

Academic and Student Affairs Committee Minutes
Trustee Nicole Washington, Chair
February 17, 2022

The meeting was called to order by Trustee Nicole Washington. Ms. Valeria Singleton called the roll and the following committee members were present: Ann Marie Cavazos, Michael Dubose, Kristin Harper, David Lawrence, Nicole Washington, and Carrington Whigham. A quorum was established.

Trustee Harper moved to approve the minutes for the meeting on December 1, 2021. The motion was seconded by Trustee Cavazos and the motion carried.

The Committee recommended approval of the following items:

Academic Calendar (2023 - 2024) - The academic calendar for 2023 - 2024 was presented to the Board of Trustees for approval, in accordance with Florida Board of Education Rule 6A-10.019. The 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.

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. Listed below is the 2023 - 2024 academic calendar:

Semester	Beginning Date of Classes	Last Day of Classes	Finals
Fall 2023	8/28/2023	12/08/2023	December 11-15, 2023
Spring 2024	1/8/2024	4/28/2024	April 29 - May 3, 2024
Summer 2024 – Term 1 (C)	5/13/2024	8/1/2024	August 1-2, 2024
Summer 2024 – Term 2 (A)	5/13/2024	6/20/2024	June 20-21, 2024
Summer 2024 – Term 3 (B)	6/24/2024	8/1/2024	August 1-2, 2024

Trustee Cavazos moved to approve the academic calendar for 2023 - 2024. The motion was seconded by Trustee Harper and the motion carried.

Sabbatical and Professional Development Leave - Each year the University provides faculty with the opportunity to apply for sabbatical or professional development leave for the following year. This year,

four faculty members are being recommended for approval. In addition, there were no applications for professional development leave.

In reviewing the applications, the Sabbatical and Professional Leave Committee considered the programs and activities that will occur while on leave; the expected increase in value of the employee to the University and to the employee's academic discipline; specific results anticipated from the leave; and any other prior leaves that had been provided to the employee. The faculty members listed below were recommended for sabbatical leave:

1. Terrell Brown, CSSAH (Spring 2023)
2. Natalie King-Pedroso, CSSAH (Fall 2022)
3. Jenelle Robinson, CAFS (Fall 2022)
4. Rebecca Sager, CSSAH (Fall 2022 and Spring 2023)

Trustee Cavazos moved to approve the sabbatical leave. The motion was seconded by Trustee Harper and the motion carried.

Request for Leave Without Pay for Rhoda Cato - 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. Professor Cato has requested leave without pay for January 10 through May 6, 2022.

Trustee Harper moved to approve the request for leave without pay for Rhoda Cato from January 10 through May 6, 2022. The motion was seconded by Trustee Cavazos and the motion carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr., and his team provided updates on enrollment, campus safety, emergency management, and an update on hazing prevention.
- A snapshot of fall 2022 admissions for first time in college (FTIC) and Florida College System (FCS) applicants was provided.
 - Admissions applications are up by 28% compared to last year and 36% compared to 2020.
 - There is a 33% increase in FTIC applications and 32% in admitted students.
- Chief Terence Calloway provided an update on campus security.
 - The Florida A&M University Department of Campus Safety & Security (FAMU DCSS) is dedicated to helping provide a safe, protected, and secure environment for students, faculty, staff, alumni, and visitors to our campus. FAMU DCSS, also known as the University Police Department or FAMU PD, provides services 24 hours a day, 7 days a week, and 365 days a year.
 - The department is the only HBCU to be triple-accredited and offers a range of police resources, security event planning, and parking management. This means FAMU PD is accredited by the state of Florida, national accreditation by the Commission of

Accreditation for Law Enforcement Agencies, and internationally by the International Association of Campus Law Enforcement Administrators.

- DCSS uses several crime prevention programs and services to help maintain a safe and healthy campus. The programs and services include Operation ID and Operation Book stamp (property identification methods in which items are engraved or stamped for owner identification); FAMU orientation sessions with crime prevention tips and resources; and guest speakers at University activities to provide information regarding parking services, self-defense courses, identity theft, and wellness checks.
- In collaboration with the Student Government Association (SGA), the Office of Transportation will launch a pilot program called F.A.N.G.S. (FAMU's at Night Get Around Shuttle) which will run Thursday through Sunday from 10 pm until 1 am. The shuttle will provide transportation only on-campus. DCSS is also partnering with the SGA on the Student Escort Team which will provide trained student escorts to assist with increasing student awareness of the University's available preventative and crime response programs.
- During the recent bomb threats on HBCU campuses, FAMU has been proactive in meeting with local authorities and has developed a strategy for potential threats to FAMU. A Bomb Threat Procedures Checklist was distributed campus-wide and Memorandums of Understanding were enacted with the Leon County Bomb Response Team.
- Mr. Ashley Davis provided an update on emergency management.
 - As the Emergency Management Director, his role is to assist in coordinating a comprehensive emergency management program to prevent, prepare for, respond to, and recover from disasters that could disrupt the University's educational operations.
 - Objectives that have been completed to date:
 - Emergency Operations Center (EOC): During the homecoming festivities, the EOC was activated in the CASS Building (3rd Floor Conference Room) to test the University's capabilities and connectivity to campus, local, and state partners.
 - Emergency Management Partners: Support SUS Emergency Management by participating in monthly meetings. In November 2021, the SUS met with the Florida Division of Emergency Management (FDEM) and the Board of Governors (BOG) to discuss areas to integrate into the State EOC to gather intel pre and post disasters via the BOG.
 - HBCU Emergency Management Consortium: Mr. Davis has been appointed to serve on the consortium. The consortium collects resources that focus on HBCUs and emergency management training.
 - Training on Emergency Management: Training ("FAMU Fundamentals 2022") has been implemented for faculty, staff, and select student employees.
 - Objectives that are ongoing or in the future include: Federal Emergency Management (FEMA) public assistance for COVID-19 operations, "establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response

decisions,” shelter operations, emergency management plans, and emergency preparation exercise.

- The final informational update was from Mr. Bryan Smith regarding the hazing prevention initiatives.
 - The 2022 Hazing Prevention Summit will be in conjunction with the SUS Campus Safety Retreat in July on the campus of University of South Florida.
 - Since the inception of the Alivetek online course, there have been 8,479 students to complete the Hazing Prevention course.
 - There are two pending investigations.

Academic Affairs Updates – The following informational updates were provided:

- Provost Edington provided brief updates.
 - For spring 2022, 90.75% of the courses are being taught in-person, 9.25% of the courses are being taught online.
 - Discussed Faculty Excellence Initiatives: The Teaching and Learning Center and the new Emerging Leaders Initiative professional development training opportunity for faculty with leadership aspirations. Components of the program consist of a series of training sessions such fiscal management, leadership skills, and shadowing. The program does not prepare the participants for a specific role, but enhance their talents and skills so that they can pursue future opportunities and/or higher roles.
 - Discussed the Academic Program Prioritization Initiative to include a recap of the project rationale, next steps, BOT feedback, programs’ scores against programs’ corresponding rankings, program pathways, timeline of activities by pathway, and syndication of the materials.
 - HelioCampus Project – The team has been working with HelioCampus to help equip FAMU with dashboards that are focused on academic performance management to include academic portfolio analysis, teaching workload, and low enrollment courses.
 - Update on Key Searches – There are currently three open searches: Dean, FAMU-FSU College of Engineering; Associate Provost/Dean, School of Graduate Studies and Research; and Director, Meek-Eaton Black Archives.
 - There was an in-depth discussion regarding the faculty hiring process to include tenure upon appointment process. Provost Edington provided context on the criteria for tenure upon appointment and how it is utilized within the university as a recruitment tool for key strategic positions. Provost Edington provided that he would follow-up with a university-wide tenure upon appointment process and justification for board members to see the factors that the committee based their decision upon at a future committee meeting.

There being no further discussion, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Nicole Washington, Committee Chair