University Board of Trustees  
Work Group on Academics and Campus Environment  
MINUTES  
February 20, 2006, 1:30 PM  
Marshall Center Room 296

Workgroup Members Present: Lee Arnold, Jr., Chair and Trustee; Dick Beard, Chair, Board of Trustees; Jan Smith, Trustee; Bob Soran, Trustee; Sherrill Tomasino, Trustee; Maxon Victor, Trustee and President of Student Government; Jennifer Capeheart-Meningall, Vice President, Student Affairs; Carl Carlucci, Executive Vice President and CFO; Renu Khator, University Provost and System Vice President for Academic Affairs; Kathleen Moore, Associate Vice President for Academic Affairs and Principal Staff to the Workgroup; Ron Hanke, Associate Director, Facilities Planning; Elizabeth Kaplon, Executive Assistant to the Vice President, Student Affairs; Barbara Sparks-McGlinchy, Associate Director, Intercollegiate Athletics; Paul Spector, Professor, Department of Psychology;

Guests: Delores Brown, Administrative Assistant, General Counsel; Guy Conway, Director, Student Affairs, Marshall Center; Barbara Donerly, Architect, Facilities Planning; Jeff Earhart, Applied Sciences Consultant, FCP; Trudie Frecker, Associate Vice President, Administrative Affairs; Kofi Glover, Assistant Vice President, Provost’s Office; Patricia Haynie, Associate Vice President, USF Health; Ron Jones, Dean, College of Visual and Performing Arts; Hank Lavandera, Associate General Counsel; Michael Moore, Assistant Vice President, Decision Support; Steve Prevaux, General Counsel; Alyn Pruett, Principal, Wallace Roberts & Todd, LLC; Bill Schmidt, Student Government; Dwayne Smith, Vice Provost and Professor, Provost’s Office; Laurey Stryker, CEO, USF Sarasota/Manatee; Robert Sullins, Dean, Undergraduate Studies; Karen White, Regional Chancellor, USF St. Petersburg; Ralph Wilcox, Vice Provost, Provost’s Office

Call to Order:

Trustee Arnold opened the meeting at 1:35 p.m. Workgroup members introduced themselves.

Provost’s Report

Provost Khator distributed the Spring 2006 Drop Add Enrollment Profile and provided an overview of the information. Provost Khator distributed USF’s Top 5 System-Wide Budget Priorities and noted that the Board of Governors has approved but the items have not been included in the Governor’s budget. The five priorities are 1) Fully fund the BOG’s request of 80.2 million in recurring general revenue for enrollment growth, 2) Include SUS employees in administered funds for salary increases, 3) Fully fund BOG’s request for $40 million in recurring general revenue for targeted degrees in teaching, nursing and engineering, 4) Fully fund increased energy costs issues, and 5) Fully fund
BOG’s request for major gifts and Cortelis Facility matching programs. Provost Khator noted that the Faculty Senate has passed a resolution regarding faculty governance. An overview of the process was provided. Provost Khator noted that Academic Affairs works with issues related to Undergraduate, Graduate, Research and Scholarship, and Community Development. Undergraduate Research is a part of the Strategic Plan and a 9 point plan was reviewed. The 9 points are: 1) FTIC quality and size, 2) Targeting National Merit Scholars, 3) Enhancing programs to provide access to minority students, 4) Computerize tracking and advising which will allow for guaranteed seats in classes, 5) Content advising, 6) Revised general education requirements, 7) Infuse undergraduate research in curriculum, 8) Possible addition of 1,000 beds in Resident Housing, and 9) New Marshall Center building. Implementation should be within 3-4 years.

Trustee Arnold noted that he appreciates and encourages the team efforts. He thanked Governor Bush and his staff for the funding that has been allocated and encouraged other to also communicate their appreciation to the Governor. Trustee Arnold asked if the 5 state-wide budget priorities identified by USF fit with the Strategic Plan and it was confirmed they did.

**Student Affairs Report**

Dr. Meningall noted that her report and the report of the Provost somewhat overlaps and she thought it was good to see that they are moving in the same direction. Dr. Meningall said she has been with USF for 7 months and she had promised not to make any sharp turns during the first 6 months. She has spent time talking with faculty, staff, and students to get an idea of what things Student Affairs can do to improve life on campus. Dr. Meningall provided an overview of the types of things they will work on such as looking at ways to ensure a successful graduation rate, innovative ways to increase funding, and improving facility areas such as the Marshall Center and resident housing. She noted that two new hires had been completed. The new hires are Director of Financial Auxiliary Budgets and the Director of Grants. Student Affairs plans to hire a Director of Fundraising and Development in the near future. Dr. Meningall hopes to improve programs that will mix academics and life outside of the classroom.

**Student Government Report**

Trustee Victor provided an overview of the Student Government activities such as the pole painting project and the Stampede of Service which was a huge success and hopefully a new tradition. The Florida Student Association (FSA) met and is looking at new ways to lobby due to the changes in lobbying rules. Under consideration is to sponsor and support candidates who are pro higher education. The FSA is also lobbying the Governor regarding no new tuition increases. They will focus on the BOG agenda and in particular the Medical School for FIU and FAU. Trustee Victor announced that funding has been approved for weekly concerts. The concerts are set up to incorporate all student groups. He also noted that he has been working with Mr. Hanke regarding the construction of the Marshall Center. Trustee Victor commended Ronald Stem and noted that Student Government will have a plaque made recognizing Ronald for the many
contributions he made to campus. Trustee Victor also noted that in regard to the USF Bowl Game while USF did not win the game we won the pep rally. Student Government is working with the Student Athlete Association to look at neglected sports. Trustee Arnold thanked Trustee Victor for his energy and focus.

**Approval of October 10, 2005 Minutes**

The Workgroup unanimously approved the October 10, 2005 minutes.

**Academic Affairs**

**Approval of Master’s Degree Program in Criminal Justice**

Provost Khator asked Dr. Moore to present the item. Dr. Moore noted that the Master of Arts degree program in Criminal Justice Administration is a specialized and concentrated program of study designed specifically for practitioners and those whose desire is to complete an M.A. with a special emphasis on administration and management within the criminal justice system. It is modeled after the “weekend MBA” programs. The key elements of the proposal are 1) A concentrated and highly structured course of study over 5 consecutive semesters meeting on Friday and/or Saturday; 2) A “cohort concept” which moves students through the program as a body; and 3) A “capstone project” which is developed over the five semesters of study and is completed in the final semester of the sequence. The target audience is mid-career professional students in the Tampa Bay region. Demand for the program is expected to be very strong. The costs associated with implementation of the program are minimal, as the curriculum consists largely of existing courses from Criminology and Public Administration. The proposed program has been approved by the appropriate faculty committees within the College and by the USF Graduate Council. Trustee Arnold noted that the program is a response to market demand and a good use of existing resources.

A motion to approve was made and seconded. Approved unanimously.

**Approval of Master’s Degree Program in Finance**

Dr. Moore presented the item and requested authorization to implement a Master of Science degree program in Finance. The MSF would be more specialized than the MBA degree that the College of Business Administration now offers, because the emphasis in the curriculum would be finance rather than the broad business curriculum offered by the MBA program. The proposed MSF program will not require additional resources. The courses that make up the MSF program are currently offered in the existing graduate programs in COBA and the program will help increase student enrollment in courses that do not now fill to capacity. The MSF will serve an unmet need in the local financial services industry and will also draw students from outside the local area (regional and national). Demand is expected to be strong. The proposed program has been approved by the appropriate faculty committees within the College and by the USF Graduate Council. Trustee Arnold noted that this was another example of a response to market
demand. Trustee Soran asked why the cost for the Finance program was twice as much as the Criminal Justice program and it was noted that it was due to faculty salary differential.

A motion to approve was made and seconded. Approved unanimously.

**Approval of Bachelor’s Degree Program in Statistics**

Dr. Moore presented the item. The Department of Mathematics in the College of Arts and Sciences (CAS) proposes to offer a Bachelor of Arts in Statistics degree. The proposed program will supplement the current offerings of the Mathematics Department and facilitate the development of interdisciplinary degree and research tracks that are separate from the existing BA in Mathematics. Approval of the BA in Statistics will also align USF’s program offerings with those of other institutions in the State University System. The implementation of a separate degree in Statistics was strongly recommended in the most recent review of Mathematics programs at USF. The Department believes the degree in Statistics will significantly increase the career opportunities of its graduates. There are no significant resource implications associated with the implementation of the proposed program. Most of the courses are already offered in the Mathematics Department. The proposed program has been approved by the appropriate faculty committees within the College and by the USF Undergraduate Council.

A motion to approve was made and seconded. Approved unanimously.

**Approval of Master’s Degree Program in Statistics**

Dr. Moore presented the item. She noted that the Mathematics Department has offered a Statistics concentration within the MA in Mathematics (CIP code 27.0101.) but the two curricula are different. In a recent review of programs in the Mathematics Department, the outside reviewer strongly recommended that the Statistics track be implemented as a separate degree, the MA in Statistics. Approval of a separate, freestanding Statistics program in CIP code 27.0501 would differentiate the two degrees. Enrollment is expected to increase significantly with the implementation of the new program. The proposal submitted by the Department of Mathematics was approved by the appropriate faculty council within the College of Arts and Sciences and by the USF Graduate Council.

A motion to approve was made and seconded. Approved unanimously.

**Approval of Exercise Science Limited Access Program Request**

Dr. Moore presented the item. The School of Physical Education, Wellness, and Sport Studies in the College of Education proposes to initiate Limited Access to the Exercise Science specialization within the BS in Physical Education effective Fall 2006. The primary justification for limiting access to the Exercise Science specialization is faculty resources. In order to teach the required Knowledge, Skills and Abilities (KSAs)
required for this program with the current faculty FTE, the class size may not exceed 30 students. The Exercise Science program recently achieved endorsement by the American College of Sports Medicine (ACSM). In order to maintain this endorsement, the program must demonstrate that the students are successfully acquiring the KSAs as established by ACSM. A cohort of thirty students will be admitted to the program each Fall beginning in 2006. The Limited Access proposal for Exercise Science has the approval and endorsement of the College of Education and has also been approved by the USF Undergraduate Council.

A motion to approve was made and seconded. Approved unanimously.

**Adoption of ACE Statement of Academic Rights and Responsibilities**

Provost Khator presented the item. On June 23, 2005, the American Council on Education (ACE) issued a Statement on Academic Rights and Responsibilities that addresses the meaning of the terms “intellectual pluralism” and “academic freedom” and the rights and responsibilities of individual members of the campus community. The ACE Statement on Academic Rights and Responsibilities presents a set of central, overarching principles that are widely shared within the academic community. The ACE Statement on Academic Rights and Responsibilities has been endorsed by a long list of organizations, including the Association of Governing Boards of Universities and Colleges, the National Association of State Universities and Land Grant Colleges, and the American Association of University Professors. Provost Khator asked that the Workgroup consider adopting the statement. Trustee Arnold noted that the statement was a detailed document. He asked if there was any feedback on what UF and FSU are considering. Dr. Wilcox clarified what other institutions are considering and implementing. Trustee Arnold asked about legal implications and Mr. Prevaux noted that the document does not conflict with the Collective Bargaining Agreement. It was decided that the item should go on the Full BOT Consent Agenda.

A motion to approve was made and seconded. Approved unanimously.

**USF Sarasota Campus**

**Review and Approve USF Sarasota-Manatee Strategic Plan 2006-2011**

Dr. Stryker presented the item and introduced Dr. Bonnie Jones, Director of Institutional Research, USF Sarasota. A PowerPoint Presentation was distributed and reviewed. The USF Sarasota-Manatee Strategic Plan, 2006-2011 sets forth the major goals that will guide the campus for the next half-decade. The Framework in which strategic planning occurs, Strategic Plan Website, Strategic Goals, Comprehensive Measurement Strategy and Master Plan Process were also reviewed. The Strategic Goals are: 1. The Learner-Centered Campus Environment: Provide a diverse, collaborative, intellectually challenging, learner-centered campus with high quality academic programs and support services for students, faculty, staff and the local community; 2. Comprehensive Use of Learning Technology: encourage strategic and purposeful utilization of electronic...
learning technology; 3. Niche Programming and Program Growth: Promote distinctive undergraduate, graduate and research programs among with centers of excellence that serve the emerging higher education needs of the growing region; 4. Professional and Continuing Education: Implement advanced professional and continuing education that will serve the needs of the local community and assist sectors of the work force in maintaining and enhancing professional skills; 5. Ensuring the Financial Base of Operations: Maintain fiscal self-sufficiency as an economic base for university programs and services; and, 6. Assessing and Developing the Standards for Enhanced Campus Autonomy that could support criteria for campus accreditation: Assess the process of accreditation through the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and develop the most effective role for USF Sarasota-Manatee within the USF System. Dr. Stryker noted that with the new plan they will be able to attract more day-time students. Enrollment trends and targets were reviewed and discussed as well as the budget projections. Funding for the plan was discussed and Dr. Carlucci clarified the funding process. Trustee Smith stressed the importance of funding as it relates to the facilities and enrollment. Supplemental funds are imperative and must be a priority both for the University and community. Dr. Stryker noted that the updated plan permits the Sarasota property for 7500 students. There may be an opportunity to purchase additional property. Trustee Smith thanked Dr. Stryker and her staff for their hard work and commitment to meet the challenge.

A motion to approve was made and seconded. Approved unanimously.

Office of General Counsel

Approve Amendments to Regulation USF 1.005, “Undergraduate Catalog of the University of South Florida,” and Referenced Undergraduate Catalog

Mr. Prevaux presented the item and reviewed the changes to the Undergraduate Catalog. The major revisions are:

- Applicants graduating from high school after 1/1/06 must submit SAT with essay component or ACT with writing component.
- Requests for waivers of the $200 non-refundable admissions deposit will be considered by an Appeals Review Committee pursuant to USF Regulation 4-0107, which allows for consideration of specific circumstances including SAT or ACT fee waivers, Federal Pell Grant Eligibility and current individual circumstances.
- Senior Citizen tuition waivers will be available in certain undergraduate and graduate courses on a space-available basis. The waiver covers a maximum of 9 credit hours per term and is applicable only if the student registers for these courses during the designated registration period.
- Communication and computation requirement changes for AA or Bachelor’s degrees: a. Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An
institution to which a student transfers shall accept courses so designated by the
sending institution as meeting the writing requirements outlined in this section.
b. Six (6) semester hours of mathematics coursework at the level of college
algebra or higher. For the purposes of this rule, applied logic, statistics and other
such computation coursework which may not be placed within a mathematics
department may be used to fulfill three (3) 2 hours of the six (6) hours required by
this section.
c. Students awarded college credit in English based on their demonstration of
writing skills through dual enrollment, advanced placement, or international
baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students
awarded college credit based on their demonstration of mathematics skills at the
level of college algebra or higher through one (1) or more of the acceleration
mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the
requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college
credit awarded.
• Academic Renewal clarification - Academic renewal will only be applied to a
student’s academic record one time at USF.
• Penalties for Academic Dishonesty: ...If a student who has been accused of academic
dishonesty drops the course, the student’s registration in the course will may be
reinstated until the issue is resolved. (NOTE: A student who is suspected of cheating
may not drop a course to avoid a penalty. If the student drops a course after having
cheated the University may reinstate him or her until the case is adjudicated and, if
appropriate, the penalty determined. However, even if the student is not reinstated in
the course, disciplinary action may be pursued if cheating is suspected and the “W”
grade may be changed to an FF, F, or other grade depending on the ultimate
resolution of the disciplinary process. This includes any instance of cheating that is
not detected by the instructor until after the student has dropped the course. The
ultimate penalty may be an FF or an F in the course, or other action.)
• Academic minor requirements: Courses used in the major may not apply to the minor.
• Honors at Graduation: Baccalaureate candidates in programs requiring multiple
clinical experiences (such as Nursing and Education) must have completed at least 30
hours of graded upper level coursework and have earned a grade point average of 3.5
or higher for all graded coursework attempted at USF. For public honors recognition
at the commencement ceremony, students must have a 3.50 GPA before the term in
which they plan to graduate.

Trustee Arnold asked Provost Khator if she agreed with the changes and she indicated
she did. He then asked Dr. Meningall if she agreed and she noted that she was unfamiliar
with the dishonesty issue. Dr. Sullins clarified that it would prevent student from
dropping a course to avoid disciplinary action. Trustee Victor asked about the
University-wide committees who reviewed the catalog and if students served on those
committees. Dr. Sullins advised that students can participate but it has been difficult to
get students to participate. Mr. Prevaux explained that meetings are announced to the
University community and posted to their website and he clarified the notice process.
Trustee Arnold asked if the item would go before the BOG and Mr. Prevaux clarified the
process and noted that the BOG could act on the item. Trustee Arnold noted that the item would go on the Full BOT agenda as a consent item.

A motion to approve was made and seconded. Approved unanimously.

**Facilities Planning**

**Proposed Draft 2005 Tampa Campus Master Plan Update**

Mr. Hanke requested approval of the Draft 2005 Tampa Campus Master Plan Update so that it can be released for the first public hearing and 90 day agency/public review period. He introduced Barbara Donerly who distributed and provided a brief overview of the 2005 Tampa Campus Master Plan timeline. Ms. Donerly introduced Alyn Pruett, Principal, Wallace Roberts & Todd, LLC. Mr. Pruett provided an overview of a PowerPoint Presentation. The baseline analysis year for the plan is 2004-2005. The Campus Master Plan Update addresses three planning horizons: Five-year: 2009-10, Ten-year: 2014-15, and long-range beyond 10 years. The required Capital Improvements Element addresses the 5-year (the current PECO CIP and other funding sources) and 10-year planning horizon. The Master Plan will be re-assessed and updated in five (5) years. Minor amendments may be required to address unforeseen conditions and funding opportunities. The Campus Master Plan Elements include: Academic Mission, Academic Program, Future Land Use, Urban Design, Academic Facilities, Support Facilities, Housing, Recreation and Open Space, General Infrastructure, Utilities, Transportation, Intergovernmental Coordination, Conservation, Capital Improvements, Landscape and Architectural Design Guidelines, Facilities Maintenance, and Coastal Management. The key guiding principles and goals are: 1) Maximize development capacity/long-term sustainability of the campus, 2) Maintain and strengthen the University’s commitment to judicious stewardship of its land resources, 3) Build flexibility into the plan to accommodate change, 4) Meet future campus parking needs while reducing land area used for surface parking, 5) Provide on-campus housing for 40-45% of freshmen enrollment and 20% of the total FTE enrollment in the long range, 6) Strengthen the campus’ identity, sense of community, livability, and maximize the kinds of places that foster interaction between students and faculty, and 7) Provide required storm water retention in the Greenway to allow more compact development of the academic districts, and to enhance the open space character of the campus.

The development framework balances the University’s need for growth with the desire to enhance existing campus character. It establishes a denser, more compact development pattern to create a more pedestrian-oriented, interconnected, interactive campus. The plan also consolidates the previous master plan’s land use districts to coincide with the new districts identified by the new color-coded signs. The plan does not assign specific functions for specific building footprints to ensure flexibility in future assignment and programming. The 2005 Update provides a development sequence plan that facilitates construction of Academic projects and all of the support facilities and infrastructure, including approximately 3,000 more students living on campus. Most surface parking is replaced with parking structures to serve future parking demand and to allow for other
needed facilities to be built in the core campus. The plan preserves, reinforces, and enhances the Greenway and its dual recreational/open space and storm water management functions. It also improves campus walk ability, connectivity, and physical character through urban/architectural/landscape design enhancements in order to create the kinds of spaces that foster informal interaction between students and faculty. One of the primary focuses in the plan is land use and campus development capacity in order to maximize development capacity of the campus. The land use districts have been consolidated into 8 new districts (from 18 in previous plan). The total future (additional) development capacity provided in Master Plan updates approximately 8.4 million GSF (excluding parking decks). The minimum building height will be 3-story everywhere except a minimum 4-story building height for building facing Leroy Collins Blvd, the Central Quadrangle and the Health Sciences Land Use District. New buildings less than 3 stories in height will require special approval by the President. The intent of the plan is to establish the minimum, but encourage the maximum practical height allowed by the project funding in order to preserve land for future expansion. Trustee Beard asked if there was a maximum and it was stated there is no restriction.

Workgroups, Campus Development Committee, and the President’s Cabinet have reviewed the Draft Plan, and comments have been incorporated into the Draft. Following the Public Hearings, 90 day agency and public review period and the adoption of the final plan by the USF Board of Trustees, the university will negotiate the impact of the proposed growth to the off-campus services of the City of Tampa, including roadways and storm water systems, and request funding from the Concurrency Trust Fund to pay for it.

Trustee Arnold asked if the draft plan fits with the Strategic Plan and it was confirmed it fit at the gross level. He noted his concern about bringing more cars on campus and parking garages. Mr. Pruett advised that transportation issues have been incorporated into the plan and that parking is a dynamic and complex issue. He suggested that the issue be closely monitored and the Master Plan amended as needed. The Workgroup discussed building locations and it was noted that the plan provides for building place holders but the plan does not assign specific functions for specific buildings – much will depend on funding. Dr. Carlucci advised that with the approval of the Draft Master Plan then conversations with the City of Tampa regarding traffic impact can begin and he requested approval of the Draft Master Plan.

A motion to approve was made and seconded. Approved unanimously.

Meeting was adjourned at 3:45 p.m.