPA – 4.09

It was noted student performance is not reflective of SAT scores, but rather ACT. The ACT scores are up 30% from previous year.

### D. Student Affairs Update

Steve Warner provided an update of recent student activities.

1. Move In Day
2. Orientation
  - Welcome Session (344 students participated)
  - Play Fair (300 students participated) – team building and ice breaking activities
  - Lost in Lakeland (approximately 150 students participated) – scavenger hunt across downtown Lakeland

- Wacky Waterpark Day (approximately 200 students participated) – inflatable waterslides and outdoor games provided on campus
- All Nighter (approximately 200 students participated) – caricature artists, retro movies, video games, board games

### 3. Bus Route

It was noted the daily bus routes have been increased to 10, Monday through Friday (up from 5). The weekend routes have increased to 6 times per day. Bus routes have also been added to service the students residing in the Big Oaks Apartment Complex.

### 4. Other Highlights

Additional student affairs highlights include the following:

- Hiring of Campus Recreation and Fitness Coordinator
- Creation of a Student Government Association (SGA) Cabinet
  - SGA Cabinet Committees
    - Sustainability
    - Mental Health
    - Health and Safety
    - Newsletter

With no further business to discuss, the Academic & Student Affairs Committee meeting adjourned at 10:46 a.m.

**AGENDA ITEM: V-A**

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: FPU-5.0021 AP Establishment of University Institutes and Centers**

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**Proposed Committee Action**

Recommend approval of policy FPU-5.0021AP Establishment of University Institutes and Centers to the Board of Trustees.

**Background Information**

Florida Board of Governors regulation 10.015 provides that each University Board of Trustees must adopt policies for establishing university institutes and centers in accordance with criteria set by the Board of Governors.

The Florida Polytechnic University regulation 5.002 University Institutes and Centers, adopted by this Board on February 21, 2014, outlines a general process for establishing a new University institute or center and describes the information that must be included in a proposal. The proposed policy FPU-5.0021AP describes that process and the information that must be included in the request/proposal in greater detail.

The proposed policy:

- a. Provides general background information on University institutes and centers and the staffing of such;
- b. Provides for a Proposal Review Committee to review the initial request/proposal and provide recommendations;
- c. Sets out the procedures to be followed when drafting a proposal for a new institute or center;
- d. Enumerates the information that must be included in the proposal and provides an attached form (Request for Approval of a Proposal to Create an Institute/Center) with guidelines to assist in the creation of the proposal and in the review and approval process; and
- e. Requires that the Provost review the proposal and that the President decide whether to approve the proposed institute or center using enumerated decision criteria and following the decision process as provided in the policy.

The proposed policy is modeled after similar policies of the UWF, FGCU and UNF. The proposed policy was reviewed and approved by the University's Academic Policies & Procedures Review Committee.

If approved by the Board, a copy of the policy will be filed with the Office of Academic and Student Affairs in the Board of Governors' office in accordance with BOG regulation 10.015.

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### **Supporting Documents**

Proposed Policy: FPU-5.0021AP Establishment of University Institutes and Centers.  
Florida Board of Governors regulation 10.015 Institutes and Centers (in pertinent part)  
FPU-5.002 University Institutes and Centers (in pertinent part)

**Prepared by: Jane Haughney, Attorney**

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Establishment of University Institutes and Centers
<b>FPU Policy Number:</b> FPU-5.0021AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b>
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Ghazi Darkazalli, Executive Vice President of Academic Affairs and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all University Institutes and Centers and is supplemental to applicable Board of Governors (“BOG”) regulations.

**B. POLICY STATEMENT:**

The University President has the power to approve the development and implementation of University Institutes and Centers. No Institute or Center will operate without prior approval of the University President. A request to establish a University Institute or Center will be considered using the approval procedure outlined in this policy.

A University Institute or Center is an entity that is generally established by the University to coordinate institutional research, service, and/or educational/training activities that enhance existing instruction, research, and service at the University by focusing on areas within a discipline or across disciplines. For instance, the Institute or Center may encourage multidisciplinary approaches to teaching and scholarship, provide a focus for service and research or promote the sharing of resources. All University Institutes and Centers must be aligned with the established goals of the BOG and further the University mission.

1. University Centers. University Centers are generally academic units focusing on sponsoring, coordinating and conducting research. A Center may also engage in service activities or offer instruction or training on a non-degree basis.
2. University Institutes. University Institutes are generally distinct free-standing units of substantial size with a broader mission and focus than a University Center. A University Institute primarily has a research focus, although non-research service activities (public service, scholarly/creative activities and instructional activities) and initiatives may be included. An Institute may establish Centers (after approval by the President pursuant to this policy) or programs as administrative units within its organization.
3. Exclusions. Some entities, such as the Wellness Center, that use the terms “Institute” or “Center” in their title, are not Institutes or Centers for purposes of this policy. Such excluded entities may provide service (tutoring or child care for example) to or within the University but have no broader research mission.
4. Institute or Center Director. Each Institute or Center will have a Director who manages the day to day operations and works to ensure that the Institute or Center meets its goals, objectives and its mission. The Director interacts with faculty, University administrators, and external constituents on behalf of the Institute or Center, and ensures compliance with all agreements and timely submission of reports.



5. Faculty of the Institute or Center. A Director may request that the Provost appoint a faculty member to a position at the Institute or Center. If the faculty member devotes a minimum of 25% FTE in a fiscal year to the Institute or Center, the Director will provide the Provost with a report of the faculty member's activities as part of the faculty member's annual performance appraisal process.
6. Staff of the Institute or Center. After the President has approved the formation of the Institute or Center, the Director may hire staff as provided for in the approved Institute or Center budget.
7. Proposal Review Committee. A Proposal Review Committee is appointed by the Provost and consists of at least three individuals, one of whom is recommended by the proposed Director of the proposed Institute or Center. This Committee reviews the initial application of the Institute or Center and provides written recommendations to the proposed Director.
8. Performance Review Committee. A Performance Review Committee is appointed by the Provost and consists of at least three members who review the annual report of the Institute or Center. The Performance Review Committee consists of individuals selected from the following areas: at least one faculty member from the College most closely affiliated with the Institute or Center; a representative from Finance; and a third member with appropriate expertise.

### C. PROCEDURES:

1. Preparing a draft proposal for an Institute or Center.
  - a. The proposed Director or designee prepares a draft proposal for an Institute or Center using the format outlined below. The proposed Director/designee submits the draft proposal to the Provost along with a recommendation of three individuals who could serve as possible members of the Proposal Review Committee.
  - b. Within two weeks of submission of the draft proposal, the Provost/designee appoints the members of the Proposal Review Committee; at least one of the members will be selected from the recommended individuals named in the draft proposal. The Proposal Review Committee reviews the draft proposal and provides feedback to the proposed Director within two weeks of the appointment of the Committee using the decision criteria outlined below.
  - c. The proposed Director/designee makes the changes to the second draft proposal and submits the draft proposal for an Institute or Center to the Provost for consideration.
  - d. The Provost reviews the submission and within two weeks of the date of receipt of the second draft proposal will recommend changes to the proposed Director using the decision criteria outlined below. The proposed Director makes the final changes to the second draft and submits a final draft to the Provost for consideration.
  - e. The Provost reviews the final draft within two weeks of receipt and forwards the proposal to the President.
2. Submitting a final proposal for an Institute or Center. In order to establish a University Institute or Center, the Provost or designee prepares and submits a request to the President to approve a proposed Institute or Center and includes the following information on the proposal form:
  - a. Name. The name of the Institute or Center and its key terms of focus to be used as identifiers in a searchable database.
  - b. Fiscal year. The fiscal year the Institute or Center will be implemented.
  - c. Proposed Director. Information about the proposed director, including the name, title, contact information, including email address, resume and a summary of the qualifications of the proposed director.

- d. College affiliation. Indicate which academic discipline or college will be most closely affiliated with the Institute or Center.
  - e. Identify other entity or university involvement. If the Institute or Center is part of another entity/university, include the identification of the other entity/university and provide details about the relationship indicating which entity is responsible for assuming the lead role.
  - f. Signature lines. The request must contain signatures of approval from the proposed Director of the Institute or Center, the Provost and the President.
  - g. Mission Statement, goals and objectives. Provide a brief mission statement and indicate the goals and objectives for years one (1) through five (5). Explain how the goals and objectives relate to the established goals of the BOG and further the University mission.
  - h. Benefits. Provide a description of the benefits of establishing the Center or Institute and a rationale or justification for this Institute or Center as a priority for development at the University and/or in the State. If there are similar Institutes or Centers in the State, describe how this Institute or Center is unique and how it may duplicate. Explain how this Institute or Center will add value to the University. Identify how it will strengthen existing academic programs.
  - i. Activities. Provide a description of the activities (research, public service and training) which the Institute or Center will foster. Indicate how the Institute or Center will allow the faculty/staff/students to do what they could not accomplish solely in one of the colleges at the University. Indicate how the Institute or Center will enhance research and development activity and how it will encourage collaboration beyond what is currently in place at the University.
  - j. Operational Budget. Provide a proposed operational budget that includes estimated expenditures and the number/type of positions for the first through the fifth years. List the budget total expenditures in the following categories: State University System funds; Contracts and Grants; Fees for Services; private or other.
  - k. Funding sources. Identify the planned source(s) of funding (internal and/or external) for the first year and potential long term funding once the Institute or Center starts generating its own research proposals.
  - l. Space requirements. Provide information about projected space requirements including office, laboratory, conference rooms and other space needed and identify if the space is existing, rented or will need to be constructed. Include a timetable for meeting future needs for additional space and equipment and show how those needs will be funded.
  - m. Equipment. Identify equipment available and needed if costing more than \$5,000.00, and identify any service contracts needed. Identify supplies and consumables.
  - n. Organization. Describe the organizational and administrative structure and include an organizational chart delineating functions for staff and faculty identifying the number(s) of staff and faculty and the FTE for each position. For proposed faculty members, list the names, titles and time commitments in FTE and attach the CV of each proposed faculty member.
  - o. Performance Measures. Describe the performance measures that will be used in evaluating the Institute or Center.
  - p. Metrics for the decision to disband. The request must contain metrics that will be used to decide whether or not to disband the Institute or Center.
3. Decision Criteria. The following criteria are considered when deciding whether to approve a request for establishing an Institute or Center:

- a. Faculty involvement. The involvement of several faculty with long term interest in the mission of the proposed Institute or Center;
  - b. Potential for five years. The potential for sustaining the proposed activities for a minimum of five (5) years;
  - c. Alignment with University mission and BOG goals. The alignment of the Institute or Center's goals with the goals of the BOG and clear evidence the Institute or Center will enhance the University mission.;
  - d. Competitive advantages for the University. Whether the mission of the Institute or Center will provide the University with a competitive advantage enhancing or complementing research, scholarly activities and or service activities;
  - e. Non-duplication of research. The non-duplication of substantial portions of research taking place at the University;
  - f. Objectives cannot be achieved in existing colleges. Whether the request for an Institute or Center clearly states why the objectives for the proposed Institute or Center cannot be achieved by individual faculty effort or through existing colleges;
  - g. Feasible funding sources. Whether the request clearly identifies feasible internal or external funding sources for the first year of operation;
  - h. Potential long term funding sources. Whether the request identifies potential funding sources for the long-term operation;
  - i. Needs for additional space and equipment. Whether the request identifies needs for additional space and equipment in the future and a specific timetable for meeting those needs that shows how those needs can be funded;
  - j. Factors for evaluating. Whether the request identifies performance measures to be used in evaluating the Institute or Center; and
  - k. Metrics for decision to disband. Whether the request identifies the critical metrics to be used in deciding whether or not to disband the Institute or Center.
4. Decision Process. The President will review the request, ask for clarifications if necessary, and issue a written decision to the Provost and the proposed Director approving or denying the Center or Institute within thirty (30) days of receipt of the final proposal. This time can be extended if the President requests clarifications or additional information. The President's decision is final. All Institutes and Centers are approved subject to annual performance reviews.
  5. Submit Approved Proposal to the BOG. The Provost or designee submits a copy of an approved new University Institute or Center proposal containing basic descriptive, contact, and fiscal information to the Director/designee of the University Office of Institutional Research. The University Office of Institutional Research submits the approved proposal to the BOG Office of Academic and Student Affairs.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.001 AP	
<u>Shirley D'Amico</u> Initiating Authority	<u>11-6-15</u> Date
<u>Shirley D'Amico</u> Academic Policies Committee Chair	<u>11-4-15</u> Date
<u>Shirley D'Amico</u> Vice President of Academic Affairs	<u>11-6-15</u> Date
<u>Mare</u> President/Designee	<u>11/6/15</u> Date
Approved by FPU BOT, if required	 Date

## **Form and Guidelines for Establishment of University Institutes/Centers**

Any proposal to establish a University Institute/Center must include the following information on the attached Request for Approval of a Proposal to Create an Institute/Center form (use additional pages as needed).

1. Provide the name of the proposed Institute/Center.
2. Provide the desired date and fiscal year of implementation/revision. (Note: Institutes/Centers may not operate prior to the University President/designee notifying the Office of Academic Affairs in the Board of Governor's Office that the proposed Institute/Center has been authorized according to University guidelines.)
3. Provide the name, email address, and title of the proposed Director. Attach a resume and a summary of his/her qualifications.
4. Indicate which college will be most closely affiliated with the Institute/Center.
5. If the Institute or Center will be part of another entity/university, identify the other entity or university and provide details about the relationship indicating which entity is responsible or assuming the lead role.
6. List names and email addresses of three or more possible members of Proposal Review Committee.
7. Provide signatures for the proposed Director, Provost and University President.
8. Provide a brief statement of the mission and goals of Institute/Center for year one (1) through five (5), indicating how these contribute to the University's mission statement and to the goals of the BOG.
9. Provide a description of the benefits of establishing the Institute or Center as a priority for development at the University. If there are similar Institutes or Centers in Florida, describe how this Institute/Center is unique and how it will duplicate. Explain how the Institute/Center will add value and identify how it will strengthen existing academic programs.
10. Provide a description of the activities (research, public service and training) over the first five (5) years of operation of the Institute/Center. Indicate how the Institute or Center will allow the faculty/staff/students to do what they could not accomplish solely in one of the colleges at the University. Indicate how the Institute or Center will enhance research and development activity and how it will encourage collaboration beyond what is currently in place at the University. Include plans for student involvement.
11. List key words describing the focus of the Institute/Center that can be used in a searchable database.
12. Provide estimated expenditures and proposed/existing sources of income for the next five (5) years for the Institute/Center including a narrative explanation of how sources of income will be committed/acquired. List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding. The proposed budget should include estimated expenditures and the number/type of positions for the first through the fifth years. List the budget total expenditures in the following categories: State University System funds; Contracts and Grants; Fees for Services; private or other.

13. Provide information regarding projected space requirements (in square feet) including office, laboratory, conference rooms and other space needed and identify if the space is existing, rented or will need to be constructed. Identify major equipment available at the University to support the University Institute/Center. List other capital equipment needs/requirements. Indicate proposed sources to pay for space.
14. Describe the proposed administrative and organizational structure of the Institute/Center, including an organizational chart delineating the functions of all Institute/Center faculty and staff, identifying the numbers of staff and faculty and the FTE for each position. List the names, titles, and college of proposed faculty members and indicate the time commitment in FTE of each faculty member to the proposed Institute/Center. Attach the CV of each proposed faculty member.
15. Describe the performance measures that will be used in evaluating the Institute or Center.
16. Provide metrics that will be used to decide whether or not to disband the Institute or Center.

# Florida Polytechnic University

## Request for Approval of a Proposal to Create an Institute/Center

The submission and signing of a Request for Approval of a Proposal to Create a Florida Polytechnic University Institute/Center constitutes a commitment by the University to ensure that the Institute/Center's activities support the stated mission of the University and the goals of the Board of Governors.

### Institute/Center Information:

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Name of New Institute/Center

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Proposed Implementation Date and Fiscal Year

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Print Name of Proposed Institute/Center Director

Qualifications of Proposed Institute/Center Director  
(attach a cv and a summary of qualifications and email address)

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College for the Institute/Center

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List other universities or entities involved

(attach a separate sheet providing details about the relationship indicating which entity is responsible or assuming the lead role).

Provide the name and email address of three or more individuals as possible members of the **Proposal Review Committee.**

<u>Name</u>	<u>Email Address</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

The proposed Director's signature on this proposal form affirms that the proposed Director, has read the University regulation FPU-5.002 University Institutes and Centers and applicable University policies.

\_\_\_\_\_  
Proposed Director

\_\_\_\_\_  
Date

**Required Approvals**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President of Academic Affairs and Provost

\_\_\_\_\_  
Date

**Mission & Goals:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Benefits:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Summary of Five-Year Activity Plan:** (include plans for student involvement)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Keywords to Describe Institute/Center Focus:** (for use in searchable database)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Budget for Initial Year of Operation**

Sources of Income:	E&G (state funds)	Contracts & Grants	Fees for Services	Gifts, private or other funds
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Institute/Center**

Name	FTE	Cost *
<b>TOTAL*</b>		

(Total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income:** (List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding) \_\_\_\_\_

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**Projected Second through Fifth Year Budgets (Total)**

**Year Two**

Sources of Income:	E&G (state funds)	Contracts & Grants	Fees for Services	Gifts, private or other funds
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Institute/Center**

Name	FTE	Cost *
<b>TOTAL*</b>		

(Total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income:** (List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding) \_\_\_\_\_

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**Year Three**

Sources of Income:	E&G (state funds)	Contracts & Grants	Fees for Services	Gifts, private or other funds
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Institute/Center**

Name	FTE	Cost *
<b>TOTAL*</b>		

(Total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income:** (List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding) \_\_\_\_\_

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**Year Four**

Sources of Income:	E&G (state funds)	Contracts & Grants	Fees for Services	Gifts, private or other funds
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Institute/Center**

Name	FTE	Cost *
<b>TOTAL*</b>		

(Total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income:** (List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding) \_\_\_\_\_

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**Year Five**

Sources of Income:	E&G (state funds)	Contracts & Grants	Fees for Services	Gifts, private or other funds
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Institute/Center**

Name	FTE	Cost *
<b>TOTAL*</b>		

(Total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income:** (List internal and external sources, including pending grant proposals, approved faculty release time, Foundation resources, etc. and potential long term funding) \_\_\_\_\_

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**Space Required** (provide additional information if space needs will change during years 1-5):

<b>Projected Space Required by Source</b>	<b>Office</b>	<b>Laboratory</b>	<b>Conference Rooms</b>	<b>Other</b>
<b>From Existing Inventory</b>				
<b>Rented</b>				
<b>New Construction</b>				

**Equipment: Available/Needed (if costing more than \$5,000.00)**

- a. Identify supplies and consumables.
- b. Identify services needed and any anticipated service contracts.

**Administration of Institute/Center**

- a. **Structure (describe):** The Director of the Institute or Center reports to the Provost/designee.
- b. **Organizational chart.** Attach an organizational chart delineating staff and faculty functions and the FTE for each position. On a separate sheet list the names, titles and time commitments in FTE of proposed faculty members and attach the cv of each proposed faculty member.

**Describe performance measures that will be used in evaluation of Institute/Center and explain the evaluation plan:**

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**Critical Metrics for Disbanding of Institute/Center**

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**BOG REGULATION [In pertinent part.]**

**10.015 Institutes and Centers.**

(1) In order to ensure that institutes and centers implemented within the state university system are of the highest quality, enhance existing university activities, and are aligned with the goals of the Board of Governors, the following criteria and guidelines for institutes and centers are established.

...

**(3) University Policies for Institutes and Center** – The University Board of Trustees must adopt policies for establishing, operating, evaluating, reviewing, and disbanding university institutes and centers in accordance with Board of Governors criteria. University policies shall specify whether the university president or provost has been designated by the trustees to grant authorization for the development and implementation of university institutes and centers. A copy of university institute and center policies shall be on file in the Office of Academic and Student Affairs in the Board of Governors office.

(4) Establishment of Institutes or Centers: -

...

(c) **University institutes and centers shall be established in accordance with university policy.** A copy of an approved new university institute or center proposal containing basic descriptive, contact, and fiscal information shall be submitted to the Office of Academic and Student Affairs. In cases where more than one university is participating, a host university is designated to handle reporting and evaluation of the institute or center.

...

Authority: Section 7(d), Art. IX, Fla. Const., History—New 12-6-07.

## **FLORIDA POLYTECHNIC UNIVERSITY REGULATION [In pertinent part.]**

### **FPU-5.002 University Institutes and Centers.**

**(1) Purpose.** This regulation is supplemental to the Board of Governors (“BOG”) regulation 10.015 and establishes the requirements for developing, operating, evaluating, reviewing and disbanding University Institutes and Centers in an effort to ensure that the Institutes and Centers are of the highest quality, that they enhance University activities, and are aligned with the established goals of the Board of Governors (“BOG”). University Institutes and Centers are subject to the governing provisions of BOG Regulation 10.015, in addition to the University’s regulations, policies and procedures.

(2) University Institutes or Centers are defined by the BOG as an entity that is generally established by the University to coordinate institutional research, service and/or educational or training activities that enhance existing instruction, research, and service at the University. The President may grant authorization for the development, implementation and disbanding of University Institutes and Centers in accordance with this regulation.

**(3) Establishment.** The Vice President of Academic Affairs or designee, shall prepare and submit a proposal to the President for approval to establish a new University Institute or Center. The proposal must include, at a minimum, the following information pertaining to the proposed Institute or Center:

- (a) Name and descriptive information.
- (b) Contact information.
- (c) Institute’s or Center’s mission.
- (d) Established goals and objectives.
- (e) Anticipated benefits of creation.
- (f) Proposed individual to be appointed as Director.
- (g) Proposed operational budget.
- (h) Planned source of funding.

...

Authority: BOG Regulation 10.015 History: New: 2.21.14

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: FPU-5.0022AP Operating and Reporting Requirements for University  
Institutes and Centers**

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**Proposed Committee Action**

Recommend approval of policy FPU-5.0022AP Operating and Reporting Requirements for University Institutes and Centers to the Board of Trustees.

**Background Information**

Florida Board of Governors regulation 10.015 provides that each University Board of Trustees must adopt policies for operating university institutes and centers in accordance with criteria set by the Board of Governors and states the initial and annual reporting requirements.

Florida Polytechnic University regulation FPU-5.002 University Institutes and Centers, adopted by this Board on February 21, 2014, sets forth the oversight responsibilities and reporting requirements for University institutes or centers.

The proposed policy FPU-5.0022AP further outlines the operating responsibilities and provides procedures and deadlines for complying with the BOG reporting requirements. As is permitted in the BOG regulation 1.015, the proposed policy delegates the Board's authority to approve the institute's or center's annual report to the University's Provost; however, the policy provides that soon thereafter, the annual report will be presented to the Board of Trustees for informational purposes.

The proposed policy is modeled after similar policies at the UWF, FGCU and UNF. It was reviewed and approved by the Academic Policy Review Committee. If approved by the Board, a copy of the policy will be filed with the Office of Academic and Student Affairs in the Board of Governors' office in accordance with BOG regulation 10.015.

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**Supporting Documents**

Proposed Policy: FPU-5.0022AP Operating and Reporting Requirements for University Institutes and Centers.  
Florida Board of Governors regulation 10.015 Institutes and Centers. (in pertinent part)  
FPU-5.002 University Institutes and Centers. (in pertinent part)

**Prepared by: Jane Haughney, Attorney**



<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Operating and Reporting Requirements for University Institutes and Centers
<b>FPU Policy Number:</b> FPU-5.0022AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b>
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Ghazi Darkazalli, Executive Vice President of Academic Affairs and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all University Institutes and Centers and is supplemental to applicable Board of Governors (the “BOG”) regulations.

**B. POLICY STATEMENT:**

Each University Institute or Center (“Institute/Center”) must have a mission and develop goals and objectives that are consistent with the mission of the University and the goals of the BOG.

The President appoints an individual from the College under which the Institute/Center is established and operating to provide the oversight for the Institute/Center’s daily operations and functions, operational budgets, requests for additional funding and compliance with annual reporting requirements.

The Institute/Center’s Director is responsible for managing the day to day administration of the Institute/Center, ensuring the proper maintenance of financial accounts and ensuring the timely submission of required reports and evaluations to the Performance Review Committee for recommendation and then to the Provost for approval. The Director is also responsible for submitting reports and any other required information to funding agencies. The Director also ensures that the Institute/Center conducts its daily activities in accordance with University policies and procedures in particular with respect to financial operations, personnel matters, agreements with outside entities, and faculty activity reporting- including outside activity and potential conflicts of interest.

Each Institute/Center must comply with the operating and reporting requirements set forth in the applicable BOG regulation.


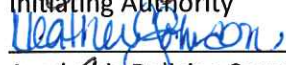

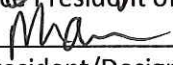
**C. PROCEDURES:**

1. Institute and Center operating requirements. Each Institute/Center must develop a mission with goals and objectives that are consistent with the mission of the University and the goals of the BOG. Each new Institute/Center must specify in the proposal for creation of the Institute/Center, the goals for the initial academic year of operation and for the next four (4) years. Ongoing Institutes/Centers must have a mission and develop

goals and objectives for the next five years. Once the President approves the development of a University Institute/Center, such approval will be effective for a five year period (“initial period”). In the fourth year of the initial period, and in the fourth year of each subsequent five year period of operation thereafter, the Institute/Center must receive the President’s approval to continue to operate for an additional five year period.

2. Institute and Center reporting requirements.

- a. Initial Reporting. Upon the President’s approval of a proposal, the Provost or designee shall submit a copy of the proposal to establish a new University Institute/Center to the University Office of Institutional Research for filing with the BOG’s Office of Academic and Student Affairs. Once the University is notified that the BOG has created a record for a new Institute/Center in the BOG Institute and Center Reporting database, the University Office of Institutional Research must enter descriptive and budgetary information in accordance with instructions provided by the BOG Office of Academic and Student Affairs.
- b. Annual Reporting to the BOT and the BOG. No later than August 7 of each year, the Institute/Center’s Director reports all actual and estimated expenditures and position data for the prior fiscal year to the Performance Review Committee for recommendations. By August 15, the Performance Review Committee provides recommendations to the Director who then finalizes the annual report for submission to the Provost by August 20. The Provost provides the Director with any comments/questions as needed in order to provide approval of the annual report by August 30. Once approved by the Provost, the Institute/Center’s Director emails the report to the University’s Office of Institutional Research by September 7 and submits the report for informational purposes to the BOT at the next scheduled meeting. The University’s Office of Institutional Research submits the Institute/Center annual report data in the BOG database by September 30, for the previous July 1 - June 30 fiscal year, in accordance with instructions provided by the BOG Office of Academic and Student Affairs.

ACADEMIC POLICY APPROVAL	
Policy No.: 5.0022AP	
	<u>11-2-15</u>
Initiating Authority	Date
	<u>10-30-15</u>
Academic Policies Committee Chair	Date
	<u>11-2-15</u>
Vice President of Academic Affairs	Date
	<u>11-2-15</u>
President/Designee	Date
Approved by FPU BOT, if required	Date

## **BOARD OF GOVERNOR'S REGULATION [In pertinent part.]**

### **10.015 Institutes and Centers.**

(1) In order to ensure that institutes and centers implemented within the state university system are of the highest quality, enhance existing university activities, and are aligned with the goals of the Board of Governors, the following criteria and guidelines for institutes and centers are established.

...

**(3) University Policies for Institutes and Center** – The University Board of Trustees must adopt policies for establishing, operating, evaluating, reviewing, and disbanding university institutes and centers in accordance with Board of Governors criteria. ... A copy of university institute and center policies shall be on file in the Office of Academic and Student Affairs in the Board of Governors office.

...

### **(5) Institute and Center Reporting Requirements**

(a) The Office of Academic and Student Affairs in the Board of Governor's Office shall provide an online Institute and Center Reporting database, which will also serve as the official inventory of approved State University System Institutes and Centers.

(b) **Initial Reporting** – Upon receipt of notification that a record has been created for the institute or center in the Institute and Center Reporting database, the host university shall enter descriptive and budgetary information in accordance with instructions provided by the Office of Academic and Student Affairs.

(c) **Annual Reporting** – No later than September 30 of each year actual and estimated expenditure and position data shall be entered in the database for the fiscal year running from July 1 of the previous year to June 30 of the current year, in accordance with instructions provided by the Office of Academic and Student Affairs. Prior to submission to the Office of Academic and Student Affairs in the Board of Governors office, all annual reporting information must be approved by the Board of Trustees of the host university or its designee.

...Authority: Section 7(d), Art. IX, Fla. Const., History—New 12-6-07.

## **FLORIDA POLYTECHNIC UNIVERSITY REGULATION [In pertinent part.]**

### **FPU-5.002 University Institutes and Centers.**

**(1) Purpose.** This regulation is supplemental to the Board of Governors (“BOG”) regulation 10.015 and establishes the requirements for developing, operating, evaluating, reviewing and disbanding University Institutes and Centers in an effort to ensure that the Institutes and Centers are of the highest quality, that they enhance University activities, and are aligned with the established goals of the Board of Governors (“BOG”). University Institutes and Centers are subject to the governing provisions of BOG Regulation 10.015, in addition to the University’s regulations, policies and procedures.

...

**(4) Reporting Requirements.** Upon the President’s approval of a proposal to establish a new University Institute or Center, a copy of the approved proposal shall be submitted to the BOG’s Office of Academic and Student Affairs. The University will comply with the initial reporting requirements and the annual reporting requirements under BOG regulation 10.015. Institutes and Centers are required to report annually, to the University, all actual and estimated expenditure and position data for the prior fiscal year for approval by the Board of Trustees or designee. All approved annual reporting information shall be reported to the BOG.

**(5) Oversight and Review.** The College under which an Institute or Center is established and operating is responsible for providing necessary oversight of the daily operations and functions, operational budgets, requests for additional funding, and compliance with annual reporting requirements. ...

Authority: BOG Regulation 10.015 History: New: 2.21.14

**AGENDA ITEM: V-C**

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: FPU-5.0095AP Honorary Degrees**

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**Proposed Committee Action**

Recommend approval of policy 5.0095AP Honorary Degrees to the Board of Trustees.

**Background Information**

Florida Board of Governors regulation 3.004 provides:

*Each university board of trustees shall establish policies and procedures for recommending candidates for honorary degrees and provide a copy of the policies and procedures to the Office of the Board of Governors.*

The proposed policy **FPU-5.0095AP Honorary Degrees** complies with the Board of Governors regulation 3.004 in that it establishes the policies and procedures for awarding honorary degrees.

Section B. of the proposed policy establishes the policy for awarding honorary degrees, including eligibility requirements and selection criteria and states that the Honorary Degrees Committee is responsible for publicizing the criteria and guidelines related to the award of honorary degrees.

The proposed policy also provides the procedures for nominating a person for review by the Honorary Degrees Committee and the composition of and responsibilities of the Honorary Degrees Committee. The President makes the final decision as to whether any of the nominees will be awarded honorary degrees. The honorary degrees will be awarded and conferred at commencement ceremonies.

The proposed policy was approved by the Academic Policy Committee on October 30, 2015. If approved by the Board, the policy will be sent to the Office of the Board of Governors as required by regulation.

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**Supporting Documentation:**

Proposed Policy: FPU-5.0095AP Honorary Degrees

**Prepared by: Melaine Schmiz, OPS Attorney**

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Honorary Degrees
<b>FPU Policy Number:</b> FPU-5.0095AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b>
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Ghazi Darkazalli, Executive Vice President and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all honorary degrees awarded by the University and describes the process for recommending and approving nominees for honorary degrees.

**B. POLICY STATEMENT:**

The University may grant honorary degrees to persons whose achievements align with the University’s purpose and mission. Honorary degrees are awarded to recognize sustained achievement of lasting significance in scholarship, the arts, public service, and/or contributions to the University.

Elected or appointed officials of the State of Florida or the Federal Government to whom the University is directly or indirectly answerable are ineligible for honorary degrees. Current members of the University’s faculty staff, or Board of Trustees are also ineligible. Former members of the Board of Trustees and emeriti faculty should only be considered for honorary degrees on an exceptional basis.

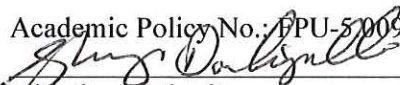


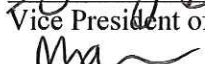
The Honorary Degrees Committee is responsible for creating and publicizing additional criteria and guidelines for awarding honorary degrees.

**C. PROCEDURES:**

1. University constituents can nominate a person for consideration of an honorary degree.
2. The nominator must include the following information when nominating a person:
  - a. A letter of nomination that summarizes the nominee’s qualifications for this honor;
  - b. A brief curriculum vitae of the nominee (resume or biographical description);
  - c. Other supporting evidence as appropriate (e.g., letters of support, publications, materials);
  - d. And contact information for the nominee.
3. All nominations must be submitted to the Honorary Degrees Committee. Nominations may be submitted at any time.
4. The Honorary Degrees Committee is comprised of the Provost or his/her designee, the Vice President of Advancement, a representative from the Office of the President appointed by the President, and three faculty members appointed by the Faculty Assembly. The Provost or his/her designee serves as the Chair of the Committee.



5. The Committee will review the nominations and select nominees to be recommended to the President for the award of an honorary degree. The Committee may gather additional information on the nominee(s).
6. There should be no communication with the nominee(s) until after the President has made the final decision on conferral of honorary degrees.
7. The Office of the President will notify the nominee(s) that have been selected to be awarded an honorary degree and make arrangements for awarding the honorary degree(s).
8. Honorary degrees may only be awarded at University commencement. If a selected individual is unable to attend the commencement ceremony at Florida Polytechnic University to accept the honorary degree, the individual will be invited to accept the honorary degree at a commencement ceremony during the next academic year. In exceptional cases, an honorary degree may be awarded posthumously.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-50005AP	
 Initiating Authority	11-2-15 Date
 Academic Policies Committee Chair	10-30-15 Date
 Vice President of Academic Affairs	11-2-15 Date
 President/Designee	11/2/15 Date
Approved by FPU BOT, if required	 Date

**AGENDA ITEM: V-D**

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: FPU-5.0001AP - New Degree Program Planning and Approval**

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**Proposed Committee Action**

Recommend approval of revised policy FPU-5.001 Approval of New Degree Program Planning and Approval to the Board of Trustees.

**Background Information**

Pursuant to Board of Governors (BOG) regulation 8.011, the University is required to develop the policy for new degree program planning and approval and ensure that such policy is consistent with the BOG regulation. Subsection (4)(c) of the BOG regulation provides that, at a minimum, the policy must contain the following for non-doctoral programs:

- *A formal process for determining **degree programs that the university will explore for implementation** over the period covered by the university strategic plan and the university work plan;*
- *A formal process for **review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities** of the university;*
- *A process for **final consideration by the board of trustees** that includes review of the proposed program by the full board or a **designated committee** with regard to Board of Governors approval criteria and implementation costs; and*
- *Adoption of a common State University System new degree proposal format developed by Board staff in collaboration with university academic affairs officers.*

The proposed policy sets out the processes involved in each stage of the approval process, and is in compliance with the BOG regulation 8.001.

1. **Exploratory Pre-Proposal Process.** The proposed policy sets out the formal review process for determining which degree programs the University will explore for implementation. The process requires the creation of a Prospectus which is vetted by various groups. The Provost makes the final decision as to whether to further consider a potential degree program.
2. **Formal Proposal Development and Internal Review Process.** For those potential degree programs that are approved by the Provost, the policy provides the process for developing a formal proposal and considering any SACSCOC substantive change issues.



The formal proposal is routed to the enumerated committees, groups and individuals for feedback and recommendations; among those listed are the University Curriculum Committee, the CFO, and several administrators, as required by BOG regulation 8.001.

3. **Final approval by BOT and BOG.** The proposed policy provides that the Board of Trustees, through its Academic and Student Affairs Committee, has final consideration and approval of the proposed programs. The Academic and Student Affairs Committee is required to review the proposed program with regard to the BOG criteria set out in the BOG regulation 8.001 (subsection (3)) and to consider the implementation costs when making its decision. If approved, the University submits the required information related to the new program to the BOG for approval and inclusion in the BOG's Academic Program Inventory.
4. **SACSCOC Approval.** The proposed policy further provides that the Accreditation Liaison will submit the necessary documentation related to the new degree program to SACSCOC in accordance with SACSCOC's policies on substantive change.

The proposed policy was reviewed and approved by the Academic Policies and Procedures Review Committee. If the proposed policy is approved by the Board, a copy of the revised policy will be provided to the Board of Governors Office in accordance with the BOG regulation 8.011.

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**Supporting Documentation:**

Draft policy: FPU-5.0001AP New Degree Program Planning and Approval Policy

BOG Regulation 8.011 Authorization of New Academic Degree Programs and Other Curricular Offerings (in pertinent part)

**Prepared by: Gina DeJulio, Vice President, General Council**

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> New Degree Program Planning and Approval
<b>FPU Policy Number:</b> FPU-5.0001AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> December 13, 2013
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Provost and Executive Vice President for Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy governs the required planning and approval process for new academic degree programs (“new degree programs”) to be offered at Florida Polytechnic University and is applicable to all individuals charged with planning and approving new degree programs.

**B. POLICY STATEMENT:**

The Florida Polytechnic University Board of Trustees (“BOT”) has the responsibility and authority to approve the implementation of new degree programs at the bachelor’s, master’s, and advanced master’s, and specialist level in accordance with Board of Governors Regulation 8.011 (“BOG Regulation 8.011”). This policy supplements BOG Regulation 8.011. The University will follow the procedures below when: 1) identifying potential new degree programs to explore for implementation over the period covered by the University’s strategic plan and work plan; 2) reviewing and approving proposed new degree programs by the appropriate entities of the University and the system; 3) seeking final approval of the new degree program by the BOT and the Board of Governors; and 4) getting new degree programs adopted, if applicable.

The BOT shall only approve a new degree program if the program meets the criteria set out in BOG Regulation 8.011 (“BOG criteria”).

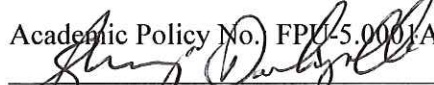
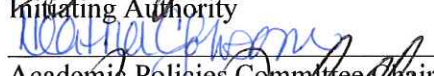

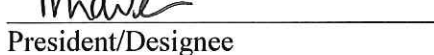
**C. PROCEDURES:**

The process for planning for and approval of new degree programs involves an exploratory pre-proposal process, a Formal Proposal development and preliminary internal review and approval process, and a final new degree program approval process.

**1. Exploratory Pre-Proposal Process.**

- a. The Provost, based on feedback from various constituents such as faculty, industry partners, University staff, and Board of Governors, and based on trends in higher education identifies potential new degree programs to explore for possible implementation over the period covered by the University’s strategic plan and work plan.
- b. The University may engage consultants to conduct market studies, viability studies, and/or to provide information on the potential new degree programs.
- c. The University, through its faculty, staff and outside consultants, gathers information related to the BOG criteria for each of the potential new degree programs to create a Prospectus. The Prospectus undergoes a vetting process by the following groups:
  - i. The Office of Institutional Research and Effectiveness (for CIP code assigning);
  - ii. The Academic Program Coordinators’ Council; and
  - iii. The Graduate Committee (if graduate program)
 with recommendations related to the Prospectus and potential new degree program being submitted to the Provost.
- d. At the Provost’s direction, the Vice Provost submits the Prospectus for the proposed degree program to the SUS Council of Academic Vice Presidents (SUS-CAVP) for feedback.

- e. The Prospectus may be modified based on information and feedback obtained during the pre-proposal process. A promising Prospectus is submitted to the Provost for final review and consideration.
  - f. If the Provost determines that the University should further consider a potential degree program, the Provost presents the Prospectus to the BOT for the board's preliminary approval of the potential new degree program.
2. **Formal Proposal Development and Internal Review Process.**
- a. If the BOT gives preliminary approval of a potential new degree program, faculty work with the Office of Institutional Research and Effectiveness to develop the **Formal Proposal** for the proposed new degree program and identify SACSCOC substantive change issues in coordination with the Accreditation Liaison.  
Once completed, the Formal Proposal for the proposed new degree program goes to the following for feedback and recommendations:
    - i. University Curriculum Committee (UCC)—for evaluation of the program and approval of proposed courses;
    - ii. Graduate Committee—(if a graduate program) for evaluation of the program and approval of proposed courses;
    - iii. Academic Program Coordinators' Council—for overall evaluation to include compliance with accreditation (regional and professional, if applicable);
    - iv. The Chief Financial Officer—for evaluation of implementation costs and other costs;
    - v. Faculty Assembly;
    - vi. The University Provost; and
    - vii. The University President.
3. **Final Approval by BOT and Board of Governors and Adoption.** The Provost presents the final version of the Formal Proposal for the proposed new degree program to the BOT Academic and Student Affairs Committee for its approval.
- a. The BOT Academic and Student Affairs Committee has the authority to approve new degree programs. The Committee reviews the Formal Proposal in light of the BOG criteria and implementation costs and determines whether to approve the new degree program on behalf of the BOT.
  - b. If the BOT Academic and Student Affairs Committee approves the new degree program, the University submits the required information related to the new degree program to the Board of Governors for approval, if applicable, and/or for inclusion in the Board of Governors' Academic Program Inventory.
4. **SACSCOC Approval.** Once the University receives approval documentation from the Board of Governors, the Accreditation Liaison submits all necessary documentation to SACSCOC in compliance with University and SACSCOC policies on substantive change. Upon SACSCOC approval, the University may include the new degree program in the Academic Catalog.

ACADEMIC POLICY APPROVAL	
Academic Policy No. FPU-5.0001AP	
	
Initiating Authority	11-2-15
	
Academic Policies Committee Chair	Date 10-30-15
	
Vice President of Academic Affairs	Date 11-2-15
	
President/Designee	Date 11/2/15
Approved by FPU BOT, if required	Date
	Date

## **BOG REGULATION [in pertinent part]**

### **8.011 Authorization of New Academic Degree Programs and Other Curricular Offerings.**

(1) New Academic Degree Program Authorization - To ensure that new academic programs implemented by a state university are of the highest quality and are aligned with the Board of Governors and university strategic plans, the following criteria and processes for new academic program authorization are established.

(2) Definitions - ...

(3) Criteria for New Degree Program Approval – A proposal for a new degree program shall be approved by a university board of trustees and the Board of Governors only if it meets the following criteria:

(a) Institutional and State-Level Accountability

1. *The Program is Consistent with the State University System Strategic Plan, and the University Mission, University Strategic Plan, and University Work Plan.* – The proposal shall demonstrate that the goals of the program are consistent with current State University System strategic planning goals by identifying which of the goals the program will directly advance. Additionally, the proposal shall demonstrate that the program goals are aligned with the university’s mission and strategic planning goals and relate to specific institutional strengths, and that the program is consistent with the program list provided in the university work plan required by Board of Governors Regulation 2.002.
2. *There is a Demonstrated Need for Program Graduates, Research, and/or Service.* –The proposal shall demonstrate a need for more individuals to be educated in the program at the level proposed, provide an estimate of the headcount and full-time equivalent (FTE) for students who will major in the program, and indicate steps to be taken to achieve a diverse student body. If an argument is made for the program based upon research or service need, then specific supporting information shall be provided. In analyzing the need for the proposed program, the university shall consider whether similar programs are offered at other postsecondary institutions in Florida and what impact, if any, such programs may have on the proposed program, and shall include this analysis in the proposal to substantiate the need for the program.
3. *The Program Does Not Unnecessarily Duplicate Existing State University System Degree Programs.* - If the program duplicates another degree program at a state university in Florida which has a substantially similar curriculum, evidence shall be provided that the university has investigated the potential impact on that program, has discussed opportunities for collaboration with the affected university, and can substantiate a need for duplication. If the proposed program curriculum substantially duplicates an existing program at a historically black university in the State University System, an analysis shall be conducted to determine whether the proposed program may adversely affect that university’s ability to achieve or maintain student diversity in its existing program.



4. *Financial Planning and Resources are Sufficient for Implementation.* - The proposal shall include a complete budget for the program which is comparable in cost to similar existing programs, reflects the purpose of the proposal, and provides evidence that, in the event resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other programs.

5. *There is a Sufficient Projected Benefit of the Program to the University, Local Community, and State.* - The proposal shall describe the projected benefit to the university, local community, and the State if the program is implemented. The proposal should demonstrate efficient use of resources and justification for the investment. The projected benefit may be both quantitative (data driven) and qualitative in nature.

6. *Access and Articulation are Maintained for All Programs.*

a. In a proposal for a baccalaureate program, all prerequisite courses shall be consistent with common prerequisites for similar degree programs within the State University System and the Florida College System, or an exception shall be sought through the Articulation Coordinating Committee in accordance with Board Regulation 8.010.

b. In a proposal for a baccalaureate program, if limited access status is sought in accordance with Board Regulation 8.013, adequate justification shall exist for such a designation, and evidence shall be provided that diversity, articulation, and workforce issues are appropriately addressed.

c. In a proposal for a baccalaureate program, the total number of credit hours shall not exceed 120, or an exception shall be sought from the Board of Governors in accordance with Board Regulation 8.014.

d. A proposal for any degree level shall include a plan to achieve a diverse student body in the program.

(b) Institutional Readiness

1. *The Institution Demonstrates an Ability to Implement a High-Quality Program.* - The proposal shall provide evidence that the institution has the resources in place, or will make the necessary investments, to ensure that the proposed program will be of high quality. If appropriate, the proposal shall provide evidence that the proposed program will specifically relate to existing institutional strengths such as other academic programs that have achieved national recognition, or related institutes and centers. If program reviews or accreditation activities in the discipline pertinent to the proposed program or in related disciplines have included recommendations affecting the proposed program, the proposal shall provide evidence that progress has been made in implementing those recommendations.

2. *The Curriculum is Appropriate for the Discipline and Program Level.* - The proposal shall describe a sequenced course of study with expected student learning outcomes, including any appropriate industry-driven competencies for advanced technology and related disciplines, as well as a strategy for assessing

student learning. Admissions and graduation criteria shall be clearly specified and appropriate. The course of study and credit hours required should include a timeframe consistent with similar programs. In cases in which specialized accreditation is available, evidence shall be provided that the program will seek accreditation, or a rationale shall be provided as to why the program will not seek specialized accreditation as required by Regulation 3.006 .

3. *Sufficient Qualified Faculty is Available.* – The proposal shall demonstrate that sufficient qualified faculty is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty in later years. The proposal shall demonstrate that the academic unit or units associated with this new degree have been productive in teaching, research, and service. For a research or professional doctoral program, evidence shall be provided that the faculty in the aggregate has the necessary instructional experience, as well as research and grant activity, to sustain a doctoral program.

4. *Sufficient Institutional Resources are Available.* – The proposal shall demonstrate that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; and appropriate clinical and internship sites shall be available to implement the program. For a graduate-level program, the proposal shall indicate whether appropriate fellowships, scholarships, and graduate assistantships are in place, or if the university has made sufficient plans for their existence when student support is the norm in similar programs in the discipline.

(4) New Degree Program Approval Authority and Process –

(a) *Professional and Research Doctoral Degree Programs* - Each university board of trustees shall approve new research and professional doctoral degree programs for submission to the Board of Governors for authorization, in accordance with the criteria outlined in section (3) of this regulation. ...

1. A proposal that is complete and has been determined by Board staff to meet all criteria for new program authorization shall be considered by the Board of Governors for approval and, subsequent to a program's approval, an institution may offer the new program at a date no sooner than that specified in the proposal.

2. If a university contemplates implementing a master's or specialist program and a doctoral program in the same discipline simultaneously, a single proposal for both degree levels should be developed, differentiating elements within the proposal as necessary. Both degree levels shall be approved by the university board of trustees prior to submitting the doctoral program proposal to the Board of Governors for consideration....

(b) *Bachelor's, Master's, Advanced Master's, Specialist and other Non-Doctoral Degree Programs* - Each university board of trustees shall approve for implementation new degree programs at the bachelor's, master's, advanced master's, and specialist levels in accordance with sections (3) and (5) of this regulation.

(c) *University Policies for New Degree Program Authorization* - Each university board of trustees shall ensure that university policies for new degree program planning and approval are consistent with this regulation and provide a copy of the policies to the Board of Governors Office. The university policies shall include at a minimum:

1. A formal process for determining degree programs that the university will explore for implementation over the period covered by the university strategic plan and the university work plan;
2. A formal process for review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities of the university;
3. A formal written review of doctoral program proposals by a qualified external consultant prior to consideration of the proposal by the board of trustees. Alternatively, institutions may utilize a cross-section of visiting experts who contribute to the proposal development process. Their contribution to the process must be documented and described in the proposal;
4. A process for final consideration by the board of trustees that includes review of the proposed program by the full board or a designated committee with regard to Board of Governors approval criteria and implementation costs; and
5. Adoption of a common State University System new degree proposal format developed by Board staff in collaboration with university academic affairs officers.

(d) *State University System Academic Degree Program Inventory* -

1. The Board Office shall maintain a State University System Academic Degree Program Inventory that will identify the approved degree programs for each university and that will be used by the universities for reporting enrollments, degree completions, and other information related to instructional delivery. Within four weeks of approval of a bachelor's, master's, specialist, or advanced master's degree by the university board of trustees, a university shall notify the Board of Governors Office in writing and provide an electronic copy of the proposal for each program, along with related board of trustees approval documents. For baccalaureate programs, the notification shall include any request for approval of limited access status, exceptions to the 120 credit hours to degree, and exceptions to the established statewide common prerequisite courses. A CIP code for each program shall be assigned by the Board of Governors Office in consultation with the university.
2. Upon resolution of any outstanding issues regarding the program, it shall be added to the State University System Academic Degree Program Inventory and a letter of notification shall be provided to the university.

Authority: Section 7(d), Art. IX, Fla. Const.; History: 3-27-07, Amended 3-24-11.

**AGENDA ITEM: VI-B**

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: SACSCOC Update**

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**Proposed Committee Action**

No action required- Information Only

**Background Information**

Florida Polytechnic University received a letter from SACSCOC President, Dr. Belle Wheelan, on October 7, 2015 authorizing a Candidacy Committee to visit the institution. The letter also assigns to FPU, Dr. Mary Kirk who is a permanent SACSCOC staff representative. A Candidacy Committee of three to six members accompanied by Dr. Kirk will visit Florida Polytechnic University March 7 – 10, 2016.

The Committee will focus on the standards addressed in the application, including Core Requirements 2.1-2.11 and Comprehensive Standards 3.3.1 and its subsection, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9. Should the Candidacy Committee affirm compliance with these standards during the on-site visit and should the Committee on Compliance and Reports and the Commission's Board of Trustees agree, a decision regarding candidacy would be made.

Florida Polytechnic University faculty and staff continue to gather and update essential evidence and documentation in preparation for the Candidacy visit. In addition, faculty and staff continue to work on the full compliance certification, which would be submitted to SACSCOC upon receiving a favorable Candidacy decision.

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**Supporting Documentation:** N/A

**Prepared by:** Tom Dvorske, Director of Institutional Effectiveness



**AGENDA ITEM: VI-C**

**Florida Polytechnic University  
Board of Trustees  
Academic & Student Affairs Committee  
December 2, 2015**

**Subject: Admissions and Recruiting Update**

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**Proposed Committee Action**

No action required- Information Only

**Background Information**

As of November 9, 2015, we had 27,246 undergraduate inquiries, 840 applicants, 500 admitted students and 73 deposits. Our current enrollment projections predict 490 freshmen and 75 transfers for a total of 565 new undergraduate students.

We have 39 graduate applicants and 3 admitted students. Our goal for fall was 35 new graduate students.

Florida Poly is bringing the Poly Premiere to theaters across the state. It provides viewers with an in-depth look at the school and discover what it's like to live and learn on campus. We are including a Q&A session following each showing.

**2015 Poly Premiere Dates and Locations**

12/5/2015	Citrus Park Stadium 20	Tampa, Florida
12/5/2015	Avenues Stadium 20	Jacksonville, Florida
12/12/2015	Waterford Lakes Stadium 20	Orlando, Florida
12/12/2015	Shadowood 16	Boca Raton, Florida
12/13/2015	Cypress Creek Station Stadium	Ft. Lauderdale, Florida

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**Supporting Documentation: N/A**

**Prepared by: Scott Rhodes, Vice Provost, Enrollment**