

**Florida Agricultural and Mechanical University
Board of Trustees**



Academic and Student Affairs Committee Meeting

Date: November 29, 2017

Time: 8:30 am

Location: Grand Ballroom

Committee Members: Matthew Carter, Chair
Justin Bruno, Thomas Dortch, Bettye Grable, David Lawrence,
Nicole Washington, and Robert Woody

AGENDA

- | | | |
|------|---|------------------------|
| I. | Call to Order | Trustee Matthew Carter |
| II. | Roll Call | Ms. Valeria Singleton |
| III. | Approval of Minutes for June 7, 2017 Meeting | Trustee Matthew Carter |
| IV. | Approval of Minutes for September 5, 2017 Meeting | Trustee Matthew Carter |

ACTION ITEMS

- | | | |
|-------|---|-------------------------------|
| V. | Request for Leave Without Pay for Dr. Amber Golden (Revision) | Interim Provost Rodner Wright |
| VI. | Textbook Affordability Annual Report | Interim Provost Rodner Wright |
| VII. | Regulation 4.105 – Textbook Affordability | Interim Provost Rodner Wright |
| VIII. | Proposed Regulation 5.005 – Freedom of Expression | Interim Provost Rodner Wright |
| IX. | Campus Safety Plan | Dr. William Hudson, Jr. |
| X. | Mental Health Counseling Enhancement Plan | Dr. William Hudson, Jr. |

INFORMATION ITEMS

- | | | |
|------|---|---|
| XI. | Academic and Student Affairs Update <ul style="list-style-type: none">• Update - 2 + 2 Program• Anti-Hazing Update | Interim Provost Rodner Wright
Dr. William Hudson, Jr.
Mr. Bryan Smith |
| XII. | Adjournment | |



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Academic and Student Affairs Committee

Date: November 29, 2017

Agenda Item: III

Item Origination and Authorization			
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Resolution _____	Contract _____	Grant _____	Other _____

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Minutes for June 7, 2017

Rationale: 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: Minutes for June 7, 2017

Recommendation: It is recommended that the Board of Trustees approve the minutes of June 7, 2017.

**Florida Agricultural and Mechanical University
Board of Trustees**



**Academic and Student Affairs Committee Minutes
Trustee Matthew Carter, Chair**

**Date: June 7, 2017 @ 9 am
Location: Grand Ballroom**

The meeting was called to order by Trustee Matthew Carter. Ms. Valeria Singleton called the roll and the following committee members were present: Matthew Carter, Justin Bruno, Bettye Grable, David Lawrence, and Nicole Washington. A quorum was established.

The minutes for the meeting on March 3, 2017, were approved.

Election of Vice Chair – Trustee Robert Woody was nominated to serve as vice chair. Trustee Dortch moved to approve Trustee Woody for vice chair of the Academic and Student Affairs Committee. The motion was seconded by Trustee Grable and the motion carried.

University's 2017 Work Plan – The 2017 Work Plan was presented and discussed. The work plan's primary and singular focus is the success of our students. The work plan required Board approval prior to consideration at the Board of Governors' meeting beginning on June 20, 2017.

Trustee Lawrence moved to approve the 2017 Work Plan. The motion was seconded by Trustee Grable and the motion carried.

Tenure – Fifteen faculty members were recommended for tenure. The applications were reviewed by the departments, the colleges/schools, the University of Tenure and Promotion Committee, Provost Wright, and President Robinson.

Trustee Grable moved to approve the recommendations for tenure and the motion was seconded by Trustee Bruno. The motion carried.

Sabbatical Leave – During the March 2017 BOT meeting, eight faculty members were approved for sabbatical leave. However, Dr. Chao Li's name was omitted. Therefore, Provost Wright presented the recommendation for sabbatical leave for Dr. Chao Li.

Trustee Grable moved to approve the sabbatical leave for Dr. Li and the motion was seconded by Trustee Bruno. The motion carried.

Academic Honesty Policy - The purpose of the Academic Honesty policy is to provide students, faculty, and staff with guidelines about the expectations for academic honesty, what behaviors violate the policy, and the resolution process for alleged academic honesty violations. Currently, the colleges and schools have individual procedures for handling academic dishonesty, so this policy will be used as the academic standard of the University.

Trustee Grable moved to approve the Academic Honesty policy and the motion was seconded by Trustee Bruno. The motion carried.

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Academic and Student Affairs Updates – The following informational updates were provided:

- Dr. William Hudson, Jr., provided an update on the 2+2 program and the 360 Virtual Reality recruitment implementation.
- Mr. Bryan Smith provided an update on the hazing prevention initiatives.
- Finally, Dr. Maurice Edington provided an update on program improvement strategies.

There being no further discussion, the meeting was adjourned at 10:45 am.

Respectfully submitted,

Matthew Carter, Committee Chair



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Academic and Student Affairs Committee

Date: November 29, 2017

Agenda Item: IV

Item Origination and Authorization			
Policy ____	Award of Bid ____	Budget Amendment ____	Change Order ____
Resolution ____	Contract ____	Grant ____	Other ____

Action of Board				
Approved ____	Approved w/ Conditions ____	Disapproved ____	Continued ____	Withdrawn ____

Subject: Minutes for September 5, 2017

Rationale: 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: Minutes for September 5, 2017

Recommendation: It is recommended that the Board of Trustees approve the minutes of September 5, 2017.

**Florida Agricultural and Mechanical University
Board of Trustees**



**Academic and Student Affairs Committee Minutes
Trustee Matthew Carter, Chair**

Date: September 5, 2017 @ 3 pm

Location: Conference Call

The meeting was called to order by Trustee Bettye Grable. Ms. Valeria Singleton called the roll and the following committee members were present: Bettye Grable, Justin Bruno, and Thomas Dortch. The committee did not have a quorum, so the agenda items were presented and discussed but no action was taken on the agenda items.

Request for Leave of Absence Without Pay for Dr. Ann Kimbrough – The Request for Leave of Absence Without Pay for Dr. Ann Kimbrough was presented and discussed. In accordance with BOT Policy Number 2005-21, the University will consider requests for unpaid leave of absence from regular employees who have at least one year of continuous service. The University grants leave of absence for the following reasons: parental, medical, educational, military service, and personal.

The leave will afford Dr. Kimbrough the opportunity to conduct research and gain knowledge that can be used to enhance the learning experience for our students.

Request for Leave of Absence with Pay for Dr. Amber Golden – The Request for Leave of Absence with Pay for Dr. Amber Golden was presented and discussed. In accordance with BOT Policy Number 2005-23, employees may use their accrued sick and annual leave for FMLA purposes. Because the request is for more than three months, this request is being submitted to the Board for approval. In addition, the request for leave with pay is based on Dr. Golden's availability of leave.

Student Education Records Policy – The new Student Education Records policy was presented and discussed. The Family Educational Rights and Privacy Act ("FERPA") is a Federal law that protects the privacy of student education records which applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In addition, Sections 1002.225 and 1006.52 of the Florida Statutes, provide certain rights to students concerning the privacy of their education records, and further make student records and applicant records confidential and exempt from disclosure under the Public Records Law.

This policy implements and requires compliance with state and federal law by providing guidelines and security procedures applicable to all employees, agents, and University contractors who manage or have direct or indirect access to student education records.

FAMU Research Foundation – The last action item discussed was the request for the re-establishment of the Research Foundation. The Research Foundation is needed to assist the university in mitigating potential risk

**Florida Agricultural and Mechanical University
Board of Trustees**



associated with emerging opportunities involving cannabis. The foundation will allow FAMU to engage members of this market sector while managing risks to the university.

All four of the action items were placed on the Consent Agenda for the Board's approval.

Academic and Student Affairs Updates – The following informational updates were provided:

- Provost Wright stated that the Academic Program Action Plan Update would be presented during the September full board meeting. In addition, he provided an update on enrollment. As of September 5, 2017, the enrollment was 9,811.
- Dr. Paul Shirk provided an update regarding the proposed USDA Entomology Building.
- Dr. William Hudson, Jr., provided an update on the 2+2 program. In addition, he provided a schedule of the recruitment efforts for 2017-2018.
- Mr. Bryan Smith provided an update on the hazing prevention initiatives.
- Finally, Dr. Anika Fields provided an update on mental health initiatives.

There being no further discussion, the meeting was adjourned at 4:09 pm.

Respectfully submitted,

Matthew Carter, Committee Chair



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

**Academic Affairs Committee
Date: November 29, 2017
Agenda Item: V**

Item Origination and Authorization			
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Resolution _____	Contract _____	Grant _____	Other _____

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Request for Leave Without Pay – Amber Golden (Revision)

Rationale: In accordance with BOT Policy Number 2005-21, the University will consider requests for unpaid leave of absence from regular employees who have at least one year of continuous service. The University grants leave of absence for the following reasons: parental, medical, educational, military service, and personal.

During the September BOT meeting, a Request for Leave with Pay for Dr. Amber Golden was approved for the fall 2017 semester. Dr. Golden’s request was for the 2017-2018 academic year. Therefore, this amended request is being submitted to reflect **leave without pay for fall 2017 semester and spring 2018. Note: Employee has exhausted all leave.**

Attachment: None.

Recommendation: It is recommended that the Board of Trustees approve the Request for Leave Without Pay for Dr. Amber Golden for the fall 2017 semester and spring 2018 semester.



**Florida Agricultural and Mechanical University
Board of Trustees**

ACTION ITEM

Date: November 29, 2017

Agenda Item: VI

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Textbook Affordability Annual Report

Rationale: Subsection 1004.085(8), Florida Statutes, on Textbook Affordability requires that each state university board of trustees submit a report to the Chancellor of the State University System (SUS) of the institution's textbook and instructional materials selection process for general education courses with a wide cost variance and high-enrollment courses; specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials; policies implemented related to the process; and the number of courses and course sections that were able to meet and not meet the textbook and instructional materials posting deadline for the previous academic year.

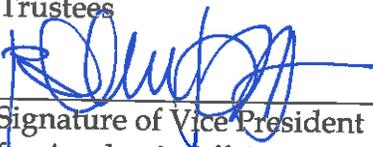
Attachment: 2017 FAMU Textbook Affordability Report

Recommendation: It is recommended that the Florida A&M University Board of Trustees approve the 2017 FAMU Textbook and Instructional Materials Affordability Report.

**State University System of Florida
Textbook and Instructional Materials Affordability
Annual Report
Statutory Due Date: September 30**

Florida A&M University
University Submitting Report

Fall 2016 and Spring 2017
Semester(s) Reported*

Date Approved by the University Board of Trustees	Signature of Chair, Board of Trustees	Date
 Signature of President	 Signature of Vice President for Academic Affairs	10/17/17 Date

***Report Fall and Spring data separately to allow for Fall to Fall semester comparison and Spring to Spring semester comparison.**

Definitions:

- *Wide cost variance is defined as a cost per course section of \$200 or more over the median average cost of textbooks and instructional materials for the same course.*
- *High enrollment is defined as the top 10% of courses ordered by headcount enrollment.*

1) Required and Recommended Textbooks and Instructional Materials for General Education Courses

a) Report on the course sections identified as wide cost variance and include the number of course sections within a course (*n*). An explanation may be provided for sections with wide cost variance (e.g. honors course, economics text for two courses).

Methodology: Identify the median average cost for textbooks and instructional materials for all course sections of a course. Exclude sections with Open Educational Resources (OER) or no required materials from wide cost variance analysis. Course sections with a cost of \$200 or more over the median cost are considered wide cost variance.

- Required (Req) Textbooks and Instructional Materials
- Recommended (Rec) Textbooks and Instructional Materials

For Fall 2016, FAMU used the following definitions to determine wide-cost variance. Average cost was not calculated in the report submitted to the BOG September 2016.

- Wide-cost variance within FAMU's general education courses was determined by using absolute cost of the difference between the highest costs of new textbooks and instructional materials (New Price Sum) required for a course by section. The calculation was based on the number of required new textbooks and

instructional materials as determined by the associated ISBN number (ISBN Count) and the sum of the new price for textbooks and instructional materials.

- The sum of the new price of textbooks and instructional materials was used to determine the total cost by each section and the maximum and minimum (New Price Min) costs for each section of a course.
- The variance (New Price Variance) was calculated by taking the maximum cost of new textbooks and instructional materials per course section minus the minimum costs per course section.
 - Wide-cost variance: courses with a cost variance of greater than or equal to ten percent (10%);
 - Low-cost variance: courses with a cost variance less than ten percent (10%) and greater than zero percent (0%); and
 - Zero-cost variance: courses with a cost variance equal to zero percent (0%) variance.

This logic was applied to all general education courses offered at FAMU using data generated by Barnes & Nobles and FAMU Information Technology Services for Fall 2016.

For the Fall 2017 reporting cycle, FAMU took all of the general education courses reported with wide-cost variance from the September 2016 report and then calculated the median cost to determine if any of those sections met the new definition of wide-cost variance (*\$200 or more above the median*). Only those sections are shown below.

Fall 2016

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance
AMH 2091	Introduction to African-American History	15	21	<i>Required</i>	\$260.94	\$193.51
AMH 2091	Introduction to African-American History	4	21	<i>Required</i>	\$260.94	\$193.51
AMH 2091	Introduction to African-American History	8	21	<i>Required</i>	\$260.94	\$193.51
AMH 2091	Introduction to African-American History	14	21	<i>Required</i>	\$260.94	\$174.26
ENC 1102	Freshman Communicative Skills II	31	23	<i>Required</i>	\$108.83	\$199.42
POS 2041	American National Government	4	4	<i>Required</i>	\$361.29	\$420.06

Spring 2017

No general education courses possessed a wide cost variance.

b) Describe the textbook and instructional materials selection process for general education courses with a wide cost variance among different sections of the same course.

Currently, individual faculty members select most textbooks, a practice consistent with the University's policy on academic freedom providing faculty individualized choices regarding pedagogy. This practice applies to all textbooks and instructional materials, including general education courses with wide cost variance. All faculty are encouraged to consider using a standard book for all sections of introductory level courses and some departments have begun adopting this practice. Additionally, the Division of Academic Affairs instituted the FAMU Textbook Affordability Committee (TAC) in response to ensure continued compliance with the State's mandate on textbook affordability. This committee meets monthly during each academic year to discuss university guidelines and procedures regarding Textbook Adoption and Affordability. A particular focus of the committee is to provide recommendations on initiatives designed to provide affordable textbooks and instructional materials to our students among all courses. In conjunction, the Division of Academic Affairs reviews the data of general education courses with wide cost variance each semester to determine if action and follow-up is needed.

c) Report the course title(s) and number of section(s) that do not require or recommend the purchase of a textbook(s) and/or instructional material(s).

Fall 2016

Spring 2017

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections	Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
AMH 2010 - U.S. History: 1492-1865	1	BSC 1010 - General Biology I	1
BSC 1010 - General Biology I	1	BSC 1010L - General Biology I Lab	1
BSC 1010L - General Biology I Lab	5	BSC 1011L - General Biology II Lab	4
CGS 2060CE - Introduction to Microcomputer Applications	3	CGS 2060C/CGS 2060E - Introduction to Microcomputer Applications	5
EVR 1001 - Introduction to Environmental Science	1	ENC 1102 - Freshman Communicative Skills II	1
PHI 3601 - Ethics	2	LIT 2110 - Introduction to Literature I	1
THE 3235 - Contemporary Black Theatre	1	MUL 2010 - Introduction to Music I	3
		PHI 2010 - Introduction to Philosophy I	1

d) What measures, if any, are being taken by the university to reduce wide cost variance among different sections of the same general education course?

Courses that have been identified as having wide cost variance are reviewed by the Division of Academic Affairs and then sent to the deans and departmental chairs along with the associated faculty members. If after review of the data, a department determines that a textbook should still be used in light of the cost, the department chair must submit an appropriate justification to the respective dean where the general education course is housed. The dean then forwards a recommendation to the TAC for review and final approval.

e) Describe the textbook and instructional materials selection process for general education high enrollment courses.

Methodology: Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment. Provide the number of courses (n) reported on.

FAMU faculty members select most textbooks, a practice consistent with the University's policy on academic freedom providing faculty individualized choices regarding pedagogy. This practice applies to all textbooks and instructional materials, including general education courses with high enrollment courses. While FAMU faculty select most textbooks, department chairs have engaged faculty, who are teaching the general education courses to come together collectively to select the appropriate textbooks for each academic year. Faculty are fully informed of the Textbook Affordability policy and there has been greater buy-in among faculty to implement cost-saving benefits to students. As a result, some programs have begun adopting the practice of standardizing textbooks across all sections of general education courses taught within select departments.

2) Specific Initiatives of the University Designed to Reduce the Costs of Textbooks and Instructional Materials for General Education Courses

a) Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

The following initiatives have been implemented as part of FAMU's efforts to reduce the cost of textbooks and instructional materials for its students.

1. The University established textbook adoption timelines for each term and requirements for posting textbook listings to the University bookstore portal prior to the first day of class.
2. Each department within FAMU colleges and schools are required to submit a Course Book Information Request each term that must be approved by the Dean or Department Chair. Part of the process includes confirmation that all required

items ordered both individually and bundled are essential for the courses, and that each faculty member has provided a strong justification for ordering the newest edition of any textbooks. No textbook adoptions are accepted unless they are submitted on the Course Book Information Request form.

3. FAMU Bookstore staff review sales history of each textbook to determine the quantity of textbooks to order and the number of books they can reserve to buy back from students. This allows the bookstore team to maximize used book sourcing to save students dollars on textbooks.
4. The FAMU Bookstore portal is updated nightly with course and book information to ensure the accuracy of faculty requested textbook and instructional materials and to provide immediate student access.
5. During the 2010 fall semester, FAMU implemented "registration integration", a process used to provide students with textbook information upon registration. This process eliminated the need to search for books one course at a time and provided students with the assurance that they were purchasing the right book for the right course. Through the link, students can decide which books they want to purchase and in what format based on costs.
6. In 2011, the University implemented the textbook rental program. Prior to 2011, FAMU students were provided with three options to purchase textbooks: new, used, and digital textbooks (e-books).
7. The University established a process where students are issued book vouchers to obtain required textbooks and instructional materials while they are waiting on their financial aid to be issued.
8. The University Library has purchased several copies of general education textbooks that students can check out on a 4-hour interval per day.
9. The Division of Academic Affairs initiated a monitoring process Fall 2016 to ensure that departments are in compliance with FAMU regulations and guidelines on textbook adoption and that textbooks are ordered in a timely manner and justification is provided when a textbook is not ordered.
10. The FAMU Textbook Affordability Committee (TAC) is examining the idea of purchasing several mathematic textbooks (College Algebra, Calculus I, Liberal Arts Math I and II, as well as Introduction to Statistics) for students. The textbooks would not change for a two-year period to reduce cost and provide savings to FAMU students.

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings? Describe the average cost savings comparing fall semester to fall semester and spring semester to spring semester.

The actual cost savings for purchased textbooks and instructional material between the Fall 2016/Fall 2017 and Spring 2016/Spring 2017 are not available to determine a reduction in cost variance among different sections of the same general education course. However, it appears that with the availability to purchase new and used rented textbooks, as well as digital textbooks that a substantial savings has been forwarded to

the FAMU students. Generally, used textbooks save students up to 25% off the new book price, print rentals save students over 50% off the textbook price, and e-textbooks save students up to 60% off the new print price.

c) With implementation of the initiatives, describe any reduction in cost variance among different sections of the same general education course. Describe the reduction in cost variance comparing fall semester to fall semester and spring semester to spring semester.

Further analysis will be employed to determine any cost variance reduction between subsequent semesters.

3) University Policies for the Posting of Textbooks and Instructional Materials

a) Describe policies implemented to ensure 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. For course sections that require or recommend textbooks and/or instructional materials based on student individual needs (e.g. audition/performance, directed independent study, research topic) that may miss the posting date, please reference these as exceptions in 3(d).

In accordance with FAMU Board of Trustees Regulation 4.105 Textbook Affordability, textbook adoption deadlines are specified for each term are set no later than 45 days prior to the first day of class for each term to meet new posting requirements resulting from HB 7019, Postsecondary Access and Affordability, that now requires that costs of textbooks and instructional materials be posted at least 45 days prior to the first day of class.

Under current policy guidelines, the instructor or academic department must attach a declaration to the textbook order form acknowledging the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition; and the intent to use all items ordered, including each individual item sold as part of a bundled package before a textbook is adopted. Textbooks placed by the adoption deadline are posted on the FAMU Bookstore (Banes & Nobles), as well as the Academic Affairs (Faculty Resource webpage) websites 30 days prior to the first day of class for each term. The posted textbook list includes all authors listed, publishers, edition number, ISBN, copyright date, published date, and other relevant information for each required textbook. Course materials can be ordered exclusively through the FAMU Bookstore's website at famubncollege.com. A student can find the course materials by selecting the term, department, course and section on the webpage. After the selection of the required textbook and/or instructional materials, one can purchase "new" "used" "rent new" "rent used" or "digital" textbooks. The bookstore has also provided the opportunity to price match textbooks.

b) Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

Many of the policies have been effective in meeting the reporting requirement. However, another layer of supervision has been added by the Division of Academic Affairs that now requires each college and school to designate a staff representative who is responsible for overseeing the textbook adoption process to ensure that faculty are meeting the University deadlines associated with textbook affordability. It is anticipated that the additional level of supervision will increase faculty and staff compliance within their respective academic units to adopt their textbook and/or instructional material before each term deadline.

c) Report the number of course sections and the total percentage of course sections that were able to meet the textbook and instructional materials posting deadline for the academic year. Note: A course section is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

Approximately ninety-eight percent (98%), of all courses and course sections including general education courses, for **Fall 2016** met the University's deadline of July 7th for posting textbooks and instructional materials.

Approximately ninety-five percent (95%) of all courses and course sections, including general education courses, for **Spring 2017** met the University's deadline of November 22nd for posting textbooks and instructional materials.

d) Report the number of course sections and the total percentage of course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. Provide an explanation as to why the course sections were not able to meet the posting deadline. Note: A course section is not considered in compliance if all textbooks and instructional materials in the course section were not entered by the deadline.

Approximately, two-percent (2%) of all courses and course sections including general education courses, for **Fall 2016** did not meet the University's deadline of July 7th for posting textbooks and instructional materials.

Approximately, five percent (4.7%) of all courses and course sections, including general education courses, for **Spring 2017** did not meet the University's deadline of November 22nd for posting textbooks and instructional materials.

e) Report the number of courses that received an exception to the reporting deadline. Provide a description of the exception(s).

There were a few requests for exceptions by faculty or designee of a college or school to the reporting deadline. Exceptions were granted for the following reasons:

- New faculty was hired after the University deadline for posting textbooks and instructional materials.
- Course schedules changed for some faculty after the posting deadline.
- Course was no longer being offered.
- No textbooks were required for the course.

FAMU policies are effective in meeting the reporting requirement for Textbook Adoption and Affordability. For Fall 2016, ninety-eight percent (98%) of all courses and course sections met the July 7th deadline for textbook posting for Fall 2016. Spring 2017, 95% of all courses meet the November 22nd deadline, meeting the threshold. FAMU will continue to pursue opportunities to diminish textbook costs and cost variances as part of its student success strategy.



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

**Academic Affairs Committee
Date: November 29, 2017
Agenda Item: VII**

Item Origination and Authorization			
Policy ____	Award of Bid ____	Budget Amendment ____	Change Order ____
Resolution ____	Contract ____	Grant ____	Other ____

Action of Board				
Approved ____	Approved w/ Conditions ____	Disapproved ____	Continued ____	Withdrawn ____

Subject: **Regulation 4.105 – Textbook Affordability**

Rationale: In accordance with Section 1004.085, Florida Statutes, the costs of textbooks and instructional materials must be posted at least 45 days prior to the first day of class.

Attachment: Regulation 4.105.

Recommendation: It is recommended that the Board of Trustees approve the revisions to Regulation 4.105 – Textbook Affordability.

**Regulations of
Florida A&M University Regulation**



4.105 Textbook 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) Textbook adoption deadlines for each term shall be no later than ~~35~~45 days prior to the first day of class for each term.
- (3) Before a textbook is adopted, the instructor or the academic department shall attach a declaration to the textbook order form acknowledging the following:
 - (a) 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) The intent to use all items ordered, including each individual item sold as part of a bundled package.
- (4) A determination of a student's ability to pay for textbooks will be made through the standard student financial aid eligibility process.
- (5) Students waiting on their financial aid distribution are provided book vouchers to purchase the required textbooks.
- (6) Textbooks placed by the adoption deadline will be posted on the FAMU Bookstore website, as well as Academic Affairs webpage under Faculty Resources ~~30~~45 days prior to the first day of class for each term. 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.

(7) 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.

(7) 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.

Specific Authority 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.



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

**Date: November 29, 2017
Agenda Item: VIII**

Item Origination and Authorization				
Policy <input checked="" type="checkbox"/> X	Award of Bid	Budget Amendment	Change Order	
Resolution	Contract	Grant	Other	

Action of Board				
Approved	Approved w/ Conditions	Disapproved	Continued	Withdrawn

Subject: Proposed University Regulation 5.005 Freedom of Expression and Assembly Rights and Responsibilities, Open Platform Areas

Rationale: To establish guidelines regarding freedom of expression and assembly rights and responsibilities and open platform areas.

Freedom of expression at Florida A&M University ("FAMU") includes the right to present and advocate ideas in the spirit and development of knowledge. Freedom of expression and assembly includes demonstrations, picketing, protests, petitioning, information dissemination, the formation of groups, gatherings, and participation in group activities. FAMU, as a public university, protects the First Amendment rights of all, including those constitutionally protected views and values contrary to FAMU's mission and fundamental principles. While the University upholds these freedoms, the University will not permit speech, expression, or assembly that advocates lawlessness and/or violence, or restrains or interferes with activities of members of the University community, whether by physical force or intimidation.

The regulation of certain activity on the University's campuses is necessary to preserve the educational mission, vision, and fundamental principles of the University; to prevent unnecessary disruption of classes, study periods and/or administrative functions; to provide for the safety of University students, faculty, staff, and the public; and to protect the property of students, faculty, staff, and the University. Therefore, reasonable restrictions on the time, manner, and place of the expression are appropriate and necessary to maintain and protect the rights of its students, faculty, staff, and the public.

The proposed Regulation outlines the authority of the President as it relates to Freedom of Expression and Assembly; and it provides guidelines, requirements, and proscriptions.

Attachment: Proposed Regulation 5.005

Recommendation: It is recommended that the Board of Trustees approve the Proposed Regulation 5.005 for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governors' Regulation Development Procedure.

Florida A&M University Regulation



5.005 Freedom of Expression and Assembly Rights and Responsibilities, Open Platform Areas

Freedom of expression at Florida A&M University ("FAMU") includes the right to present and advocate ideas in the spirit and development of knowledge. Freedom of expression and assembly includes demonstrations, picketing, protests, petitioning, information dissemination, the formation of groups, gatherings, and participation in group activities. FAMU, as a public university, protects the First Amendment rights of all, including those constitutionally protected views and values contrary to FAMU's mission and fundamental principles. While the University upholds these freedoms, the University will not permit speech, expression, or assembly that advocates lawlessness and/or violence, or restrains or interferes with activities of members of the University community, whether by physical force or intimidation. The positions, expressions, or views, belong to those students, protestors, demonstrators, or speakers themselves, and do not necessarily reflect the views of the University. This Regulation is not intended to inhibit or interfere with academic freedom of expression, and it is understood that faculty exercising their rights under academic freedom will accept responsibility for both the substance and the manner of their messages.

As with all public universities, the word "public" does not mean that all areas on University property are open to the general public. There are areas that are not open to the public such as, but not limited to, classrooms, laboratories, offices, and research and field sites. The regulation of certain activity on the University's campuses is necessary to preserve the educational mission, vision, and fundamental principles of the University; to prevent unnecessary disruption of classes, study periods and/or administrative functions; to provide for the safety of University students, faculty, staff, and the public; and to protect the property of students, faculty, staff, and the University. Therefore, reasonable restrictions on the time, manner, and place of the expression are appropriate and necessary to maintain and protect the rights of its students, faculty, staff, and the public.

(1) University Guidelines.

Florida A&M University prescribes the following guidelines:

- (a) Demonstrations, picketing, and speeches must not be in violation of the federal, state, or local statutes, FAMU Board of Trustees, University, or Florida Board of Governors' ("BOG") regulations or policies, governing unlawful assemblies.
- (b) Demonstrations may be held on campus as long as they do not impede or disrupt the normal operation of the University or infringe on the rights of other members of the University community in accordance with this Regulation. Demonstrations are not permitted: inside University buildings, to block the ingress or egress to University buildings, streets, or sidewalks; or the grounds surrounding the Educational Research Center for Child Development and the Student Health Services' primary care clinic.
- (c) For demonstrators not to interfere with the operation of the University or the rights of others, they shall not:
 - Obstruct entrances or exits to buildings or driveways;

- Obstruct vehicular, bicycle, pedestrian, or other traffic;
 - Interfere with educational activities inside or outside any building;
 - Interfere with scheduled University classes, ceremonies, or events;
 - Disrupt normal activities to include breach of peace;
 - Damage property, such as but not limited to buildings, landscapes, or vehicles;
 - Harass, intimidate, or threaten passersby, or use fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person/individual to violence or other breach of the peace; or
 - Obstruct, disrupt, or attempt to physically force the cancellation or continuance of a speaker; or interfere with or impede a scheduled speaker from being heard.
- (d) Any use of sound amplification equipment on the outdoor areas of campus is prohibited without prior clearance through the Office of Student Activities. Such use will be permitted only if there is no interference or disruption of any academic or other University activities. Use of outdoor areas must also be consistent with all other University regulations, policies, and state, federal and local laws.
- (e) Outside Speakers.
1. **University Sponsored.** Academic units, departments, alumni groups, recognized student organizations and other University affiliated groups, who sponsor outside speakers, are responsible for informing the speaker that the University is not to be used as a platform for the organization of or the incitement of lawlessness or violence, and for obtaining the speaker's agreement not to use the event for such purposes. Please refer to University [Regulation 2.030, Student Activities](#) for additional information.
 2. **Non-University Sponsored.** Entities, individuals, or public speakers who wish to lease or rent a University facility for an event must adhere to this Regulation and University [Regulation 10.124, Use of University Facilities and Services](#). Priority will be given to those groups and/or individuals whose activities are related to, and/or further the mission of the University.
- (f) Signs may be posted on bulletin boards designated for public use. FAMU maintains a General Information Center and bulletin boards throughout the campus. Listings on the boards include information regarding campus events and activities, general information, and classified advertisements. Such listings are limited to the Quadrangle Information Center and bulletin boards and will not be displayed, for example, on trees, buildings, or road signs. Pre-approval for the posting of signs, to include posting for the purpose of solicitation, is required in accordance with [Regulations 3.011, Commercial Solicitation](#) and [2.030, Student Activities](#). In addition, the deans of the colleges and/or schools located at the satellite campuses can designate an area.
- (g) Infringement of Copyrighted Materials and Individuals' Expectations of Privacy. Recording of speeches, gatherings, rallies, events, and/or other activities may be restricted by copyright protection, and conversations between individuals where there is an expectation of privacy. There are civil and criminal ramifications with the recording of copyright protected events and in situations where there is an expectation of privacy.
- (h) To maintain the orderly operation of the University, demonstrations can occur in designated areas located at the University Quadrangle, parking lot south of the Student Union Building, Stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union and Foster-Tanner Fine Arts Building on a space available basis. However, demonstrations

must not interfere with, or obstruct, normal operational processes of the University. In addition, the deans of the colleges and/or schools located at the satellite campuses can designate a demonstration area.

- (i) Symbolic speech, such as silent protest, wearing expressive clothing that is not obscene or a safety hazard, gesturing, or standing, may be conducted anywhere as long as the symbolic speech does not violate this Regulation or other BOG and/or University regulations, policies or laws.

(2) Prohibited Items during Protests/Demonstrations/Speaker Events

To maintain the orderly operations of the University and the safety of all members of the University community and the public, the following items are prohibited during protests, demonstrations, and/or speaker events:

- Weapons of any kind to include toy weapons, weapon lookalikes, or fake weapons;
- Sharp objects;
- Lighters, matches, torches or open flame;
- Any athletic equipment or other items which could be used as a weapon;
- Masks of any kind; goggles; bandanas/scarfs; neck gaiters; shields;
- Flag poles, bats, clubs, sticks (**including sticks for signs**); umbrellas;
- Aerosol/pressurized cans; mace; pepper spray;
- Chains, padlocks, bicycle locks;
- Fireworks;
- Backpacks, bags, purses, clutches;
- Signs made of anything other than cloth, paper, foam core, cardboard;
- Cans, metal, or glass containers, beverages or alcoholic beverages;
- No water bottles of any kind (can be used as weapons);
- Pop-up tents, canopies or hammocks;
- Wagons or pull carts; coolers; grills, propane tanks;
- Drones or other unmanned aircraft systems;
- Pets (excluding ADA service animals);
- Bicycles, scooters, skateboards;
- Tobacco products of any kind;
- Illegal drugs;
- Laser pointers;
- Water balloons;
- Megaphones or other amplified sound devices;
- Any other items that Campus Police determine pose a risk to safety, disruption of classes, or vehicular or pedestrian traffic.

(3) Authority of the President

- (a) The President has authority to determine whether reasonable grounds exist to believe that a planned speech, demonstration or other event is likely to:
 1. Draw a large number of individuals (whether demonstrators for or against), who are not FAMU students, faculty, or staff;
 2. Obstruct ingress or egress to or from University classrooms or other facilities or travel across campus; or

3. Interfere with the ability of students or faculty to study and enjoy a secure and peaceful academic atmosphere.
- (b) In cases where the President makes the determination that a planned speech, demonstration or other event will likely cause any of the above issues, the President is authorized to designate an area on University property¹ that would mitigate such effects and is reasonably accessible to University students, faculty and employees, and to limit the event to such location. This authority is intended for the President to maintain the safety, welfare, and health of our students, faculty, staff, and the public; and to maintain the orderly operations of the University. Nothing in this section is intended to, nor shall be read to, imply an obligation on the part of the President or the University to secure or rent property for any speech, demonstration, or other event, nor is it intended to indicate that any and all speeches, demonstrations, or events can be accommodated.

(4) Disruptive Action

- (a) In the event of disruptive action, University employees and students involved in demonstrations shall identify themselves by presenting appropriate documents such as ID cards when requested to do so by the President or President's designee, and such designee shall identify him/herself when making this request.
- (b) Demonstrators not officially related to FAMU may be directed to leave the campus immediately or be subject to arrest for a violation of the law forbidding the disruption or interference with the administration or functions of an educational institution.
- (c) If the President or his/her designee determines that a demonstration is disrupting normal University operations, or infringing on the rights of other members of the University community, the President or President's designee may:
1. Inform the demonstrators that they are in violation of the University policy and/or in violation of the law and specify the nature of the violation;
 2. Request that the violation cease; and/or
 3. In the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
- (d) The University's Department of Campus Safety and Security ("Campus Police" or "DCSS") has the primary mission of providing safety and security for all members of the University community including students, faculty, staff, and guests. Campus Police has full law enforcement authority to arrest individuals who violate the law on University property. In addition, the DCSS maintains mutual aid agreements with city and county authorities, and host cities of the University campuses.

Campus Police has the authority and responsibility to:

1. Declare a demonstration to be in violation of law and request all demonstrators to cease and desist, and to disperse and clear the area, or be subject to arrest and/or University disciplinary action.

¹ To include "Use Days" at the Civic Center.

2. Arrest any demonstrators observed to be in violation of the law; and
 3. Enlist the assistance of outside law enforcement agencies, if necessary.
- (e) If a demonstration or a protest is impeding or obstructing normal University operations, and after the demonstrators have been officially notified of the impediment or obstruction, the act will be considered in violation of University policy and can be considered disturbance (breach) of the peace, which is a violation of the law. Within a reasonable length of time, those who fail to disperse may be subject to criminal, civil, as well as University disciplinary action as appropriate. Refer to University [Regulation 2.012, Student Code of Conduct](#), [Regulation 10.111, Disruptive Conduct](#), and [Regulation 1.019, University Code of Conduct](#); and applicable federal, state and local laws for further information.

(5) Students and Employees (Faculty, Staff and Personnel)

- (a) Students, faculty, staff, and all other personnel who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University shall be subject to appropriate disciplinary action by the University authorities. Refer to University [Regulation 2.012, Student Code of Conduct](#), [Regulation 10.111, Disruptive Conduct](#), and [Regulation 1.019, University Code of Conduct](#) for further information.
- (b) Recognized student organizations, individual students, or student groups within the University may hold or conduct demonstrations and protests on designated University property provided that the Dean of Students is notified, in writing, at least 48 hours before the demonstration or protest, and that the meeting does not interfere or obstruct with the orderly processes of the University.
- (c) Students who participate in marches, protests, picketing, and demonstrations are hereby notified that each student is held accountable for any actions that violate the regulations and policies of the University and BOG, as well as federal, state and local laws.

(6) Public and Guests

- (a) Members of the public and guests are responsible for their actions on University property and will be held accountable for any violations of law, regulations or policies which may include a trespass warning.

(7) Security

- (a) It is the responsibility of the sponsor, individual, and/or group, including University sponsors, to coordinate security plans with Campus Police prior to the event, and to arrange for and cover costs of security.
- (b) Additional duly appointed security officers may also be required depending upon the type of event, facility, and the expected number of individuals to attend. Security Officers employed or secured must be approved by Campus Police.
- (c) Two weeks prior to the scheduled speaker or other event, notice shall be given to Campus Police in order to plan and coordinate for security and safety concerns.

- (d) 48 hours prior to a demonstration/protest, notice shall be given to Campus Police in order to plan and coordinate for security and safety concerns.

(8) Definitions

- (a) Breach of the peace; disorderly conduct. Section 877.03, of the Florida Statutes, provides "[w]hoever commits such acts as are of a nature to corrupt the public morals, or outrage the sense of public decency, or affect the peace and quiet of individuals who may witness them, or engages in brawling or fighting, or engages in such conduct as to constitute a breach of the peace or disorderly conduct, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083."
- (b) Campuses (main and satellite campuses) are defined to include all properties and facilities under the guidance, supervision, regulation, or control of the University, or any of its direct support organizations.
- (c) Fireworks are defined as, and includes, any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation.
- (d) Hate Crimes are criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity. Larceny-theft, simple assault, intimidation, and the destruction, damage, or vandalism of property can also be considered hate crimes.
- (e) Solicitation is defined to be any act or event conducted for the purpose of financial or commercial gain to the vendor, individual(s), or organization(s), e.g. handing out promotional leaflets and placing signs on University property. Please refer to University [Regulation 3.011, Commercial Solicitation](#) for further information.
- (f) Weapon is defined as any item, including, but not limited to metallic knuckles, swords, any dangerous chemical or biological agents, firearms, machine guns, starter guns, BB guns, stun guns, paintball guns, stun guns (Tasers), archery equipment or any other object which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

Specific Authority: Article IX, Section 7, Florida Constitution, Board of Governors Regulation 1.001. History-12- -2017.



Florida Agricultural and Mechanical University
Board of Trustees

Action Item

November 29, 2017

Agenda Item: IX

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract _____ Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Campus Safety Enhancement Plan

Rationale: In response to the Board of Governors' request to develop a plan to address the critical need for campus safety enhancements, Florida A&M University (FAMU) will hire six officers and three dispatchers over the next three years. The FAMU Department of Campus Safety and Security will be able to increase the number of officers and certified dispatchers per shift by one (1), to accommodate 24/7 coverage on campus.

The hiring of additional officers will place FAMU police officers slightly above the International Association of Chiefs of Police standard for community-oriented policing ratio of two officers per 1,000 students (2:1,000).

Estimated Investment: The total cost to fund six (6) additional officers and three (3) dispatchers and associated personnel equipment-gear will be \$486,750. The funds will be provided from vacant lines, parking services (auxiliary), and budget requests.

The goal of hiring additional officers and staff are to support University's ongoing efforts to provide a safe and secure environment for students, faculty, staff, and visitors.

Recommendation: The University is requesting that the Board of Trustees approve the University's Campus Safety Plan.



Florida Agricultural and Mechanical University
Board of Trustees

Action Item

Date: November 29, 2017

Agenda Item: X

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract _____ Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Mental Health Counseling Enhancement Plan

Rationale: In response to the Board of Governors' request to develop a plan to address the critical need for student mental health coverage, Florida A&M University will hire one (1) licensed psychologist in FY 2017-2018 and an additional licensed psychologist in FY 2018-19.

The International Association of Counseling Services (IACS) recommends one professional staff to every 1,000 students. FAMU currently employs five FTE clinical staff in addition to the director. The current staff to student ratio is 1:1,960, using Fall 2017 enrollment of 9,800. Adding one (1) FTE in FY 2017-18 would decrease the ratio to 1:1,633; adding an additional FTE in FY 2018-19 would further decrease the ratio to 1:1,400, providing the current student enrollment remains the same. However if enrollment increases to the projected 10,473 for fall 2018, the professional staff to student ratio would be 1:2,095.

Estimated Investment: Estimated investment includes \$624,500 in recurring funding for two (2) additional counselors and non-staff counseling related services, phased in over three years and \$14,100 in non-recurring funding for equipment in the first year. The estimated investment is detailed in Appendix A. Health Fee funds will be reallocated toward recurring cost of hiring the two (2) additional counselors the first two years, with one (1) position being reallocated to E&G through budget request allocation in the third year. One-time, non-recurring E&G funds will be used to cover the non-recurring, one-time cost.

The goals of hiring additional professional staff and providing on-call telephonic and self-help services at FAMU are to:

1. Directly assist students in their mental and behavioral health needs so that they can reach their academic goals.
2. Provide prevention and outreach (including online self-help modules) so that students can mentally thrive without the need for treatment.

Recommendation: The University is requesting that the Board of Trustees approve the University's Mental Health Counseling Enhancement Plan.



**Florida Agricultural and Mechanical University
Board of Trustees
INFORMATION ITEM**

**Academic and Student Affairs Committee
Date: November 29, 2017
Agenda Item: XI**

Subject: Academic and Student Affairs Updates

Summary: Updates will be provided on Academic and Student Affairs.

Attachments:

Student Affairs Update

- 2 + 2 Program
- Anti-Hazing Update

Academic and Student Affairs Update

2 + 2 Program

Anti-Hazing

(Attachments will be inserted at a later date.)