Florida Gulf Coast University Board of Trustees
September 13, 2005

SUBJECT: Minutes of June 21, 2005 Meeting

PROPOSED BOARD ACTION

Approve minutes

BACKGROUND INFORMATION

The Florida Gulf Coast University Board of Trustees met on June 21, 2005. Minutes of the meeting were kept, as required by Florida law.

Supporting Documentation Included: Minutes of June 21, 2005 Meeting

Prepared by: Barbara Krell, Executive Assistant to the President

Legal Review by: N/A

Submitted by: President Bill Merwin
Chairman Lutgert convened the meeting of the University Board of Trustees in the Student Union Ballroom at 8:30 a.m. on Tuesday, June 21, 2005, with the following members present:

Andres Andrade  
Sharon Irish Bevins  
Lindsay Harrington  
Larry Hart  
Bernie Lester  
David Lucas  
Scott Lutgert  
Edward Morton  
Michael Villalobos  
Jaynie Whitcomb  
Joseph Catti – Ex-Officio

Members of Staff Present:  
William Merwin  
Susan Evans  
Steve Magiera  
Wendy Morris  
Joseph Shepard  
Bonnie Yegidis  
Barbara Krell  
Kathy Bottoms

Guests:  Carl McAloose, Curtis Bullock, Susan Blanchard, Denise Heinemann, David Mann, Mary Price, Charles McKinney,

1. Call to Order & Welcome to New Trustees Dr. Sharon Irish Bevins and Andres Andrade – Chair Scott Lutgert

Chair Lutgert greeted Trustees and welcomed Andres Andrade and Dr. Irish Bevins as new members to the Board. He then called on President Merwin to introduce the next three presentations.
2. Report from FGCU Student Government – President Andres Andrade

President Merwin introduced Mr. Andrade who gave an overview of plans for student activities for the upcoming year.

3. Report from Faculty Senate – President Sharon Irish Bevins

President Merwin introduced Dr. Irish Bevins who reported on faculty issues and events for the next

4. Report from Staff Advisory Council – President Mary Price

President Merwin introduced Ms. Price and stated this would be Ms. Price’s last meeting as SAC President. Ms. Price discussed various activities and assignments that the Staff Advisory Council has undertaken this past semester.

5. Report from FGCU Foundation Board of Directors – Chair Joseph Catti

President Merwin introduced Mr. Catti who outlined the Foundation Board’s fundraising activities this past year. He then turned the report over to President Merwin to announce a significant donation. President Merwin stated it was his honor this morning to make another announcement of a major gift to this University. He reported that Raymond and Beverly Lutgert of the Lutgert Companies in Naples have donated $5 million to Florida Gulf Coast University. President Merwin stated that Trustee Lutgert played a significant role in securing this gift for the University and that this gift will be used for constructing a College of Business building and naming it on behalf of Raymond and Beverly Lutgert. President Merwin acknowledged the role that Dean Pegnetter, good business students, and excellent faculty had in attracting this donation. He explained that FGCU will ask the Florida legislature to match the gift dollar-for-dollar in 2006 from the Alex P. Courtelis Facility Enhancement Challenge Grant Program. The University will use the $10 million, plus another $8.8 million approved by the Florida Legislature, to enhance and enlarge construction of the Academic VI building to accommodate FGCU’s growing College of Business. Trustee Lutgert stated that he and his family are very proud to give this gift because the community has been so good to them and they believe in giving back to the community. He stated there was no better way than to help students by dedicating these funds. An artist’s rendering of the building was unveiled by President Merwin and Mr. Catti.

6. President’s Report – President Bill Merwin

President Merwin stated that Mr. Mann, Interim Government Relations Director, advised him that the Governor has signed House Bill 517 and our
Engineering Program authorization has been approved. He thanked everyone for their emails and calls supporting this program.

President Merwin thanked the Board members for approving the United Faculty of Florida contract during the Board conference call last week. He stated this was a significant milestone in our University and is the first-ever locally bargained contract with UFF. President Merwin thanked Dr. Pegnetter, Dr. Heinemann, Dr. Yegidis and others for their work on this agreement.

President Merwin reported that he and Dr. Shepard gave testimony before the Naples City Council regarding our Naples Center and the project was unanimously endorsed by the Council. He stated we plan to erect a 50,000 square foot building. Central to the building itself is a chamber music theater that will seat 350, will be acoustically perfect, and will double as a lecture hall for the Renaissance Academy. President Merwin announced that he has appointed long-time Naples residents to a steering committee. The Committee will begin a fundraising campaign at any time which will end sometime in February or March. The money will need to be authorized today for the site.

President Merwin stated that for the past three years he has talked about a Charter School which was always a dream to use this as a laboratory school for the College of Education. He stated that he has decided that it would be in the best interest of our University to put that on the back burner because it was too difficult to find capital dollars due to the State budget. There were also legal complications with the Lee County School district providing capital money to build a building that is not on their own property. President Merwin said he and his staff feel that the best use of the 75 acres will be a performing arts center. He stated that Provost Yegidis is looking into dual enrollment which allows high school students to come to FGCU and take college level courses to receive credit toward their high school diplomas.

President Merwin introduced and welcomed Ms. Vee Leonard, who has been hired as Assistant General Counsel. He stated that Ms. Leonard comes to us from the City of Orlando’s legal office. President Merwin also welcomed Dr. Hudson Rogers in his new position as Associate Vice President for Academic Affairs and Associate Provost. Dr. Rogers served as the Associate Dean of the College of Business for the last six years and was a founding faculty member in the College of Business.

President Merwin reported that he, Mr. Mann, and Mr. Roberts recently went to Washington DC to lobby regarding a marine science center, the sick building syndrome, red tide, and the juvenile justice and restorative justice system. He stated that two weeks later the University was awarded a major grant to continue our studies of sick buildings syndrome.
7. 2005 Legislative Session Report – Interim Director of Government Relations
David Mann

President Merwin thanked Mr. Mann and Mr. Bullock along with
Representative Trudi Williams and Representative Dudley Goodlette for their
help in obtaining funds for the new Engineering Program. Mr. Mann updated
Trustees on the overall results of the Legislative Session.

8. Consent Agenda – Chair Scott Lutgert

Chair Lutgert outlined the Consent Agenda which included the Minutes of
April 19, 2005, the Minutes of June 13, 2005, the Schedule of Meetings Dates for
2005-06, and Resolutions of Appreciation for Trustee Donna Price Henry and Mr.
Matthew Hall. A motion was made by Trustee Lester to approve the Consent
Agenda. Motion was seconded by Trustee Whitcomb. Motion carried
unanimously.

9. Presentation of Resolution of Appreciation – Chair Scott Lutgert and President
Bill Merwin

Chair Lutgert asked that Ms. Evans read the Resolutions into the record
(Appendix A)

10. Academic/Student/Faculty Affairs Committee Meeting – Committee Chair Larry
Hart

Chair Lutgert asked Committee Chair Hart to bring the
Academic/Student/Faculty Affairs Committee to order. Chair Hart introduced
Provost Yegidis to present an information only item regarding Academic
Learning Compacts.

Action Items:
- Faculty Promotions - A motion was made to approve the list of faculty
  promotions by Trustee Morton. Motion was seconded by Trustee
  Harrington. Motion carried unanimously. (Appendix B)
- New Degree Proposal: Bachelor of Arts (B.A) in Liberal Studies –
  Anthropology – A motion was made to approve the Bachelor of Arts in
  Liberal Studies – Anthropology by Trustee Whitcomb. Motion was
  seconded by Trustee Morton. Motion carried unanimously. (Appendix C)
- New Degree Proposal: Bachelor of Arts (B.A.) in Liberal Studies –
  Chemistry – A motion was made to approve the Bachelor of Arts in
  Liberal Studies – Chemistry by Chair Lutgert. Motion was seconded by
  Trustee Whitcomb. Motion carried unanimously. (Appendix D)
- New Degree Proposal: Bachelor of Science (B.S.) in Athletics Training -
  A motion was made by Trustee Lester to approve the Bachelor of Science
  in Athletics Training. Motion was seconded by Trustee Morton. Motion
  carried unanimously. (Appendix E)
Chair Hart asked that the next three engineering proposals be considered at one time. (Appendix F). Dr. Yegidis introduced Dr. Blanchard to outline these programs.

- New Degree Proposal: Bachelor of Science (B.S.) in Bioengineering
- New Degree Proposal: Bachelor of Science (B.S.) in Civil Engineering
- New Degree Proposal: Bachelor of Science (B.S.) in Environmental Engineering (B.S. Env.E.) - A motion was made by Trustee Morton to approve the Bachelor of Science Degrees in Bioengineering, Civil Engineering and Environmental Engineering by Trustee Morton. Motion was seconded by Trustee Lucas. Motion carried unanimously.

- Limited Access Program: Professional Golf Management Concentration in the Bachelor of Science (B.S.) in Resort and Hospitality Management – Provost Yegidis provided background information regarding this program. President Merwin stated that Trustee Lucas and Trustee Starkey pledged the use of their golf courses for student practice and he wished to publicly recognize them for this support. A motion was made by Chair Lutgert to approve the Professional Golf Management Concentration in the Bachelor of Science in Resort and Hospitality Management. Motion was seconded by Trustee Lucas. Motion carried unanimously. (Appendix G)

There was a ten minute break beginning 9:40 a.m. with the meeting reconvening at 9:50 a.m.

11. Finance & Administration Committee Meeting – Committee Chair David Lucas

Chair Lutgert introduced Chair David Lucas who called the meeting of the Finance & Administration Committee Meeting to order. Trustee Lucas asked Dr. Shepard to provide information to the Trustees regarding 2004-2005 Close-Out Budget.

- Information Only:
  - 2004-05 Close-Out Budget Review – Vice President for Administrative Services Dr. Shepard - (Appendix H)
- Action Items:
  - 2005-06 Equity Accountability Program – Director of Educational Services & EEO Programs Dr. McKinney – Dr. McKinney gave an update regarding the 2005-06 Equity Accountability Program. A motion was made by Chair Lutgert to approve the 2005-06 Equity Accountability Program. Motion was seconded by Trustee Morton. Motion carried unanimously. (Appendix I)
  - FGCU Rules: Tuition and Fees – A motion was made by Trustee Whitcomb to approve the Tuition and Fees Rule. Mr. McAloose addressed the questions by Trustees regarding the Athletic fee increase. Motion was seconded by Trustee Morton. Trustee Andrade stated that he is very much in favor of the athletic fee, as well as the activities fee. He is
not supportive of the 5% tuition increase. Motion carried with one dissenting vote by Trustee Andrade. (Appendix J)

- 2005-06 Operating Budget – Dr. Shepard stated that the budget was collectively put together as a result of the Strategic Plan. He stated that the budget was then taken to the Long Range and Institutional Effectiveness Committee which voiced concerns. After those concerns and questions were addressed to the Committee’s satisfaction, they approved this budget as presented today. The final review of the budget was made by the President’s Executive Group and now is before the Board of Trustees. – A motion was made by Trustee Lester. Motion was seconded by Trustee Villalobos. Motion carried unanimously. (Appendix K)

- 2006-07 Public Education Capital Outlay (PECO) Priority List – A motion was made by Trustee Harrington to approve the PECO Priority List. Motion was seconded by Trustee Whitcomb. Motion carried unanimously. (Appendix L)

- 2006-07 Legislative Budget Request - A motion was made by Trustee Whitcomb to approve the 2006-07 Legislative Budget Request. Motion was seconded by Chair Lutgert. Motion carried unanimously. (Appendix M)

- Resolution to Purchase Naples Land - Dr. Shepard introduced Mr. Bullock who addressed the Board regarding the purchase of Naples Land. Mr. Bullock stated that on May 9 the Financing Corporation Board of Directors approved the loan to purchase land to construct an educational center in downtown Naples, Florida. A resolution is now before this Board which assures that this loan is tax-exempt. A motion was made to approve the Resolution by Trustee Harrington. Motion was seconded by Trustee Lester. Trustee Morton stated he would abstain from this vote due to a conflict of interest. Chair Lutgert stated he would also abstain from this vote since he is a Board Member of the Naples Community Hospital. Motion carried with two abstentions. (Appendix N)

- FGCU President’s Annual Performance Evaluation for 2004-05 – Trustee Lucas asked for comments from the Board regarding the President’s Annual Performance Evaluation for 2004-2005. (Appendix O) Comments were as follows:

  Trustee Whitcomb stated her experience has been that great leaders possess vision and the ability to make a plan and execute it. They also attract the brightest and the best and then move forward. She stated that Dr. Merwin, through her observations, has been able to do all of these things. She stated President Merwin represents the University so well in the community from the Governor to our students.

  Chair Lutgert stated that the most important thing we do as a Board is evaluate the President and the format we have set up is now a model for
all of the universities in Florida for evaluating their presidents. Chair Lutgert asked that the President review his goals for 2004-05 with Trustees. President Merwin gave an overview of his goals and accomplishments for 2004-05.

Trustee Harrington stated that he had admired President Merwin when he was a State Representative and as a Trustee he has learned that he did not know the Bill Merwin that we have at the University. He stated that President Merwin has a great deal of enthusiasm and energy for our University, is very involved in the community, and does an awesome job. Trustee Harrington stated that President Merwin’s accomplishments are admirable and that he has helped bring pride to this University throughout Southwest Florida.

Trustee Morton stated that he has been deeply involved with FGCU for over a decade. He was pleased when he met President Merwin to see that he understands that the University needed to attract and retain students and stimulate and involve the entire community. He stated that in particular President Merwin understood a need for a music program. He believes that President Merwin has orchestrated the human and fiscal capital in such a way that we have developed a formula that other communities emulate. He feels this community is quite blessed and one of those blessings is the leadership of this University.

Trustee Lucas stated that one of the key things that a good leader can do is manage change. He believes that there is no organization changing as quickly as FGCU and the ability to manage that change is a rare quality. He stated that Bill Merwin encourages innovation—we are not following models, we are creating models and that is the key to the success of this institution. He stated he very much appreciates President Merwin’s performance.

Trustee Lester stated that all the items on the performance list this year were equal or exceeded expectations and he feels this paints the picture of what has been able to go on at the University. He concurs with the other comments made that with all that is happening the President must have an exceptional staff to work with him, and as we have seen, President Merwin has been able to build that type of a team.

Trustee Hart stated whenever he is out in the community there is always a staff member from FGCU present. He stated that as a leader President Merwin has been able to make changes and not settle for the status quo. He stated President Merwin should be commended for his work and hopes President Merwin is happy with FGCU.
Trustee Andrade stated that he has had the opportunity to know President Merwin since his freshman year and President Merwin has embraced him. He stated it is important that the President’s hard work be recognized, and thanked President Merwin for a terrific job.

Trustee Villalobos stated we are fortunate that President Merwin is the captain of our ship. He cited the recent conversations with Governor Bush regarding our Engineering Program and the fact that the Governor was open to listening to President Merwin. He thanked President Merwin.

Trustee Irish Bevins thanked President Merwin on behalf of the Faculty Senate and stated she looked forward to working with President Merwin.

Chair Lutgert stated he has received two letters, one from Trustee Cobb and one from Trustee Moon. Susan Evans read these letters into the record. (Appendix P & Q)

Chair Lutgert stated that there is no question we are very fortunate to have Bill Merwin as our President and he recognizes that we are all on the same team. President Merwin and his entire team are moving in the same direction as the Board of Trustees. He stated that communication skills are very important for a leader to possess and feels that is one of Bill Merwin’s greatest assets. He stated that in anticipation of a positive evaluation today by the Board he has prepared a draft resolution to memorialize the Board’s actions. He asked Ms. Evans to read the resolution into the record. (Appendix R) A motion was made by Trustee Whitcomb to approve the resolution. Motion was seconded by Chair Lutgert. Motion carried unanimously.

- FGCU President’s Performance Measures for 2005-06 – President Merwin reviewed the President’s Performance Measure for 2005-06 with Trustees. A motion was made by Trustee Morton. Motion was seconded by Trustee Villalobos. Motion carried unanimously. (Appendix S)

12. Old Business – Chair Scott Lutgert – There was no old business to come before the Board.

13. New Business – Chair Scott Lutgert – Trustee Hart thanked the FGCU family for their support.

14. Chair’s Closing Remarks and Adjourn Meeting – Chair Scott Lutgert – Chair Lutgert thanked everyone for their work this morning and complimented the President and his staff for the success of this University. He stated the next meeting of the Board of Trustees is September 13. Meeting adjourned at 11:20 a.m.
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Florida Gulf Coast University Board of Trustees
September 13, 2005

SUBJECT: Academic Learning Compacts

PROPOSED BOARD ACTION

Approve the Action Plan and Timeline for development of Academic Learning Compacts for baccalaureate degree programs at Florida Gulf Coast University.

BACKGROUND INFORMATION

On April 22, 2004, the Board of Governors passed a resolution recommending that all universities, through their boards of trustees, adopt Academic Learning Compacts (ALCs) for baccalaureate degree programs. On July 22, 2004, the Board of Governors adopted parameters for ALCs and authorized the staff of the Division of Colleges and Universities to provide guidance to university personnel regarding the development, implementation, and review of ALCs. On February 16, 2005, the Division of Colleges and Universities issued #PG 05.02.15, which established policy guidelines for universities, through their boards of trustees, to develop and implement ALCs to account for student achievement in baccalaureate degree programs in the State University System.

Supporting Documentation Included: (1) Academic Learning Compacts Action Plan and Timeline, (2) Memo from Provost, (3) Academic Learning Compacts Development and Review Processes

Prepared by: Cathy Duff, Director of Program Development, Curriculum, and Accreditation

Legal Review by: N/A

Submitted by: Provost Bonnie Yegidis
MEMORANDUM

TO: Trustee Larry Hart, Chair
    Academic/Student/Faculty Affairs Committee
    FGCU Board of Trustees

FROM: Bonnie L. Yegidis
    Provost and Vice President for Academic Affairs

SUBJECT: Action Plan and Timeline for Academic Learning Compacts

August 17, 2005

The “Academic Learning Compacts Action Plan and Timeline” presented to the Board for consideration is in response to Policy Guideline #PG 05.02.15 issued by the Division of Colleges and Universities on February 16, 2005. In accordance with this policy, each university’s board of trustees is expected to approve an action plan that includes a proposed timeline for developing policies and implementing procedures relative to Academic Learning Compacts (ALCs). The action plan must also address the means by which universities will certify that students have completed a program with clearly articulated core student learning expectations in the areas of communication skills, critical thinking skills, and content/discipline knowledge and skills.

In April 2005, the Academic Learning Compacts Planning Committee, an ad-hoc team of the Faculty Senate, was charged with the task of coordinating the University’s activities relative to the development of ALCs. I am pleased to report that this group has developed a truly collaborative process to meet ALC directives. Highlights of the plan and timeline and associated activities are listed below:

- In accordance with FGCU administrative policy #2.41, students completing baccalaureate degree requirements at FGCU will be certified as having completed a course of study that has included student learning outcomes that address communication skills, critical thinking skills, and content/discipline knowledge and skills with appropriate methods of assessment.
Internal processes and procedures for the development, approval, dissemination, and periodic review of ALCs are in place. These processes and procedures were developed by the ALC Planning Committee in consultation with the Office of Curriculum and Instruction, the colleges, the Faculty Senate, and the Deans Council.

Each ALC will include expected university-wide core student learning outcomes in the areas of communication skills and critical thinking skills. These university-wide outcomes are aligned with the University’s General Education Program. Each ALC will also include expected student outcomes related to content/discipline knowledge and skills appropriate to the individual degree program. ALCs may also include outcomes related to discipline-specific communication and critical thinking skills.

ALCs will include examples of individual student assessment activities such as papers, exams, and projects that students may encounter during a particular course of study.

ALCs will be written in jargon-free language and readily available to current and prospective students via the University’s website. ALCs for existing baccalaureate programs will be posted on the website by December 23, 2005.

Additional specifics regarding program-level assessments will be identified by March 1, 2006. These program-level assessments will be used to enhance student achievement and improve program effectiveness.

The University’s faculty, administration, and staff are committed to academic excellence and continuous quality improvement. ALCs and associated initiatives encourage students and faculty to engage in teaching-learning partnerships. These teaching-learning partnerships are strengthened when expected learning outcomes are clearly identified.

The process of developing and implementing ALCs is strongly supported at the University level. I recommend approval of the proposed “Academic Learning Compacts Action Plan and Timeline.”
Florida Gulf Coast University

Academic Learning Compacts
Development and Review Processes

Section I: Overview
Section II: New Degree ALCs
Section III: Revisions to Existing ALCs
Section IV: Forms and Documents (listed in alphabetical order)

Section I: Overview

Academic Learning Compacts

In 2004, the Florida Board of Governors (BOG) approved implementation authorization for Academic Learning Compacts for all baccalaureate degree programs offered by member institutions of the State University System (SUS) of Florida. This authority comes from Article IX, Sec. 7, Florida Constitution and two BOG Resolutions:

- Academic Learning Compacts for baccalaureate degree programs, April 22, 2004;

This new policy guideline will impact SUS institutions in the following ways:

- Universities will respond to increased demand for the identification and assessment of core student learning outcomes in higher education by developing Academic Learning Compacts.
- Compacts will be made readily available to prospective and enrolled students.
- Compacts will delineate what and how communication skills, critical thinking skills, and content/discipline knowledge and skills will be measured.
- Each university will certify, through any process approved by its Board of Trustees, that baccalaureate graduates have met the criteria of the Compacts.

The purpose of the new requirement is to establish policy guidelines and procedures for universities, through their Boards of Trustees, to develop and implement Academic Learning Compacts to account for student achievement in baccalaureate degree programs in the SUS.

ALC Development and Review

Curriculum development and review at FGCU is a collaborative process involving the faculty, standing teams of the Faculty Senate, numerous academic and administrative units, the FGCU Board of Trustees, and other individuals, groups, and committees internal and external to the University. As Academic Learning Compacts (ALCs) provide strategies and mechanisms for assessing student learning, the requirements for creating these compacts will be integrated into the curriculum review process.
The Program Review Team (PRT) will review and approve ALCs for all existing baccalaureate
degree programs during the Fall 2005 semester. The Undergraduate Curriculum Team (UCT) will review and approve ALCs for new baccalaureate programs through the approval process beginning Fall 2005. Both the PRT and the UCT will review ALCs using one set of criteria developed by the Academic Learning Compacts Planning Committee and approved by the PRT and the UCT. These criteria are presented in the ALC Approval Rubric.

The PRT will review all ALCs on a periodic basis as part of the FGCU program review cycle. Each FGCU baccalaureate degree program must demonstrate how results of the assessments have been used to improve student achievement and program effectiveness. The review will examine the rigor of the assessment methods used in the program.

In accordance with the FGCU policy on ALCs, students completing baccalaureate degree requirements will be certified as having completed a course of study that has included student learning outcomes that address communication skills, critical thinking skills, and content/discipline knowledge and skills with appropriate methods of assessment.

**ALC Oversight and Authority**

The **FGCU Board of Trustees** (BOT) approves the Action Plan and Timeline for ALCs, consistent with the criteria approved by the BOG. The FGCU BOT maintains a website that includes meeting dates and agenda items. [http://www.fgcu.edu/trustees/index.asp](http://www.fgcu.edu/trustees/index.asp)

The **Florida Board of Governors** establishes criteria for ALCs. The BOG maintains a website at [http://www.fldoe.org/BOG/Meetings/](http://www.fldoe.org/BOG/Meetings/)

The **FGCU Office of Curriculum and Instruction** is the coordinating unit that supports faculty, colleges, and others in the development and review of Academic Learning Compacts.

FGCU is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4500) to award associate, baccalaureate, and master’s degrees. SACS is the recognized regional accrediting body in the eleven U.S. Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's, or doctoral degrees.

As an institutional accrediting body, SACS accredits an entire institution and its programs and services wherever they are located or however they are delivered. SACS requires that rigorous assessment of institutional effectiveness be an ongoing process at their accredited institutions of higher learning. Although the ALCs are mandated by the state, they are consistent with SACS guidelines for institutional effectiveness.
Section II: New Degree ALCs

Baccalaureate Programs

The following describes the process for the development and review of Academic Learning Compacts for new baccalaureate degree programs (referred to as “majors” in the terminology of the FGCU Banner system). Each new program proposal will include a targeted ALC developed in conjunction with the proposal and subject to review by the Undergraduate Curriculum Team (UCT) and all other bodies that review and/or approve new program proposals.

1) The academic unit and program contact
   Request the current electronic template for ALCs from the Office of Curriculum and Instruction (OCI). The proposed ALC must be submitted to the UCT with the new program proposal packet (see FGCU Curriculum Development and Review Processes and Procedures).

2) Program contact
   Revises proposed ALC in electronic format as requested by UCT. Final version of ALC is submitted electronically to OCI by program contact.

3) OCI
   Forwards approved new program ALC to Instructional Technology and Broadcast Services for posting on the ALC website.

Section III: Revisions to Existing ALCs

The following describes the process for revising ALCs for existing baccalaureate degree programs that have had initial ALC approval by the PRT or UCT.

Requested revisions to published ALCs must be submitted to the Office of Curriculum and Instruction. These requests may be made at any time of the year. However, substantive revisions to existing ALCs are considered annually by the UCT in conjunction with changes to existing baccalaureate degree programs. The Office of Curriculum and Instruction determines whether revisions are considered substantive or non-substantive.

If a proposed revision to an existing ALC is determined to be substantive, that revision is subject to the timeline of the UCT. All required documents must be submitted to the UCT in accordance with this timeline (submit the electronic ALC template with changes tracked and seven hard copies to the chair of the UCT). Program contacts are urged to consult with appropriate college personnel to coordinate college-level review with the university-level review processes and timelines.

1) Program contact
   a. Requests an electronic copy of the previous ALC from the Office of Curriculum & Instruction.
b. Makes all proposed changes to the ALC directly into the electronic document by going to Tools>Track Changes and clicking on (a) Track Changes While Editing, (b) Highlight Changes on Screen, then (c) Highlight Changes in Printed Document. Note: All proposed changes to the ALC must be included in this document.

c. Submits proposed changes in electronic form to OCI.

2) OCI
   Reviews proposed changes and determines whether changes are substantive or non-substantive.
   a. Non-substantive changes will be forwarded by OCI to IT to be made in published ALC document.
   b. Substantive changes will be referred back to the program contact, who should then submit those changes to the UUCT

3) If the changes are substantive, the program contact
   a. Completes as appropriate any other forms relating to curricular changes
   b. Submits all requested baccalaureate degree program changes to UUCT as one packet. This may include (a) Degree Program Revision Proposal, (b) Certificate Revision Proposal, Minor Revision Proposal, and/or Course Add, Course Delete, or Course Change forms.

4) When the proposed substantive changes are approved by the UUCT the program contact
   a. Submits an electronic copy of proposed changes to OCI.
   b. OCI will submit changes to IT to be posted on the ALC website.

Section IV: Forms and Documents (listed in alphabetical order)

ALC Guidelines, Samples, and Approval Rubric
ALC Template

Send suggestions or inquiries regarding this information to Cathy Duff, Office of Curriculum and Instruction (cduff@fgcu.edu or 239-590-7043).
For FGCU Board Action

Florida Gulf Coast University

Academic Learning Compacts
Action Plan and Timeline

On August 15, the FGCU Executive Group approved Policy #2.41 addressing Academic Learning Compacts. This policy provides guidance for the development, implementation, dissemination, use, and review of Academic Learning Compacts (ALCs) at FGCU pursuant to Florida Board of Governors’ resolutions of April 22, 2004 and July 22, 2004 and in conformance with Division of Colleges and Universities Policy Guidelines #PG 04.08.11 and # PG 05.02.15.

In accordance with the FGCU policy on ALCs, students completing baccalaureate degree requirements will be certified as having completed a course of study that has included student learning outcomes that address communication skills, critical thinking skills, and content/discipline knowledge and skills with appropriate methods of assessment.

The FGCU Office of Curriculum and Instruction is responsible for administrative oversight of the ALC process. The ALC Planning Committee, an ad-hoc team of the Faculty Senate, has been coordinating ALC activities. ALCs will be developed, approved, implemented, and revised in accordance with the “Academic Learning Compacts Development and Review Processes” document, which was developed by the ALC Planning Committee in consultation with Office of Curriculum and Instruction, the colleges, the Faculty Senate, and the Deans Council.

The College Assessment Liaisons will coordinate development of ALCs within the colleges. Two standing teams of the FGCU Faculty Senate will review and approve ALCs. The Undergraduate Curriculum Team (UCT) will review and approve ALCs for new programs. The Program Review Team (PRT) will review and approve ALCs for existing programs. Both the UCT and the PRT will review ALCs using one set of criteria developed by the ALC Planning Committee and approved by the UCT and the PRT.

The ALC Planning Committee and the College Assessment Liaisons are meeting as necessary to discuss progress made toward developing ALCs and to address issues that may arise during the process. ALCs for existing programs will be submitted to the PRT no later than October 3, 2005.
By October 28, 2005 the PRT will have conducted its initial review of ALCs. Between October 28 and November 21, all ALCs will be finalized and submitted to the Office of Curriculum and Instruction. The Office of Curriculum and Instruction will provide approved ALCs to Instructional Technology and Broadcast Services, which will post the ALCs in a prominent place on the FGCU website. By December 23, 2005 all ALCs will be readily available to prospective and current students via the University’s web site.

By March 1, 2006 the College Assessment Liaisons will report to the Office of Curriculum and Instruction regarding approved evaluation and review processes for each ALC. These evaluation and review processes will be developed by the colleges in consultation with the Office of Curriculum and Instruction, the UCT, the PRT, and the Deans Council.

The efficacy of ALCs will be evaluated as part of FGCU’s program review cycle at least once every seven years as required by Division of Colleges and Universities Policy Guidelines #PG 04.08.11 and #PG 05.02.15. Each FGCU academic program review must state how results of the assessments have been used to improve student achievement and program effectiveness. The review will also examine the rigor of the assessment methods used in the program.