ACFS minutes – May 17th, 2019
Tallahassee, FL – DOE bldg.

Members present: Noël Barengo, FIU; Gary Tyson, FSU; Todd Adams, FSU; Katie Vogel Anderson, UF; Deanna Michael, USF; Joerg Reinhold, FIU; Ray G. Thomas, UF; Chris Beetle, FAU; Mike McDonald, FGCU; Bill Self, UCF (Vice Chair); Shawn Felton, FIU (Chair); Anna Carlin, FGCU; Bari Hoffman Ruddy, UCF; Sherry Schneider, UWF Victoria Astley, Florida Polytechnic

1) **Introductions of members** – (sign in sheet)

2) **Approval of minutes** – unanimous

3)**Past Chair Tyson oversaw the election of officers**
Shawn Felton nominated for second term as Chair, Unanimous vote approval
Bill nominated for second term as Vice Chair, Unanimous vote approval

Gary Tyson described the five-year commitment and a general discussion of the commitment and the role of the Chair, Vice Chair and annual elections ensued for a short time. There was a general consensus on five-year commitment and the roles of the leadership by the group.

Vice Chair Self mentioned that detailed notes are available that go beyond action oriented minutes that are posted publicly.

4.) Dr. Christy England, Vice Chancellor for Academic and Student Affairs

- Dr. England discussed changes to the BOG membership and also mentioned the upcoming BOT training that will occur across the SUS based on the legislative mandate for board reforms in the wake of the UCF investigation
- Dr. England gave updates on the Council of Student Affairs (Corey King) and the recent accomplishments (drug and alcohol and mental health; medical amnesty policy)
- Update on PECO changes, lack of interest in buildings in the near term for the legislature
- Legislative update (for Chancellor Criser)
  Happy overall with budget (small cut) – could have been much worse
  Many new Bills that impact BOG and SUS
  HEC dissolved and new group formed
  Lots of new requirements on facilties

- PBF discussion – NCHEMS is House consultant on new PBF that is due in December; Manoj Chopra will represent ACFS on any task force that BOG develops (Tim Jones lead)

5.) Nancy McKee, Innovation and Online Education Associate Vice Chancellor
Stats: 72% of undergraduate students take at least one online course (SUS survey)

28% of all courses are distance-learning courses; some minor change in time to degree stats (all face to face vs mixed) but gap is closing;

Open Education Resources workgroup
SUS members, FL college system
FIU has an initiative (its own) – Affordability counts (books at or below $60)
UCF, UWF, FIU and FAMU doing a similar pilot
UF similar system but doing it alone for now
BOG meeting June – broad presentation of OER efforts across the SUS

Taskforce has 4 subgroups:
1) TAF (textbook affordability)
2) Topkit (UCF) – instructional designers –FLVS – Complete Florida
3) OER
4) Textbook affordability survey

- General discussion on some of the survey data, and ACFS members raised questions about survey and its methodology
- ACFS member requested access to survey
- Suggestion made to allow ACFS to review next survey for input on questions (seen as positive idea and put on to do list)

- Discussion of PBF metric being developed on textbook affordability (BOG)

Next topic – Proctoring
1) Infrastructure working group
2) Statewide proctoring network being set up for use
3) Some institutions have proctoring centers
4) UWF- FLVS ITN posted on proctoring network

Next topic – BOG office database of online programs – following online progress

- Discussion of how online programs vary greatly across the system
- Idea – use IFAS locations as testing centers (Ray Thomas, UF)

Cindy Deluca – Dennis:
Description of Proctorio – lower cost software based system
USF pays $0.85 per exam (this system) – scalable but there is cost
General discussion of ACFS on proctoring (strengths and weaknesses)

BOG database:
540 SUS wide online majors
130 are STEM
74 in Education
85 in Health related fields
19 in global

Question for Cindy – enrollment measured? Not yet…

Next topic – quality design of courses
- ACFS recognized for their input on quality initiative
- Quality matters (strong feedback)
- New process – online course review
- Emphasis is course design and development
- UCF Topkit is a rubric for this review (one example)

Designations of ratings for online courses in FL virtual catalog
- Feedback from provosts and ACFS
- Result – it will only be internal database (not publicly available) in terms of course ratings

Nancy Mckee describes new 5 year course review requirement (every five years each distance learning course will have to be reviewed)

Some comments on how much work that would be for faculty and admin

Nancy will update us next year on stats of course reviews and how that is going

Faculty Awards – 12 nominees from each SUS member – will be given out each year

June BOG there will be a distributed learning course 'showcase'

6. Jon Rogers – Associate Vice Chancellor for Innovation and Online Education

- Jon described the idea behind the Academic Continuity Summit (came out of online committee meeting)

- Jon described some of the examples of academic continuity plans outside of Florida (Cornell, U Mass, Univ of Oregon, Cal State Northridge)
- ACFS members discussed this initiative; power failure, online, flexibility at the course level; key role of faculty at the course level for planning

- Student displacement (even when University and faculty are back up and running) is key issue – policies?

- UF is site of summit – July 11, 12th – hosted by Provost Glover

- Resiliency program at FSU could be an example of training

- Ray Thomas asked – how many days off before a plan is triggered (good question)

(LUNCH at Andrews)

7.) Corey King – VP of Student Affairs at FAU (phone conference with ZOOM)

Dr. England joined in as well

- Kognito software rollout
- Simulation software that trains in student distress; mental health
- Goal is to raise awareness for faculty and to guide them to get help for students
- Council of Student Affair; Provosts; SGA all involved
- Implementation is Fall 2019

Role of ACFS members:
1) Use your Senate to aid in communication plan (ACFS supports)
2) Target Senators potentially as liasons in each college
3) Communication is key to awareness

- Chris Beetle suggests that based on his experience, a local representative in each unit could be a liason to the counseling center (go to person)

- Another suggestion is to have a presentation at the Faculty Senate at each SUS

- BOG slides on mental health could be shared/presented by Chair

- Software is going to be available in Fall 2019 for SUS wide rollout

ACFS agenda (flipped two items due to schedule):

8.) Florida Polytech update (Victoria Astley)

- Unfair labor practices report supported the faculty (not admin)
- 14 positions turned over recently

Question – does FL poly have constitution and bylaws for faculty (senate)? What do they look like versus other SUS members?

- Should we have a formal orientation of new Senate Chairs run by ACFS?

9.) USF update (Deanna Michael)

- CIP codes for programs have been aligned (consolidation)
- System council has been expedited to allow for curriculum review
- P&T guidelines being worked on in transition plan
- MOU developed that grandfathers in faculty with 3+ years of service on tenure track (existing guidelines) but shorter time faculty will be using newer guidelines
- Senate dissolution of USF Tampa – will remake entire USF senate with representation from all campuses (TBD)
- 1/5 of senate will come from regional campuses (80% Tampa)

10.) Chair's report (Shawn Felton)
- Update on ACFS report out in Academic and Student Affairs committee
- Current decision is to not have one (no real purpose as of yet)
- Governor's being invited in January meeting (BOG changes)
- Discussion of what we did and what we should do in response to major issue(s) such as proposed legislation
- BOG pre meeting telecon working well
- Next BOG pre meeting telecon is June 10th at 3PM (ZOOM)

11.) Vice Chairs report
- Notes from any BOG available for distribution (not going over in detail)
- Concern over 120 credit hour BOG push on Engineering – Faculty need to own the curriculum
- Updating the list of senate leaders and email
- Designate who is voting member on list (Chair, Past Chair, Vice Chair, etc)

General discussion – legislation
- HB 839 – survey – campus culture (did not pass)
- How do we respond? – we could do telecon if need to
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10) Search updates (various, in campus reports)

Planning of future meeting date – one year out – **May 15th, 2020 (Tallahassee)**

Next meeting:
Sept. 13th, 2019 – Florida Polytechnic Univ host (Victoria Astley)

Future meeting dates:
January 31, 2020 ACFS in Tallahassee added to existing dates