

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



Academic Affairs Committee Meeting

Date: December 10, 2015

Time: 3 p.m.

Location: Band Rehearsal Hall

Committee Members: Bettye Grable, Chair
Tonnette Graham, Rufus Montgomery, and Belinda Shannon

AGENDA

- | | | |
|-----|---------------|-----------------------|
| I. | Call to Order | Trustee Bettye Grable |
| II. | Roll Call | |

ACTION ITEMS

- | | | |
|------|---|-----------------------|
| III. | Election of Vice Chair | Trustee Bettye Grable |
| IV. | Approval of Minutes for July 21 and August 5, 2015 Meetings | Trustee Bettye Grable |
| V. | Termination of Academic Programs | Dr. Gita Pitter |
| VI. | 3-year Academic Calendars | Dr. Donald Palm |
| VII. | Academic Progress Policy | Dr. Donald Palm |

INFORMATION ITEMS

- | | | |
|-------|---|------------------------|
| VIII. | Division of Academic Affairs Update | Provost Marcella David |
| | <ul style="list-style-type: none">• Black Television News Channel• Interdisciplinary Studies• FAMU DRS – Thurgood Marshall College Fund Project• FAMU DRS• Study Abroad Guidelines• Other Updates (verbal) | |
| IX. | Adjournment | |



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

**Academic Affairs Committee
Date: December 10, 2015
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Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____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: Academic Affairs - Minutes (July 21 and August 5, 2015)

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.

Attachments: Minutes for July 21 and August 5, 2015

Recommendation: Approve the minutes of July 21 and August 5, 2015.

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



**Academic Affairs Committee Minutes
Trustee Bettye Grable, Chair**

Date: July 21, 2015

The meeting was called to order by Committee Chair Bettye Grable. Ms. Wanda Akisanya called the roll and the following committee members were present: Bettye Grable, Torey Alston, Lucas Boyce, Tonnette Graham, Cleve Warren, and Robert Woody. A quorum was established.

The committee reviewed the minutes for the meetings of May 18 and June 9, 2015. There were no corrections. Trustee Boyce moved approval of the minutes and the motion was seconded by Trustee Graham. The motion carried.

Provost David provided an update on the progress of the University's Revised Work Plan for 2015-2016. Provost David stated that one of the challenges encountered during conversation with the Board Governors is that the numbers that we presented, in particular with regard to academic progress rates and future graduation rates, are numbers that are really grounded in reality and they are grounded in our likelihood of being able to move the needle based on the student body that we currently have. In addition, Provost David stated that the Board of Governors had concerns about our enrollment projections, licensure pass rate, and student success.

Trustee Woody inquired about our response to the Board of Governors regarding 61 percent of our students not graduating. Provost David briefly discussed some of the strategies that should contribute to or work towards a better graduation rate.

Trustee Lawson inquired about what steps are being utilized to influence the performance metrics. Provost David stated that the Board of Governors had allowed us the opportunity to provide input regarding changing some of the metrics. After additional discussion, Provost David welcomed an opportunity for a special committee meeting to discuss the nuance of the work plan.

Next, Dr. Pitter provided an update on the review of low productivity programs. Board of Governors (BOG) Regulation 8.004 requires that Board staff work with the Council of Academic Vice Presidents (CAVP) to review proposed and existing programs to facilitate collaboration, articulation and coordination of academic program delivery across the State University System. Board Chair Hosseini has requested that the findings of this project be presented at the September 2-3, 2015, BOG meeting. Board staff provided data and a list of programs that fall below established thresholds in degree productivity. The thresholds for degrees awarded within a five year period are: 30 degrees for baccalaureate level, 20 degrees for master's level and 10 degrees

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



for doctoral level. The University administration, deans, and department chairs have reviewed the list for Florida Agricultural and Mechanical University proposed actions relative to each program. Several of the programs flagged have already been terminated by the FAMU Board of Trustees. Others have specific actions, either under way or planned for implementation in the coming year, to increase enrollment and degree productivity. FAMU's response was submitted to the BOG on July 8, 2015, and will be discussed by the CAVP Academic Coordination Work Group on August 12, 2015. The resulting recommendations will be provided to the BOG.

Trustee Grable inquired about the School of Environment creating general education courses for their programs. Dr. Pitter stated that increasing general education courses would not directly impact the degree productivity, but it could help in other ways such as increase the FDE productivity of that unit and indirectly help recruit more students into the major.

Provost David provided an update on the enrollment plan. The University is in the process of implementing a new system that will allow the deans to work closely with the Office of Student Affairs in recruiting students.

As the final action item, Provost David discussed the restructuring the Office of Academic Affairs to include positions and duties. Also, she briefly discussed ways of removing barriers between FAMU/FSU College of Engineering, that may hinder student success. The update regarding FAMU DRS was postponed until a later date. It was requested that Dean Kimbrough provide a written update on the Black Television News Channel.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,

Bettye Grable, Committee Chair

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



**Academic Affairs Committee Minutes
Trustee Bettye Grable, Chair**

Date: August 5, 2015

The meeting was called to order by Committee Chair Bettye Grable. Attorney Linda Barge-Miles called the roll and the following committee members were present: Bettye Grable, Torey Alston, Lucas Boyce, Tonnette Graham, and Robert Woody. A quorum was established.

Trustee Grable stated that the Board of Governors (BOG), at its June 16-18, 2015 meeting, deferred action on FAMU's 2015 Work Plan until the September 2015 BOG meeting. The BOG requested that the University set more aggressive goals in the Work Plan, designed to transform the University. At the Board of Trustees Academic Affairs Committee meeting on July 21, 2015, potential revisions were discussed. Based on the BOG and BOT feedback, a revised Work Plan is now being submitted for BOT consideration.

Provost David and staff presented the draft presentation of the University's Revised Work Plan for 2015 – 2016 that would be presented to the Board of Governors. After an in-depth discussion of the revised work plan, the committee deferred the revised work plan to the full board for final action.

In addition, there was a brief discussion about the Sustainability Institute's budget request.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,

Bettye Grable, Committee Chair



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

Academic Affairs Committee

Date: December 10, 2015

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: Program Terminations in College of Education

Rationale: The Board of Governors (BOG) Regulation 8.004 – Academic Program Coordination - requires BOG staff to work with the Council of Academic Vice Presidents (CAVP) to review proposed and existing programs to facilitate collaboration, articulation and coordination of academic program delivery across the State University System (SUS). This activity, conducted primarily through the CAVP Academic Program Coordination Work Group, includes the review of existing degree programs in terms of productivity and viability. Such a review was conducted by the SUS in September 2015. As a result of the review, it was recommended that several programs with very low numbers of graduates in the past five years in the College of Education be terminated. Most of the programs recommended for termination will be offered as majors under broader degree programs, which will allow FAMU to continue to respond to workforce and market demand for select programs.

- The BS Early Childhood Education, CIP 13.1210, will cease to exist as a stand-alone degree program and be integrated into the existing degree program BS Elementary Education, CIP 13.1202. The latter program will be revised to incorporate the content necessary for students to become certified in both Early Childhood Education and Elementary Education, if they so choose.
- The MS/MEd Elementary Education, CIP 13.1202, will cease to exist as a stand-alone degree program and become a major under FAMU’s existing degree program MS Curriculum and Instruction, CIP 13.0301.
- The following programs will become majors within a new degree program, BS Secondary Education, CIP 13.1205, and cease to exist as stand-alone degree programs: BS English Teacher Education, CIP 13.1305; BS Mathematics Teacher Education, CIP 13.1311; BS Science Teacher Education, CIP 13.1316 will be replaced with majors in Chemistry Education, Physics Education and Biology Education; and the BS Social Science Teacher Education, CIP 13.1317 will be replaced with majors in History Education and Political Science Education. The BS Social Science Education, CIP 13.1317 will be changed to BS Secondary Education, CIP 13.1205. Upon completion of the BS Secondary Education, students will be eligible to seek certification in the major area they completed as part of the degree.
- The BS and MS Technology Education/Trade and Industrial Education, CIP 13.1320, will be terminated. The BS in Technology Education has not produced any graduates in the past ten



Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM

years. The MS Technology Education was suspended by the BOT in 2011 due to low productivity.

Attachments: Program Termination Requests

Recommendation: It is recommended that the Florida Agricultural and Mechanical University Board of Trustees approve the termination requests for the following programs, effective spring 2016:

- BS Early Childhood Education/PreK-Primary Education, CIP 13.1210
- MS/MEd Elementary Education, CIP 13.1202
- BS English Teacher Education, CIP 13.1305
- BS Mathematics Teacher Education, CIP 13.1311
- BS Science Teacher Education, CIP 13.1316
- BS Technology Education/Trade and Industrial Education, 13.1320
- MS/MEd Technology Education/Trade and Industrial Education, CIP 13.1320

Florida A&M University

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

This is the form to be used for university requests to terminate bachelors, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE:

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: PreK/Primary Education

DEGREE LEVEL: B.S.
(List type e.g., BS.)

***CIP CODE: CIP 13.1210**
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: ___ N/A ___

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:
_____ N/A _____

DEGREE LEVEL: ___ N/A ___
(List type e.g., BS.)

***CIP CODE: _____**
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes No
If "Yes", complete sections A and C.

➤ **Section C**

ANTICIPATED TERMINATION DATE: ___X___ Effective Spring 2016

1. Provide a narrative rationale for the request to terminate the program.

This is a low productivity program. The number of degrees awarded in the BS Early Childhood have been low for the last few years graduating less than five students each year. However, to continue to meet the need of the State for students who want to pursue a career in Early Childhood, this program will be integrated into the BS Elementary Education program providing students an opportunity to earn dual certification in both Early Childhood and Elementary Education. Terminating the stand-alone degree in Early Childhood will enable the College to focus its efforts and resources on recruiting and preparing students for eligibility to work in both Pre-K settings and K-6 classrooms within a single degree.

2. Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.

The BS Early Childhood Education program is only offered on the main Tallahassee campus. With our low productivity for the past five years, it is the decision of the College to terminate the PreK/Primary Education Program, and to integrate the content within the current Elementary Education Program. Because the Early Childhood education requirements will now be included within the BS Elementary Education, there will be no impact on existing resources or enrollment within the College. Students will now have an opportunity to complete the requirements for both Early Childhood and Elementary Education simultaneously.

3. Provide an explanation of the manner in which the program intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps will occur to inform the impacted students and faculty about the closure of this program(s)?

Current students formally admitted into the major who have 60 or more hours of coursework will be afforded a two-year teach-out period if they choose to complete the PreK/Primary (Early Childhood Education) degree. Current students, if they so choose, may instead pursue the Elementary Education degree as modified. Coursework will be offered for two years, according to the University's teach-out plan, beginning Spring 2016 for students already in the major. Deans or designees will inform affected students in writing of the program closure and the time within which they must complete the program. Departments will be encouraged to reserve seats for the majors requiring courses, and will work with students to outline a strategy for completion within the specified period. Students should work closely with their advisor who will be knowledgeable about the projected course offering of the terminated program. Detailed guidelines will be provided to students and departments. Undergraduate students with less than 60 hours will be assisted in moving into the PreK - Elementary Education Integrated Program. New students will not be admitted to the program beginning Spring 2016.

The University will comply with all state and university procedures and collective bargaining agreements that apply to faculty and staff. Faculty currently teaching in the BS Early Childhood will continue to teach courses in accordance with their credentials for the newly integrated curriculum.

4. Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.

Total students in Upper Division of the program = 19

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
19				0	12

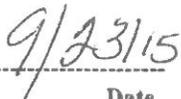
Faculty: Dr. Nancy Fontaine, Ph.D. Tenured, Associate Professor and Chairperson, Elementary Education

5. Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.

Because this program has had a low number of students graduating from the program each year, action of terminating the program will not have a significant impact on representation of females, males, minorities, faculty and students.



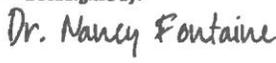
Signature of College Dean



Date

Dean of Graduate Studies
(for graduate programs only)

Date

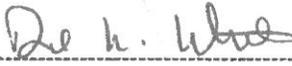
DocuSigned by:


907DB865204540E...

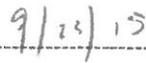
10/26/2015

Signature of Requestor/Initiator

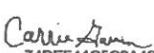
Date



College/School Curriculum Committee



Date

DocuSigned by:


74DEF41C5C9A42D...

10/26/2015

Signature of Campus EO Officer

Date

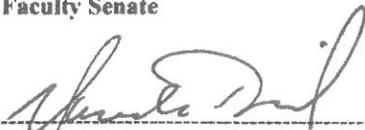
DocuSigned by:


2017286CD79F4F9...

10/26/2015

Faculty Senate

Date



Signature of Provost and Vice President for
Academic Affairs



Date

Florida A&M University

SEP 23 PM 4:57
RECEIVED

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: Elementary Education

DEGREE LEVEL: MEd
(List type e.g., BS.)

***CIP CODE:** 13.1210
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes ___ No ___
If "Yes", complete sections A and C.

➤ **Section C**

ANTICIPATED TERMINATION DATE: Effective Spring 2016

1. Provide a narrative rationale for the request to terminate the program.

The College of Education is seeking to terminate its master's in Elementary Education due to the low productivity of the program. However, to continue to provide students seeking career advancement in this field, the program will be included as a track within the existing master's in Curriculum and Instruction. Terminating the stand-alone master's degree in Elementary Education will enable the College to focus its efforts on recruiting individuals already working in K-12 settings seeking advancement, but who would like to have an emphasis in elementary education to further enhance existing skills.

2. Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.

Because the program has had low productivity for a period of time and no students are currently enrolled, there will be no significant impact on the University's or College's overall enrollment. Resources previously allocated for this program will be utilized by priorities set by the College as part of its overall strategic plan and as part of the BS Elementary Education. Faculty in the graduate program also teach the curriculum for the undergraduate program in Elementary Education.

3. Provide an explanation of the manner in which the program intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps will occur to inform the impacted students and faculty about the closure of this program(s)?

There are no students currently enrolled the MS Elementary Education program and have not been since 2012. All students previously in the program have either completed the program or chose a different path to obtain their educational goals.

4. Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.

(Dean to complete table)

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
0	0	0	0	0	0

5. Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of

females, minorities, faculty and students.

[Handwritten Signature]

Signature of College Dean

9/23/15

Date

[Handwritten Signature]

Dean of Graduate Studies
(for graduate programs only)

10/7/15

Date

[Handwritten Signature]

Signature of Campus EO Officer

10/23/2015

Date

DocuSigned by:

[Handwritten Signature]

Faculty Senate

10/25/2015

Date

[Handwritten Signature]

Signature of Provost and Vice President for
Academic Affairs

10-29-15

Date

[Handwritten Signature]

COE Curriculum Committee, Chair

9/23/15

PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS WITHIN EXISTING PROGRAMS

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: English/Language Arts Teacher Education

DEGREE LEVEL: BS
(List type e.g., BS.)

***CIP CODE:** 13.1305
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes No
If "Yes", complete sections A and C.

➤ **Section C**

4. **Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.**

Total students in BS English/Language Arts Teacher Education Upper Division =
(Dean to complete table)

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
7	0	0	1	1	7

5. **Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.**

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of females, minorities, faculty, and students.

Endya Stewart
Signature of Requestor/Initiator

9/23/15
Date

Paul L. White
College/School Curriculum Committee

9/23/15
Date

Robert J. Penwell
Signature of College Dean

9/23/15
Date

Dean of Graduate Studies
(for graduate programs only)
DocuSigned by:

Date

Carrie Ann
74DEF41C3C8A42D...

10/23/2015

Signature of Campus EO Officer

Date

DocuSigned by:
Ned James
A6220C08823E42B...

10/23/2015

Chair, University Curriculum Committee

Date

DocuSigned by:
Esther D. Hinkle
2D17286C070E450...

10/25/2015

President, Faculty Senate

Date

Shane D. Duff
Signature of Provost and Vice President for
Academic Affairs

10-29-15
Date

Florida A&M University

FLORIDA A&M UNIVERSITY
OFFICE OF THE PROVOST
110 SEP 23 PM 4:57
RECEIVED

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: Mathematics Teacher Education

DEGREE LEVEL: BS
(List type e.g., BS.)

***CIP CODE:** 13.1311
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes X No ____
If "Yes", complete sections A and C.

➤ **Section C**

4. **Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.**

Total students in BS Mathematics Teacher Education Upper Division =
(Dean to complete table)

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
8	0	0	0	3	5

5. **Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.**

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of females, minorities, faculty, and students.

Endya Stewart
Signature of Requestor/Initiator

9/23/15
Date

Don L. White
College/School Curriculum Committee

9/23/15
Date

Robert Allen Powell
Signature of College Dean

9/23/15
Date

Dean of Graduate Studies
(for graduate programs only)

Date

DocuSigned by:
Carrie Ann
74DEF41C5C8A42D

10/26/2015

Signature of Campus EO Officer

Date

DocuSigned by:
Neil James
A6230C0B8D3E43D

10/23/2015

Chair, University Curriculum Committee

Date

DocuSigned by:
Patricia Jenkins
2D17286CD79E4E9

10/25/2015

President, Faculty Senate

Date

Shirley D. Duff
Signature of Provost and Vice President for
Academic Affairs

10-29-15
Date

Florida A&M University

SEP 23 PM 4:57
RECEIVED

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: Science Teacher Education/General Science Teacher Education

DEGREE LEVEL: BS
(List type e.g., BS.)

***CIP CODE:** 13.1316
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes X No _____
If "Yes", complete sections A and C.

bargaining agreements that apply to faculty and staff.

4. **Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.**

Total students in BS Science Teacher Education Upper Division =
(Dean to complete table)

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
1	0	0	1	1	1

5. **Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.**

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of females, minorities, faculty, and students.

Endy Stewart
Signature of Requestor/Initiator

9/23/15
Date

Dr. H. White
College/School Curriculum Committee

9/23/15
Date

[Signature]
Signature of College Dean

9/23/15
Date

Dean of Graduate Studies
(for PhD programs only)

Date

[Signature]
74DEF41C5C9A42D

Signature of Campus EO Officer

10/26/2015

Date

DocuSigned by:
Neil James
A6238C0B8B3E429...

Chair, University Curriculum Committee

10/23/2015

Date

DocuSigned by:
[Signature]
2017286CD79E4E9...

President, Faculty Senate

10/25/2015

Date

[Signature]

Signature of Provost and Vice President for
Academic Affairs

10-29-15

Date

Florida A&M University

2016 SEP 23 PM 4: 57
RECEIVED

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: Trade and Industrial Teacher Education

DEGREE LEVEL: BS
(List type e.g., BS.)

***CIP CODE:** 13.1320
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes X No _____
If "Yes", complete sections A and C.

➤ **Section C**

5. **Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.**

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of females, minorities, faculty, and students.

Erin Stewart
Signature of Requestor/Initiator

9/23/15
Date

Dr. L. Lobo
College/School Curriculum Committee

9/23/15
Date

DocuSigned by:
Dr. Patricia Green-Powell
Signature of College Dean

10/23/2015
Date

Dean of Graduate Studies
(for graduate programs only)

Date

Carrie Ann
Signature of Campus EO Officer

10/26/2015
Date

DocuSigned by:
Neil James
Chair, University Curriculum Committee

10/23/2015
Date

DocuSigned by:
Dr. Bettye Grable
President, Faculty Senate

11/25/2015
Date

Shirley D. Drif
Signature of Provost and Vice President for Academic Affairs

10-29-15
Date

Florida A&M University

2015 SEP 23 PM 4: 57

**PROGRAM TERMINATION FORM FOR BACHELOR'S, MASTER'S AND
SPECIALIST DEGREE PROGRAMS, AND MAJORS, MINORS, CONCENTRATIONS
WITHIN EXISTING PROGRAMS**

OFFICE OF THE DEAN
RECEIVED

This is the form to be used for university requests to terminate bachelor's, master's and specialist degree programs, as well as majors, minors and concentrations within degree programs. Approval to terminate bachelor's, master's and specialist degree programs may be granted by the University Board of Trustees. Approval to terminate majors, minors and concentrations within existing degree programs may be granted by the Provost. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response.

COLLEGE/SCHOOL/INSTITUTE: College of Education

Degree Program terminations complete sections A and C. Majors, Minors and Concentrations being terminated within Degree Programs that will remain active complete sections B and C

➤ **Section A**

DEGREE PROGRAM NAME: Trade and Industrial Teacher Education

DEGREE LEVEL: MS
(List type e.g., BS.)

***CIP CODE:** 13.1320
(*Classification of Instructional Programs)

➤ **Section B**

MAJOR, MINOR, CONCENTRATION NAME: _____

NAME OF DEGREE PROGRAM WITHIN WHICH THIS TRACK RESIDES:

DEGREE LEVEL: _____
(List type e.g., BS.)

***CIP CODE:** _____
(*Classification of Instructional Programs)

Is the entire degree program being terminated? Yes X No
If "Yes", complete sections A and C.

➤ **Section C**

ANTICIPATED TERMINATION DATE: Effective Spring 2016

1. **Provide a narrative rationale for the request to terminate the program.**

The College of Education at Florida A&M University is seeking to terminate its M.S. in Trade and Industrial Teacher Education degree due to its low productivity. Enrollment has remained low for the last years and no students have been enrolled in the program since 2012. Terminating the program will enable the University to focus efforts and resources on more productive/priority areas.

2. **Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.**

Because the program has had low enrollment for a period of time and no students are currently enrolled, there will be no significant impact on the University's overall enrollment. Resources previously allocated for this program will be utilized by priorities set by the College as part of its overall strategic plan.

3. **Provide an explanation of the manner in which the program intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps will occur to inform the impacted students and faculty about the closure of this program(s)?**

There are no students currently enrolled in the M.S. in Trade and Industrial Teacher Education program and have not been since 2012. All students previously in the program have either completed the program or chose a different career path.

The University will comply with all state and university procedures and collective bargaining agreements that apply to faculty and staff.

4. **Provide data (and cite source) on the gender and racial distribution of students and faculty currently in the program who will be affected by the proposed termination. For faculty also list the rank and tenure status of all affected individuals.**

Total students in MS Trade and Industrial Teacher Education =
(Dean to complete table)

BLACK	WHITE	HISPANIC	OTHER	MALE	FEMALE
0	0	0	0	0	0

5. **Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students.**

Because this program has low numbers of students and faculty that will be impacted, the action of terminating the program will not have a significant impact on representation of females, minorities, faculty, and students.

Endy Stewart
Signature of Requestor/Initiator

9/23/15
Date

Dr. L. White
College/School Curriculum Committee

9/23/15
Date

Patricia Ann Powell
Signature of College Dean

9/23/15
Date

David H. Jones, Jr.
Dean of Graduate Studies
(for graduate programs only)

10/7/15
Date

DocuSigned by:
Carrie...
74DEF448569A128...
Signature of Campus EO Officer

10/23/2015
Date

DocuSigned by:
Neil James
A6238C0B8B3E428...
Chair, University Curriculum Committee

10/23/2015
Date

DocuSigned by:
Betty...
2D17288CD79F4F9...
President, Faculty Senate

10/25/2015
Date

[Signature]
Signature of Provost and Vice President for
Academic Affairs

10-29-15
Date



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

**Academic Affairs Committee
Date: December 10, 2015
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: **3-Year Academic Calendars for 2016-2017, 2017-2018, and 2018-2019**

Rationale: The Academic Calendars for 2016-2017, 2017-2018, and 2018-2019 are being presented to the Board of Trustees for approval, in accordance with Florida Board of Education Rule 6A-10.019. Additionally, Board of Governors Regulation 8.001 requires each university to adopt an annual calendar which includes the beginning and ending dates for each semester, the dates for final examinations, and the dates for the issuance of diplomas.

Please note that the beginning and ending dates of each semester, the holidays, and the breaks have been agreed upon by the Calendar Committee, which includes representatives from Florida A&M University, Florida State University, and Tallahassee Community College. The Calendar Committee meets annually to coordinate the calendars of the three educational institutions in Tallahassee.

Attachment: Academic Calendars for 2016-2017, 2017-2018, and 2018-2019

Recommendation: It is recommended that the BOT approve the Academic Calendars for 2016-2017, 2017-2018, and 2018-2019.



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

Academic Affairs Committee

Date: December 10, 2015

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: Board of Trustees Policy – Academic Progress Policy

Rationale: In order to meet or exceed university and SUS academic performance standards, this policy authorizes the university to deploy appropriate methods including national and SUS best practices, that have proven successful in the continuous improvement of the university experience, by providing tailored academic advising and other support services designed to ensure the continued academic progress of students to degree completion.

Summary: The University shall promulgate practices and procedures to ensure students achieve academic progress toward degree completion required to meet or exceed University and SUS academic performance standards; practices and procedures may include limiting the maximum number of DWF grades in courses required for a degree, requiring change of major to ensure continued progress to degree, and awarding degrees when degree requirements have been met.

Recommendation: It is recommended that the Florida A&M University Board of Trustees approve the Academic Progress Policy.

Attachment: Academic Progress Policy



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number:
2015-__

Date of Adoption: August __ 2015
Date of Revision:

Subject	Academic Progress Policy ACADEMIC POLICIES VERSION 9-25-2015
Authority	
Applicability	This policy is applicable to the respective members of the Florida A&M University community including employees, faculty and students.

I. Purpose and Policy Statement

A. Background and Purpose

In order to meet or exceed Florida A&M University (University) and the State University System of Florida (SUS) academic performance standards, this policy authorizes the University to implement appropriate procedures to ensure the continued academic progress of students and their graduation success.

B. Policy Statement

Academic Progress: The University shall promulgate additional policies and procedures to ensure students achieve academic progress towards their degree completion.. In extenuating circumstances where students wish to continue in a major in which adequate degree progress is not being achieved, or to continue earning excess credits in a non-degree earning posture, this policy will enable Academic Affairs to ensure a favorable student outcome.

II. Procedures, Approvals/Responsibilities

The Division of Academic Affairs will make operational modifications within the Registrar's Office, the Office of Student Academic Support Services, Colleges and Schools, and other appropriate University departments.

University policies and procedures may include:

- restructuring of the graduation process;
- revised degree completion schedules/checklist;
- limiting the maximum number of "D", "W", and/or "F" grades in courses required for a degree;
- setting new guidelines for student academic support services to ensure continued progress toward degree completion; and
- awarding degrees when degree requirements have been met.

The President or the Provost and Vice President for Academic Affairs shall disseminate such procedural changes to employees, faculty and students.

Attachment(s) | NA