

**DRAFT MINUTES**  
**UWF Board of Trustees**  
**Academic & Student Affairs Committee Meeting**  
**UWF Conference Center**

Committee Chair Roy Smith called the meeting to order at 8:32 a.m. on December 12, 2008. Trustee Collier Merrill was unable to attend the committee meeting. Ms. Irene Patti, Executive Specialist called roll with the following members present.

Mr. Roy Smith  
General Chuck Horner retired  
Ms. April Jardine  
Mrs. Catherine Kelly\*  
Dr. Richie Platt  
\*Participation by Conference Call

Also attending:

Dr. Chula King, Provost, and Vice President for Academic Affairs  
Dr. Debbie Ford, Vice President for Student Affairs  
Mrs. Irene Patti, Executive Specialist  
Mr. Jim Matson, ITS

**Chair's Greetings**

Chair Smith welcomed everyone to the meeting and thanked them for their participation.

**Action Items**

**1. Minutes of September 4, 2008**

A motion was made to approve the **minutes of September 4, 2008** as presented.

[http://uwf.edu/trustees/Dec12\\_08/090408ASMN.pdf](http://uwf.edu/trustees/Dec12_08/090408ASMN.pdf)

Motion by: Trustee Platt

Seconded by: Trustee Horner

Motion carried unanimously.

**2. Request for Enrollment Exemption** was presented by Dr. Pete Metarko, Associate Vice President. **A motion was made to approve the (BOG) Board of Governors request to exempt the University of West Florida from future freshman enrollment freezes effective with the Fall Semester, 2009.**

Draft Letter to Chancellor Rosenberg - [http://uwf.edu/trustees/Dec12\\_08/LTR\\_Chancellor.pdf](http://uwf.edu/trustees/Dec12_08/LTR_Chancellor.pdf)

Motion by: Trustee Horner

Seconded by: Trustee Platt

Motion carried unanimously.

**3. State of Florida Designation for the Florida Small Business Development Center Network (FSBDCN) Application to the Board of Governors** was presented by Dr. Richard Podemski, Dean for Graduate Studies and Mr. Jerry Cartwright, State Director of SBDC. **A motion was made to approve the request to designate the FSBDCN as a State of Florida Center.**

Statewide Network – [www.FloridaSBDC.org](http://www.FloridaSBDC.org)

Quick Facts - [http://uwf.edu/trustees/Dec12\\_08/quickfacts.pdf](http://uwf.edu/trustees/Dec12_08/quickfacts.pdf)

FL BOG Memo - [http://uwf.edu/trustees/Dec12\\_08/CAVP\\_Memo.pdf](http://uwf.edu/trustees/Dec12_08/CAVP_Memo.pdf)

Application Narrative - [http://uwf.edu/trustees/Dec12\\_08/SBDC\\_Application.pdf](http://uwf.edu/trustees/Dec12_08/SBDC_Application.pdf)

Motion by: Trustee Platt

Seconded by: Trustee Horner

Motion carried unanimously.

- 4. UWF REG 3.003 Applicants with Records** was presented by Dr. Debbie Ford, Vice President for Student Affairs. **A motion was made to approve UWF Regulation 3.003 – Admission of Applicants with Records of criminal conduct or of Misconduct at Educational Institutions.**

Notice of Proposed Regulation – [http://uwf.edu/trustees/Dec12\\_08/UWFREG\\_3\\_003.pdf](http://uwf.edu/trustees/Dec12_08/UWFREG_3_003.pdf)

Motion by: Trustee Horner

Seconded by: Trustee Jardine

Motion carried unanimously.

- 5. Request to “Explore/Plan” for a New Degree - Master of Science (MS) Criminal Justice** was presented by Dr. Glenn Rohrer, Director for the School of Social Service. **A motion was made to approve the Request to “Explore/Plan” for a New Degree – Master of Science (MS) Criminal Justice.**

Memo - [http://uwf.edu/trustees/Dec12\\_08/Memo\\_MS\\_CJ.pdf](http://uwf.edu/trustees/Dec12_08/Memo_MS_CJ.pdf)

Motion by: Trustee Kelly

Seconded by: Trustee Jardine

Motion carried unanimously.

- 6. Waiver of Request to “Explore/Plan” for BSBA in General Business** was presented by Dr. Tim O’Keefe, Associate Dean, and MBA Director. **A motion was made to approve the Waiver of Request to “Explore/Plan” for BSBA in General Business.**

Memo - [http://uwf.edu/trustees/Dec12\\_08/Memo.pdf](http://uwf.edu/trustees/Dec12_08/Memo.pdf)

Motion by: Trustee Platt

Seconded by: Trustee Horner

Motion carried unanimously.

#### Informational/Discussion Items

- Duplicative Courses and Programs** was presented as an informational item by Dr. Chula King, Provost who noted that at the September 4 meeting of the BOT, the following was approved:

*The BOT charge the President and the Provost to work with the Faculty Senate to expeditiously develop and implement a transparent and equitable process to review the proliferation of duplicative courses and programs and to facilitate any changes indentified by that review, so that we ensure that the curriculum that we offer effectively and efficiently meets the strategic needs of the institution and the region; and that we ask for an update on the changes resulting from this process at the next three BOT meetings.*

A committee jointly charged by the Office of the Provost and the Faculty Senate was formed to concentrate on duplicative courses. That committee has met several times and, after establishing

a definition of “duplicative” has established a three step plan: (1) Identification of potential duplicative courses; (2) evaluation of identified courses to see if they are indeed duplicative; and (3) remediation. The committee is currently focusing on the identification of courses that potentially meet the “duplicative” criteria. The timeline for starting the evaluation and remediation steps is January. The deans of the colleges continue their program evaluation, with the added component of duplicative programs.

- 2. Renaming of Departments and Division in College of Professional Studies** was also presented as an informational item by Provost King.

The College of Professional Studies has merged the Departments of Legal Studies/Criminal Justice and Social Work and renamed the group the “School of Justice Studies and Social Work”. This administrative unit will continue to be housed in the College of Professional Studies and function as a merged department. The person serving as Chair of the Department of Social Work has been named as the Director of the School of Justice Studies and Social Work.

The College of Professional Studies has also renamed the Division of Teacher Education as the “School of Education”. There are no plans to move programs from one department into another college unit. The person serving as Chair of the Division of Teacher Education has been named as the Director of the School of Education.

The Board of Governors has also been informed of the name changes. BOG staff make a record of the actions should anyone external to the system inquire. BOG approval is not required in either case because neither involves creation of a totally new entity.

- 3. Engineering Programs National Accreditation** was presented by Dr. Leo ter Haar and Dr. Tom Gilbar due to the absence of Dr. Jane Halonen, CAS Dean.

[http://uwf.edu/trustees/Dec12\\_08/ABET\\_20081103.pdf](http://uwf.edu/trustees/Dec12_08/ABET_20081103.pdf)

Effective Spring Semester 2009, students in the Electrical Engineering and Computer Engineering bachelor's degree programs offered on the University of West Florida campuses will be earning UWF degrees rather than University of Florida degrees.

By copy of correspondence from Maryanne Weiss, Accreditation Director for ABET, the national accreditation agency for engineering programs, to the University of Florida, we have been notified of the following action by ABET:

"The Engineering Accreditation Commission (EAC) Executive Committee reviewed the official notification concerning the hand-off by December 31, 2008, of the Electrical Engineering (BS) Program and the Computer Engineering (BS) Program currently offered by the University of Florida at the University of West Florida campus to University of West Florida's control. The EAC Executive Committee voted to continue accreditation for the two above-mentioned programs until September 30, 2013."

...

"The ABET website will be updated by January 3, 2009, to reflect the hand-off of the Electrical Engineering and the Computer Engineering Programs to the control of the University of West Florida."

- 4. Acquisition of Additional Student Housing Facilities** was presented by Dr. Debbie Ford as an informational item. Dr. Ford said this item is being presented for approval during the Finance, Administration, & Audit Committee meeting.

Construction and acquisition of additional student housing facilities are necessary and desirable to serve the needs and purposes of the University of West Florida ("UWF") as determined by UWF's master plan.

UWF has identified two possible options for acquisition of additional student housing facilities:

- i. The first option would be to request the UWF Foundation, Inc. ("Foundation"), to proceed with the issuance of not exceeding \$15,000,000 in housing revenue bonds to finance a portion of the cost of construction of additional housing facilities.
- ii. The second option provides in the alternative for approval of a sublease of UWF property, after receiving competitive proposals, to a private developer to construct a student housing facility using private financing.

The Finance Committee of the UWF Board of Trustees will consider adopting a resolution approving these two options. Please see the supporting document. The resolution authorizes and directs staff of the University to examine market studies, financial analyses, and competitive proposals to determine which structure is the most advantageous to the University. The resolution provides that whichever construction method or structure is chosen, the University will work with the board and staff of the Foundation to insure that projected proceeds from housing system operations remain sufficient to meet all requirements of the Foundation's outstanding bonds and/or additional debt undertaken at the University's request.

UWF staff will examine market studies, financial analyses, and competitive proposals in order to develop the most advantageous structure and amenities. If UWF chooses the first option, UWF staff will work with the Florida Board of Governors and the State Division of Bond Finance to provide appropriate information and to obtain necessary approval of revenue bonds. In such event, the Foundation sublease of the property upon which the student housing system is located will be amended to include the additional housing facility. If UWF chooses the second option, it will identify a private developer through competitive proposals and execute a sublease with that developer that would be consistent with UWF's desire to construct and acquire additional student housing facilities under the best terms possible.

The details of the fiscal implications of the two structures will be known in more detail following the receipt of reports from the planning and financial consultants and will be shared at future meetings.

**1. Student Recognition & Accomplishments** was presented by Vice President Ford, who showcased the significant student accomplishments for the 2008 Fall semester.

[http://uwf.edu/trustees/Dec12\\_08/Excellence.pdf](http://uwf.edu/trustees/Dec12_08/Excellence.pdf)

[http://uwf.edu/trustees/Dec12\\_08/0809UWF\\_AH\\_QP.pdf](http://uwf.edu/trustees/Dec12_08/0809UWF_AH_QP.pdf)

**Adjournment** - With no further discussion Chair Smith called for adjournment at 10:15 a.m.

Respectfully submitted,

Recording Secretary

Faye H. Bowers

12/19/08 11:56 a.m.