Florida Gulf Coast University Board of Trustees
Special Committee for Review of Academic Degree Programs
May 12, 2015

SUBJECT: Historical Minutes of Committee’s Meetings

PROPOSED BOARD ACTION

Information only

BACKGROUND INFORMATION

The historical minutes for meetings of the Special Committee for Review of Academic Degree Programs are provided for information only. The minutes are for the meetings of October 1, 2014; November 13, 2014; and April 15, 2015

Supporting Documentation Included: (1) Minutes of October 1, 2014; (2) Minutes of November 13, 2014; and (3) Minutes of April 15, 2015

Prepared by: Vice President and Chief of Staff Susan Evans

Legal Review: N/A

Submitted by: Vice President and Chief of Staff Susan Evans
FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES

Special Committee for Review of Academic Degree Programs

Wednesday, October 1, 2014  3 – 5 p.m.
Cohen Center, Room #213
Florida Gulf Coast University

Minutes

Committee Members:
Present: Trustee Dudley Goodlette – Chair; Trustee Shawn Felton; Trustee Ann Hamilton; Trustee Russell Priddy (via conference call); Trustee Robbie Roepstorff (via conference call); Trustee Christian Spilker; and Trustee Rob Wells
Absent: None

Others:
Trustees: Trustee John Little
Staff: President Wilson Bradshaw; Provost and Vice President for Academic Affairs Ron Toll; Vice President and Chief of Staff Susan Evans; Vice President and General Counsel Vee Leonard; Director of Board Operations, and Special Projects Amber Pacheco; Director of Media Relations Lillian Pagan; and Executive Assistant to the Vice President and Chief of Staff Valerie Whitaker.

Item 1: Call to Order and Opening Remarks
Meeting called to order at 3:05 p.m. and opening remarks by Chair Goodlette. He reviewed the charge of the committee as directed by FGCU Board of Trustees Chair Roepstorff and also the importance of using consistent terminology as found in the University’s applicable Academic Policies. Chair Goodlette suggested today’s meeting serve as informational and the November 13, 2014 meeting serve to develop a recommended action for the January 2015 FGCU Board of Trustees meeting.

Item 2: Presentation on Suspended Programs (See Addendum “A”)
Dr. Toll reviewed terminology as outlined in FGCU Policy 2.003, Board of Governors Regulation 8.011, and Board of Governors Regulation 8.012, including “Classification of Instructional Programs (CIP) Code”, “Program”, “Degree Program”, “Program Major”, “Suspension”, “Discontinuance”, and “Termination” (see Addendum “A”). He gave a report on the 39 suspended academic degree programs.
Item 3: Committee Q&A and Discussion
Chair Goodlette asked if the committee had any questions regarding status, how the programs were suspended, and what would be forthcoming in terms of possible discontinuation. Discussion ensued regarding the internal review process, logistics of discontinuance, and of the 39 programs how many may be recommended for discontinuance. Dr. Toll suggested keeping 3 of the suspended programs (Ed.S. Specialist, M.A. Environmental Studies, and M.S.N. Nurse Educator graduate programs).

Other discussion items included not accepting new admits to currently suspended programs, CIP codes/titles, and the feasibility of changing the B.A. Environmental Studies to a B.S. Environmental Studies degree in regards to STEM/performance based funding. Dr. Toll referred to Dr. Cathy Duff, Associate Vice President for Academic and Curricular Support for clarification. She stated that both Environmental Studies and Environmental Science are classified as STEM according to CIP codes.

Also discussed was the lack of available faculty for the M.S.N. Acute Care Nurse Practitioner and if the discontinuance of programs would be reflected in the University’s Accountability Report.

Trustee Spilker requested follow-up information regarding the criteria and process used for reviewing academic programs.

Item 4: Public Comment
No public comment.

Item 5: Closing Remarks and Adjournment
Chair Goodlette reminded the committee of the next meeting on November 13, 2014 at 9:00 a.m. in Cohen Center Room 213, at which the committee will decide recommendations to take to the full Board for action. He reiterated that the first phase of the review process is for the current list of suspended programs, and the second phase will involve a detailed review of current programs as based on procedures outlined in University Policy 2.003. Meeting was adjourned at 4:17 p.m.
Minutes submitted by Secretary Valerie Whitaker.

Agenda Items:
A. See Tab_1:
   http://www.fgcu.edu/Trustees/AgendaFile/2014/10-1-2014/TAB_1.pdf

Addendum:
A. Presentation on Suspended Programs (PowerPoint by Dr. Toll)
FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES

Special Committee for Review of Academic Degree Programs

Thursday, November 13, 2014 9 to 11 a.m.
Cohen Center, Room #213
Florida Gulf Coast University

Minutes

Committee Members:
Present: Dudley Goodlette – Chair; Trustee Shawn Felton; Trustee Ann Hamilton; Trustee Russell Priddy (via conference call); Trustee Robbie Roepstorff; and Trustee Christian Spilker.

Not Present: Trustee Rob Wells

Others:
Trustees: Trustee John Little
Staff: President Wilson Bradshaw; Provost and Vice President for Academic Affairs Ron Toll; Vice President and Chief of Staff Susan Evans; Vice President and General Counsel Vee Leonard; Director of Board Operations, and Special Projects Amber Pacheco; Director of Media Relations Lillian Pagan; and Executive Assistant to the Vice President and Chief of Staff Valerie Whitaker.

Item 1: Call to Order, Roll Call, and Opening Remarks
Chair Goodlette called the meeting to order with a roll call at 9:04 a.m. and made opening remarks.

Item 2: Action: Approval of Minutes of October 1, 2014 (See Tab #1)
Chair Goodlette asked for a motion to approve the October 1, 2014 Special Committee for Review of Academic Degree Programs’ meeting minutes. Trustee Hamilton made the motion and Trustee Spilker seconded the motion. The vote was unanimous in favor of the motion.

Chair Goodlette followed up with Trustee Spilker’s request from the October 2014 Committee meeting regarding information about the academic degree program review process. Trustee Spilker said he was satisfied with the information received.
Item 3: **Action: Recommended Academic Degree Programs for Discontinuance** (See Tab #2)

Chair Goodlette asked Dr. Toll to present Tab #2. Dr. Toll reviewed the three programs that Academic Affairs recommended to the Committee at the October 2014 meeting to remain on the suspended list and not be moved to discontinuance: (1) Ed. S. in Education, (2) M.A. in Environmental Studies, and (3) M.S.N. in Nurse Education.

Dr. Toll also suggested the recommendation of adding the M.S.N. in Primary Health Care Nurse Practitioner (PHCNP) to remain on the suspended list and not be moved to discontinuance. Dr. Toll made this recommendation due to the Board of Governors (BOG) delaying the review for approval of the new Doctorate in Nursing Practice (DNP) degree. Dr. Toll explained the BOG delay does not allow for enough time to seat a Fall 2015 class of doctoral candidates and the University would not want to go a year without seating a M.S.N. in PHCNP class.

Committee discussion regarding the additional suggested recommendation to maintain the M.S.N. in PHCNP on the suspended list included the program’s length of two years; the program’s being under the Board of Governors’ category of Additional Critical Needs Area; performance-based metrics related more to First Time in College students and not graduate students; an expedited transition process from the M.S.N. in PHCNP to the DNP; background on the state requirement shifting from the M.S.N. in PHCNP to the DNP; high enrollment levels in programs considered Critical Need programs; consideration of adding a cohort to Critical Need programs and what additional needs would be required; the impacts to faculty and addition of qualified faculty; and the cost of mounting programs.

Dr. Toll referred to Dean Mitch Cordova regarding the exploration of evening classes for Critical Need programs. Dean Cordova said offering online courses allows for more degrees of freedom to students; and the number of students accommodated is related to the faculty-to-student ratio, and the number of clinical sites available. Dean Cordova also spoke to the rigor of the DNP program and that it is a part-time or full-time program. He said that the PA program is being planned as a full-time program.

Discussion regarding the initial three programs to be recommended to remain on the suspended list included the reasoning why the programs should remain on the suspended list. Dr. Toll referred to Dean Jane McHaney for the Ed. S. in Education on the suspended list. Dean McHaney said there is not a demand for the Ed. S. in Education and it was not in compliance with the number of degree hours. Dean McHaney suggested it does not need to remain on the suspended list. Dr. Toll asked about the level of rigor associated with the E.D.D. and if some students would not be interested in that level of rigor thus keeping the Ed. S. in Education on the suspended list. Dean McHaney said that with the structure of the public school system pay scale there is not a financial incentive associated with holding the Ed. S. in Education and there is little demand for the degree. Dr.
Toll agreed with Dean McHaney to recommend moving the Ed.S in Education to discontinuance.

Further discussion included background about the complexities involved in determining which programs were listed for discontinuance, including the difficulty of hiring qualified faculty for certain specialized programs.

Chair Goodlette asked for a motion to move 36 of the 39 suspended programs to discontinuance. (The Committee’s recommendation will be taken to the full FGCU Board of Trustees for final action.) The three programs to remain on the suspended list would be the M.A. in Environmental Studies, M.S.N. in Nurse Education, and M.S.N. in Primary Health Care Nurse Practitioner. Trustee Felton motioned and Trustee Spilker seconded the motion. There was no public comment, and the vote was unanimous in favor of the motion.

**Item 4: Committee Discussion about Second Phase of Review of Academic Degree Programs**

Chair Goodlette opened discussion regarding the second phase of the review of academic degree programs. Discussion included how the degrees could be categorized and reviewed. Dr. Toll suggested several possible categories including low enrollment, cost to degree, program area, and job potential.

Continued discussion included the Board of Governors’ 30/20/10 equation; the Board of Governors’ direction to review programs in regard to employed graduates; FGCU Board of Trustees’ accountability and responsibilities; developing well rounded graduates; FGCU’s being a young university and having a small portfolio of academic programs; enrollment management and attrition rates; degree program capacities; estimated time frame to gather suggested data sets; estimated timelines for discontinuing degree programs; and teach-out policy.

Dr. Toll spoke to the SACS reaccreditation visit and timing, as well as the strategic plan and campus master plan timing.

Trustee Spilker asked to review all programs in each of the suggested categories, and if the data being pulled for reaccreditation could also be used for the Committee to review academic programs.

Trustee Roepstorff spoke about the FGCU Board of Trustees’ obligations and ensuring a thorough understanding of the process, data, and reports. She also asked who was training the advisors.

President Bradshaw said that FGCU graduates do get well-paying jobs, and that FGCU has been number one or two in the State University System for employed graduates. He mentioned FGCU has had lean program development due to being young. He said data cells gathered from the cyclical program review and
other information not gathered from cyclical program review can be obtained and
distributed to the Committee in a timely manner, in order for the Committee to
make informed decisions. President Bradshaw described the academic review
process as historically being fluid and dynamic with programs being added, as
well as suspended during the process. He stated FGCU has been responsive to
the academic and professional needs of the region, which has informed the
program development and suspension.

Dr. Toll noted that the annual accountability report reflects the prior academic
year's decisions, and the decision to move the recommended degree programs
to discontinuance would not be reflected until the 2015 accountability report.
However, an addendum could be sent to the BOG at any time to ensure the BOG
has the most current information. Dr. Toll referred to Dr. Cathy Duff as to how
many suspended degree programs would be listed on the 2015 accountability
report. Dr. Duff said the list is based on entire CIPs, and thus only 10 would be
listed on the accountability report. Trustee Spilker suggested an addendum be
sent to reflect the most current information after the December 2014 meeting of
the FGCU Board.

Trustees Roepstorff, Little and Felton agreed with the importance of sending an
addendum to the BOG, and the responsibilities of the Trustees to ensure
updated information is communicated to the BOG.

Dr. Toll said the total number of undergraduate CIPs is 47 with 51 programs, and
graduate CIPs is 22 with 31 programs, and that a degree program can be moved
to another CIP with an official CIP change request through the BOG.

### Item 5: Old Business
There was no old business for discussion.

### Item 6: New Business
There was no new business for discussion.

### Item 7: Closing Remarks, and Adjournment
Chair Goodlette adjourned the meeting at 10:45 a.m.

Minutes submitted by Secretary Valerie Whitaker.
Agenda Items:

A. See Tab #1
   http://www.fgcu.edu/Trustees/AgendaFile/2014/11-13-2014(Programs%20Review)/TAB_1.pdf

B. See Tab #2
   http://www.fgcu.edu/Trustees/AgendaFile/2014/11-13-2014(Programs%20Review)/TAB_2.pdf
FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES

Special Committee for Review of Academic Degree Programs

Wednesday, April 15, 2015  2 – 3:40 p.m.
Cohen Center, Room #213
Florida Gulf Coast University

Minutes

Committee Members:
Present: Trustee Dudley Goodlette – Chair; Trustee Shawn Felton; Trustee Russell Priddy; Trustee Robbie Roepstorff; and Trustee Rob Wells

Absent: Trustee Christian Spilker

Others:
Trustees: Trustee Tom Grady and Trustee Ken Smith
Staff: President Wilson Bradshaw; Provost and Vice President for Academic Affairs Ron Toll; Vice President for Administrative Services and Finance Steve Magiera; Vice President for Student Affairs Mike Rollo; Vice President for University Advancement and Executive Director of FGCU Foundation Chris Simoneau; Vice President and Chief of Staff Susan Evans; Vice President and General Counsel Vee Leonard; Director of Board Operations, and Special Projects Amber Pacheco; Director of Media Relations Lillian Pagan; and Executive Assistant to the Vice President and Chief of Staff Valerie Whitaker.

Item 1: Call to Order and Opening Remarks
Chair Dudley Goodlette called the meeting to order at 2 p.m. He reviewed the history and development of the FGCU Board of Trustees’ (BOT) Special Committee for Review of Academic Degree Programs and stated it was established as a result of the Board of Governors’ request for a “stress test” to be conducted approximately one year ago. The “stress test” was intended to evaluate each of the programs offered within the State University System (SUS) at the institution level. He said BOT Chair Robbie Roepstorff asked the Committee to continue with its review of current programs following the BOG’s decision not to move forward with a system-wide initiative.

Chair Goodlette explained that Phase 1 of the review lead to the discontinuance of 36 of 39 programs; Phase 2 will require the Committee to identify low-performing programs, evaluate each one in-depth, and provide a recommendation to the full Board with respect to possible discontinuance of some programs.
Item 2: Presentation on FGCU Fall Enrollments by Major and Year (2009 to 2014), and FGCU Degrees Awarded by Major and Year (2009-10 to 2013-2014)

Chair Goodlette introduced Provost Toll who discussed documents guiding the review process, including Board of Governors Regulation 8.015 Academic Program Review, and FGCU Policy 2.010 Program Evaluation and Institutional Effectiveness. He reviewed the FGCU Program Review Process document which outlines the “deep dive” evaluation that is completed every seven years and explained that it takes approximately three years to conclude. He said the review process requires (1) a year of data acquisition; (2) followed by a year of data analysis, report writing, and the consideration of internal and external feedback, from discipline-based reviewers; and (3) the third year is the follow-up year, with monitoring of the recommendations implemented by the Program Review Team (PRT), a standing committee of the FGCU Faculty Senate.

Dr. Toll stated that the Council of Academic Vice Presidents (CAVP) of the State University System looks at enrollment levels and unnecessary duplication for all new degree programs under consideration for proposal. All new degree programs are submitted through a workgroup that reports to the BOG Academic and Student Affairs Committee. The workgroup is comprised of faculty from across the State University System (SUS), assisting in the evaluation of the necessity of each program. He said the group evaluates both new programs and existing programs. Dr. Toll said the SUS adopted a 30/20/10 practice and to meet the threshold, baccalaureate degrees require 30 graduates over the course of five years; 20 graduates at the master’s level; and 10 graduates at the doctorate level.

Dr. Toll stated that the Board of Governors (BOG) recently requested a list of all degree programs falling under 30/20/15 levels respectively, although he was unsure if the 15 doctorates over a five year term metric was an ad-hoc condition.

Dr. Toll reviewed the details outlined on the FGCU Fall Enrollments by Major and Year document, indicating that the numbers represent all students from freshman to senior year. He stated the FGCU Degrees Awarded by Major and Year document impacts the 30/20/10 metrics.

Item 3: Committee Discussion

Dr. Toll explained to the Committee that with regard to the “pre” majors indicated on the Fall Enrollment by Major and Year document, those majors do not accept first year students. As a result, the “pre” major numbers would constitute freshman and sophomore registrants, and the remainder would be upper division, junior and senior level students. He also clarified that the data outlined on the document is what is reported to the BOG and includes only primary majors, not secondary majors. He stated that if secondary majors were added, the numbers would increase slightly. Trustee Roepstorff asked if students with double majors take longer to graduate. Dr. Toll said many of the double major
students graduate on time and do not take 5-6 years to complete their degree requirements. Chair Goodlette asked if Dr. Toll’s staff could provide information about students in that category and Dr. Toll agreed.

Trustee Grady asked for additional information regarding enrollment trends to see growth increases and reductions over time. Also, he asked about enrollment numbers compared to degrees awarded in the same areas and what that data trend looks like. Dr. Toll discussed net exporters and net importers. He said a freshman who selects Biology as a major, for example, may decide that program is not for them, which leads to higher attrition rates. Biology in this case would lead to the student being considered an “exporter” of Biology and an “importer” in another area. He said reports can help put into perspective the “flow” of students from specified programs to others. Dr. Toll offered to provide that information to the Committee in the future.

Trustee Priddy asked for clarification regarding the impact of a discontinued program at the course level. He asked whether or not discontinuing a program like Anthropology would eliminate the Anthropology offerings entirely. He said he understood it to mean that it would only eliminate the possibility of a student receiving a degree in that area and not prevent them from taking an Anthropology course in support of their General Education requirements. Dr. Toll said Trustee Priddy was correct.

President Bradshaw clarified that a double major is not a student receiving two degrees and stated that is the reason the BOG requests only the numbers pertaining to primary majors. The Committee asked what percentage of freshmen changes their major and Dr. Toll said approximately 50%. President Bradshaw responded to Trustee Roepstorff’s question by stating a student with a double major would receive a Bachelor of Arts with a major in Chemistry and a major in Biology; the student would not receive two separate degrees. Dr. Toll said some programs have similar requirements and students can fulfill the requirements of a second major by selecting electives that pertain to the second major.

Chair Goodlette asked the Committee members how they would like to proceed with regard to the next steps. He asked Dr. Toll what information could be provided that would offer the Committee an opportunity to dive more deeply into the programs. Dr. Toll offered to report on the program start dates (helps to identify degrees in the building phase); employment data; salary data; and national data regarding occupations for students with particular degrees.

Dr. Felton offered comments regarding the impact of the other BOT ad hoc Committees on this Committee and vice versa, suggesting that the Committee make sure the groups are supportive of each other’s efforts.

Trustee Wells asked optimally how long it takes to get students enrolled in a newly-established program and how long a developing program takes to get to the 30/20/10 threshold. Dr. Toll stated that it depends on the program and what
resources are already in place; for example, Biochemistry may only take 3-4 years because Biology, Chemistry and Physics are already in place; in contrast, Journalism may take 5-6 years as the program develops and additional faculty with background-specific experience are hired.

The Committee discussed the importance of eliminating low-performing programs and the anticipated length of time required for thoroughly reviewing programs to be considered for discontinuance. Committee members stated it was important to consider the impact of program elimination on General Education requirements. The Committee discussed looking into lower-performing programs under the 30/20/10 threshold and reviewing employment data that speaks to whether or not graduating students are working locally or nationally to determine if there is a reason to keep the programs.

Trustee Smith asked the Committee to consider the impact of eliminating one program on another that is very similar, as faculty teaches multiple courses within their respective disciplines.

Trustee Priddy said receiving state funding should be our priority to ensure the building of campus roads and buildings, and as such, we must be responsive to Tallahassee directives to review and discontinue some of our academic degree programs. He said the programs that should be considered for elimination should be those not tied to regional and state employment needs. He explained at this point he would offer Anthropology, Philosophy and Sociology as programs to review.

Trustee Roepstorff emphasized the need to provide logical justification of the Committee’s desire to recommend elimination of certain programs if supported by data and research.

Trustee Wells suggested the Committee look more deeply into the following bachelor’s level programs: Biotechnology, Economics, Music Performance, and Theatre, and at the master’s level: Computer Information Systems (CIS) and Criminal Justice. He suggested they be added to the programs suggested by Trustee Priddy. Trustee Grady offered Journalism and reflected on the Vision and Mission discussion from the Ad Hoc Committee on FGCU Strategic Plan 2015-2020 Committee with regard to program excellence. He said the Committee may want to consider the impact on excellence should programs such as Music Performance and Music Education, for example, be combined.

Trustee Felton said it’s important to look at degree programs that lead to continuing education and advanced degrees, and suggested the group not focus solely on employment. Trustee Smith requested that information be provided on potential cost savings or expenses, losses and gains as a result of the elimination of any program. Trustee Felton agreed and stated cost per degree is a metric included in the BOG Performance-Based Funding model. He said the College of Health Professions and Social Work courses have a high cost per
student, but the other low-cost courses help to balance the overall price per degree. He indicated there may be an impact on our rankings in the cost per degree category should we eliminate more cost-effective programs.

Chair Goodlette said the Committee may be able to meet between the April and May full Board meetings to ensure timely feedback will be provided to the Board, and he asked the Committee to make final suggestions regarding programs that require further examination.

The Committee identified 10 total programs to be reviewed in depth at its next meeting, including:

Bachelor’s: Anthropology, Biotechnology, Economics, Journalism, Music Performance, Theatre, Philosophy and Sociology.

Master’s: Computer Information Systems and Criminal Justice.

President Bradshaw asked that the Trustees provide clarification as to what specific information is required for the in-depth review. Trustees confirmed their desire for data relating to the following: salary; employment and continuing education; double majors; general education requirements; declared major versus enrollment over time; programs supported by philanthropic gifts; first year students enrolled for the program (pre majors); cost of degrees by major; potential impact on BOG Performance-Based Funding metrics; and program excellence.

Item 4: Public Comment
Public comment included Glenn Whitehouse, FGCU; Gerritt VanderMeer, FGCU; Eric Otto, FGCU; Timothy Sutton, FGCU; Megan Shindler, FGCU; William Locascio, FGCU; Nairruti Jani, FGCU; and Robert Gregerson, FGCU.

Item 5: Old Business
There was no old business for discussion.

Item 6: New Business
There was no new business for discussion.

Item 7: Closing Remarks, and Adjournment
Trustee Goodlette thanked the members of the Committee and the additional Trustees who attended. The meeting was adjourned at 4 p.m.
Minutes submitted by Director of Board Operations, and Special Projects Amber Pacheco

Agenda Items:
A. See Tab_1: http://www.fgcu.edu/Trustees/AgendaFile/2015/04-15-2015(Programs%20Review)/TAB_1.pdf