

Academic and Student Affairs Committee Meeting

Wednesday, June 11, 2025 9:30 a.m. The Grand Ballroom

Committee Members: Nicole Washington, Chair

Jamal Brown, Zayla Bryant, Natlie Figgers, Deveron Gibbons, and

Belvin Perry

AGENDA

I. Call to Order Trustee Nicole Washington

II. Roll Call Ms. Valeria Singleton

ACTION ITEMS

III. February 12, 2025 Meeting Minutes Trustee Washington

IV. Tenure Dr. Allyson Watson

V. Amended Regulation 4.105 Dr. Sundra Kincey

(Textbook Affordability)

INFORMATION ITEMS

VI. Student Affairs Update Dr. William Hudson, Jr.

VII. Academic Affairs Update Dr. Watson

VIII. Adjournment



Academic and Student Affairs Committee Wednesday, June 11, 2025 Agenda Item: III

Subject: Minutes for February 12, 2025 Meeting

Proposed Board Action: In accordance with the Florida Statutes, a governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Attachment(s): Yes

1. Minutes for February 12, 2025



Academic and Student Affairs Committee Minutes Trustee Nicole Washington, Chair February 12, 2025

Trustee Nicole Washington called the meeting to order. Ms. Valeria Singleton called the roll, and the following committee members were present: Jamal Brown, Earnie Ellison, Natlie Figgers, Loryn May, Belvin Perry, and Nicole Washington. A quorum was established.

The Committee recommended approval of the following items:

Minutes for December 4, 2024 – Trustee Perry moved to approve the minutes for the meeting on December 4, 2024. Trustee May seconded the motion, and the motion carried.

Amended Regulation 2.015 (Admissions) - The regulation was amended to ensure compliance with Florida Board of Governors Regulation 6.006. The amendments clarify key areas, including:

- Credit allocation and acceleration mechanisms;
- GPA calculation consistency; and
- Transparency in program information.

These revisions align with the state's higher education policies and maintain institutional integrity in our admissions process.

Trustee Perry moved to approve Amended Regulation 2.015 (Admissions). Trustee May seconded the motion, and the motion was carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr. provided updates on admissions, financial aid, and hazing prevention.
- The Office of Undergraduate Admissions and Recruitment continues to experience increases in first-time-in-college (FTIC) applications, with a 15% increase in FTIC applications over last year.
 - A 16% decrease in admitted students is due to a more selective process based on academic credentials.
 - There is a 97% increase in transfer admits.
- The Office of Financial Aid disbursed over \$56 million in federal, state, and institutional aid for the spring semester.
- Career Expo The Career Expo was moved to February 5, 2025, due to inclement. 1,401 FAMU students attended the expo. This was an increase of 1.87% in attendance. In addition, more than 100 employers were in attendance. Fifty-one percent of the registered employers offered internships, and sixty-one percent offered full-time jobs. The industries represented included government (local and state), accounting, engineering and construction, defense,



- healthcare, K-12 education, pharmaceuticals, retail, manufacturing, utilities and renewable energy, investment/portfolio management, hospitality, insurance, financial services, research, technology, transportation and logistics, commercial banking and credit, real estate, politics, legal, and law enforcement.
- Hazing Prevention Update There are no active investigations involving allegations of hazing.
 FAMU continues to use the recommended online hazing prevention course module (Alivetek).
 In December 2024, the President signed the Stop Campus Hazing Act (SCHA) into law. The legislation, which amends the Clery Act, adds hazing incidents to the list of Clery reportable incidents.

Academic Affairs Updates – informational updates were provided:

- Academic Prioritization Over the past several months, we have engaged in multiple committee meetings, ensuring robust feedback from faculty, deans, and academic leaders. This collaborative process aligns directly with our Board of Trustees regulations and policies, particularly Regulation 4.005 on the Authorization and Termination of Academic Programs and Regulation 4.010 on Program Offerings and Off-Campus Programs. Our approach has been data-driven and intentional to ensure the highest academic excellence and operational efficiency.
- Key Actions and Strategic Outcomes:

1. Program Optimization for Strategic Alignment

- a. We have conducted a rigorous analysis of our academic portfolio, leading to **the consolidation or termination of 15 academic programs, degrees, and majors** that no longer align with workforce demands or institutional priorities.
- b. Additionally, **five programs** have been updated to align with the **Florida Board of Governors' Programs of Strategic Emphasis**, ensuring our graduates remain competitive in high-demand fields.
- c. We are also enhancing **13 programs** to strengthen their alignment with our institutional goals and regulatory requirements.
- d. These savings will be reinvested into high-quality programs that drive student success and meet regional, state, and national workforce needs.

2. Enhancing Workforce Readiness

- a. Our efforts are directly tied to labor market data from MyFloridaFuture and the U.S.
 Bureau of Labor Statistics, ensuring our graduates are prepared for Florida's Top 50
 Open Jobs and Fastest Growing Occupations.
- b. Specific focus areas include nursing, accounting, civil engineering, secondary education, and pharmacy, which are fields where our students will have high employment prospects and a strong return on investment.



- **Next Steps and BOT Action Timeline:** This update is being provided as an information item today, ensuring transparency and alignment with the Board's expectations. Based on our continued engagement and refinement, we anticipate bringing this matter forward as an action item in either the April or June BOT meeting.
- New Hire Dr. Kelley Bailey was introduced as the new dean for Online Education.
- Academic and Student Affairs Annual Action Plan A copy of the 2024 2025 Annual Action Plan for the Academic and Student Affairs committee was included in the committee material for informational purposes.

There being no further discussion, the meeting was adjourned at 2 p.m.

Respectfully submitted,

Nicole Washington, Committee Chair



Academic and Student Affairs Committee Wednesday, June 11, 2025 Agenda Item: IV

Subject: Tenure

Proposed Board Action: Applications for tenure were reviewed by the departments, the colleges/schools, the University Tenure and Promotion Committee, Provost Watson, and Interim President Beard. The applicants were evaluated based on their professional experiences, teaching effectiveness, university service, public service, demonstrated contributions to their teaching discipline, technical and performance competencies, records of publications and research, certifications and exceptional scholarly or creative activities.

Attachments: No

	Candidate Name	College/School	Department/Division	Levels of Internal Review		
1	Jamel Ali	FAMU-FSU College of Engineering	Chemical and Biomedical Engineering	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost 		
2	Bayaner Arigong	FAMU-FSU College of Engineering	Electrical & Computer Engineering	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost 		

	Candidate Name	College/School	Department/Division	Levels of Internal Review
3	Vanessa Crowther	School of Allied Health Sciences	Health Care Management	School T&P CommitteeDean's ReviewUniversity T&P CommitteeProvost
4	Rafael Gamero	College of Social Sciences, Arts and Humanities	English and Modern Languages	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost
5	Robbya Green-Weir	School of Allied Health Sciences	Health Care Management	School T&P CommitteeDean's ReviewUniversity T&P Committee-Provost
6	Kajsa Henry	College of Social Sciences, Arts and Humanities	English and Modern Languages	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost
7	Jacquelyn McMillan	College of Social Sciences, Arts and Humanities	Social Work	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost

8	Kendra Mitchell	College of Social Sciences, Arts and Humanities School of Allied Health Sciences	English and Modern Languages Health Science	- Department T&P Committee - Department Chair - College T&P Committee - Dean's Review - University T&P Committee Provost
9	Brandon Moton	School of Allied Health Sciences	Health Science	School T&P CommitteeDean's ReviewUniversity T&P CommitteeProvost
10	Brittany Nash	School of Allied Health Sciences	Occupational Therapy	School T&P CommitteeDean's ReviewUniversity T&P CommitteeProvost
11	Kellie O'Dare	College of Pharmacy and Pharmaceutical Sciences _Institute of Public Health (CoPPS_IPH)	Institute of Public Health	 Tenured Faculty College T&P Committee Dean's Review University T&P Committee Provost
12	Carlos Reyes-Ortiz	College of Pharmacy and Pharmaceutical Sciences _Institute of Public Health (CoPPS_IPH)	Institute of Public Health	 Tenured Faculty College T&P Committee Dean's Review University T&P Committee Provost

13	Kenisha Thomas	College of Social Sciences, Arts and Humanities	Social Work	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost
14	Angela Tidwell	School of Business and Industry	Information Systems & Operations Management	 Department T&P Committee Department Chair School T&P Committee Dean's Review University T&P Committee Provost
15	Marilyn Weatherspoon	School of Allied Health Sciences	Health Science	School T&P CommitteeDean's ReviewUniversity T&P CommitteeProvost
16	Clement Yedjou	College of Science and Technology	Biological Sciences	 Department T&P Committee Department Chair College T&P Committee Dean's Review University T&P Committee Provost



Academic and Student Affairs Committee Wednesday, June 11, 2025 Agenda Item: V

Subject: Amended Board of Trustees Regulation 4.105

Proposed Board Action: Board of Trustees approve the amendment to Regulation 4.105 for adoption after the expiration of the thirty (30) days' notice period, provided there are no public comments, in accordance with the Florida Board of Governors' Regulation Development Procedure.

Attachments: Amended BOT Regulation 4.105 Textbook Affordability

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: May 13, 2025

REGULATION CHAPTER NO.: Chapter 4

REGULATION CHAPTER TITLE: Academic Affairs

REGULATION TITLE AND NO: Textbook Affordability 4.105

SUMMARY OF REGULATION: This regulation has been amended to align Florida A&M University's Regulation 4.105 with the Board of Governors Regulation 8.003. Revisions include a faculty attestation statement confirming that faculty have reviewed courses taught each semester in accordance with the BOG Regulation 8.003. The regulation also requires college/school administrative unit leaders to monitor adherence to textbook adoption deadlines each term. Additionally, all faculty must submit course syllabi (both undergraduate and graduate) to be posted at least 45 days prior to the first day of class, with statewide general education course syllabi remaining posted for at least five consecutive years. Further, FAMU, through its bookstore provider, must maintain a searchable database, and the FAMU Board of Trustees must submit an annual report by September 30th to the Board of Governors on Textbook and Instructional Materials. The title of FAMU Regulation 4.105 is changed from Textbook Affordability to Textbook and Instructional Materials Affordability.

AUTHORITY FOR REGULATION: Article IX, Section 7, Florida Constitution, Section 1004.085, Florida Statutes, Board of Governors Regulations 1.001 and 8.003.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Allyson L. Watson, Ph.D., Provost and Vice President for Academic Affairs.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Sundra Kincey, Ph.D. Associate Provost, Florida A&M University, 1601 S. Martin Luther King, Jr. Blvd. Tallahassee, Florida 32307, (850) 599-3276 (Telephone), sundra.kincey@famu.edu

FULL TEXT OF THE PROPOSED REGULATION: The full text of this amended regulation follows:

Florida A&M University Regulation



- 4.105 Textbook Affordability and Instructional Materials Affordability
- (1) Pursuant to the Board of Governors Regulation 8.003, the Board of Trustees for Florida A&M University establishes the following procedures to minimize the cost of textbooks to students while maintaining the quality of instruction and academic freedom.
- (2) The Office of the Provost shall notify each college or school of the textbook and instructional material adoption deadline for each semester.
 - (a) Textbook adoption deadlines for each term shall be no later than 3545 days prior to the first day of class for each term.
 - (b) College/School administrative unit leaders (Dean or Dean's designee) will monitor compliance to ensure that each instructor has entered both the required or recommended textbooks and instructional materials by the deadlines established by the Provost.
- (3) Each semester, the faculty or instructor reviews all required course materials for each course taught. If an academic unit uses an adjunct or temporary instructor for a course and has not selected the materials for the course, the individual responsible for selecting the materials must complete the attestation.
 - (a) Before a textbook is adopted, the instructor or the academic department shall attach a declaration to the textbook order form acknowledging the following determine through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price by considering:
 - 1. Purchasing digital textbooks in bulk,
 - 2. Expanding the use of open-access textbooks and instructional materials,
 - 3. Providing rental options for textbooks and instructional materials,
 - 4. Increasing the availability and use of affordable digital textbooks and learning objects,
 - 5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials,
 - 6. The length of time that textbooks and instructional materials remain in use,
 - 7. An evaluation of cost savings for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials.
 - (a) (b) The extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition; and,
 - (b) (c) The intent to use all items ordered, including each individual item sold as part of a bundled package.

- (4) All faculty and instructors are required to confirm that they have reviewed all necessary materials for each course taught every semester before presenting or assigning them to students. These materials include, but are not limited to, textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional materials intended for student use in the course. Faculty and instructors must verify that the materials are suitable for the course and submit this confirmation in accordance with university policy.
- (4.5) A determination of a student's ability to pay for textbooks will be made through the standard student financial aid eligibility process.
- (5 6) Students waiting on their financial aid distribution are provided book vouchers to purchase the required textbooks.
- (6.7) Textbooks placed by the adoption deadline will be posted on the bookstore website 30 at least 45 days_prior to the first day of class. A request for an exception to the deadline shall be submitted in_writing to the office of the Provost and Vice President of Academic Affairs prior to the adoption_deadline along with a reasonable justification for an exception.
- (78) The posted textbook list shall include the following information for each required textbook:
 - (a) The International Standard Book Number (ISBN) or
 - (b) Other identifying information which shall include, at a minimum:
 - (1) all authors listed,
 - (2) publishers,
 - (3) edition number,
 - (4) copyright date,
 - (5) published date, and
 - (6) other relevant information necessary to identify the specific textbook required for each course.
 - (8) No employee of a state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest restrictions set forth in the university regulations and collective bargaining agreements:
 - (a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - (b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - (c) Honoraria for academic peer review of course materials.
 - (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks.
 - (e) Training in the use of course materials and learning technologies.

(9) The University through its bookstore provider shall maintain a procedure whereby textbooks can be searchable by the course subject, the course number, the course title, the name of the instructor of the course, the title of each assigned textbook or instructional material, and each author of an assigned textbook or instructional material and easily downloadable by current and prospective students.

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(10) All course syllabi regardless of course level must be posted using the University's established mechanisms at least 45 days prior to the first day of class.

- (a) If a course is subject to general education course options as identified in Florida Statutes 1007.25, the course syllabus must contain the following.
 - a. The course curriculum.
 - b. The goals, objectives, and student expectations of the course.
 - c. How student performance will be measured
 - d. Syllabi subject to this provision must remain posted in a public, searchable database for at least five academic years.
- (11) No employee of a state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest restrictions set forth in the university regulations and collective bargaining agreements:
 - (a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - (b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - (c) Honoraria for academic peer review of course materials.
 - (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks.
 - (e) Training in the use of course materials and learning technologies.
- (12) The University shall provide a report to the Board of Trustees for submission to the Chancellor of the State University System by September 30th that details:
 - a) The selection process for high enrollment courses,
 - (b) Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.
 - (c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class,
 - (d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year,
 - (e) Compliance with the required components of the textbook and instructional materials in accordance with BOG Regulation 8.003.
 - (f) Attestation that all required materials have been reviewed each semester.
 - (g) Any additional information determined by the Chancellor.

Specific Authority <u>Section 7(d)</u>, Article IX, Florida Constitution; Board of Governors Resolution January 7, 2003; Board of Governors Regulation Development Procedure dated July 21, 2005; Board of Governors Regulation 1.001 and 8.003; Section 1004.085, Florida Statutes –New 04-22-10. <u>Amended May</u> 13, 2025.



Academic and Student Affairs Committee Wednesday, June 11, 2025 Agenda Item: VI

Subject: Student Affairs Update

Background Information and Summary: An update on the Division of Student Affairs.



Academic and Student Affairs Committee Wednesday, June 11, 2025 Agenda Item: VII

Subject: Academic Affairs Update

Background Information and Summary: An update on the Division of Academic Affairs.