

**Board of Governors, State University System of Florida**  
 Request Form: Limited Access Status for an Academic Program  
 In Accordance with BOG Regulations  
 6.001 – General Admissions and 8.013 - Limited Access

<b>University:</b>	University of North Florida	<b>Degree(s) offered:</b>	B.F.A. Graphic Design & Digital Media
<b>Program:</b>	Graphic Design & Digital Media	<b>Six digit CIP code:</b>	50.0409

1. Will the entire program be limited access or only a specific track? The entire program of Graphic Design and Digital Media (GDDM) will be limited access.

2. If only one track is limited access, please specify the name of the track

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3. Please specify:  
 The total number of new students anticipated to enroll in the program each academic year 40  
  
 The total number of students anticipated to enroll in the program each academic year 80

4. When do you propose to initiate limited access? (please specify the effective term and year) With the roll out of a new B.F.A program, Fall 2020

5. What is the justification for limiting access?  
 The current track of Graphic Design and Digital Media (GDDM) in the BFA in Fine Art (CIP 50.0702) is a limited access program. According to the BOG regulation 8.013 Section 1 Limited Access, the program is a limited program due to 3 of the 4 factors (a), (b), and (c) of the guidelines. (a) The program is limited by space (instructional facilities) and instructional equipment, the cost to purchase specialized technology is prohibitive in a lab setting. Currently, the program runs three labs of 20 computers, and each semester we offer 18 sections of GDDM courses to fill the needs of our students. This effectively fills the space to maximum capacity, with only half day on Friday and the weekend for open lab hours. Providing additional class spaces at this time is not required, but in order to normalize program size, the Limited Access program is necessary. The program has been able to accept a full cohort of 20 students continually since the Limited Access was put in place for the current track of GDDM. (b) Due to the nature of this fine arts program, it is required that students demonstrate a baseline skillset that they will benefit from instruction in this area. A portfolio review is in place to determine student competency. (c) There is a minimum GPA requirement of 2.75 for students applying for the Limited Access major. A minimum GPA requirement of 2.75 was chosen to be selective but not punitive. The program has been tracking our Limited Access data for approximately 15 years to determine trends and changes in student entries. What we have found is generally, for students who perform below a B minus the DFW/change major rates are higher. The program’s goal is to help students perform at a high level and to transition into the workforce upon graduation. The completion rate from our program is +88%. From our most recent cohort in Spring 2020, the average GPA from a combined total of 33 students is 3.25. 4 of 33 students, (12.1) percent from this group were below the minimum 2.75 GPA requirement. Due to the “hybrid” nature of this program, a GPA standard shows a competency in overall academic performance, and a portfolio to shows design performance. Design programs are an unusual

balance between traditional academics and artistic vision. This combination of GPA and Portfolio has helped to maintain a high-performance standard for this and other programs.

6. By what means will access be limited? Please provide a description of the program's admissions requirements and procedures. Additionally, please indicate how these requirements and procedures ensure equal access for Florida College System Associate of Arts degree graduates in competing for available space in the program.

In order to apply to the program, students must first be accepted to the university and have an n-number. The unique student number will give each student access to register for our e-learning environment, Canvas. Each Fall and Spring semester in week 9, UNF academic advisors, admissions and faculty announce the call to submit a portfolio. This information is on the university website, and in an information packet which can be sent via email request or is available in print format in the Art and Design Department office. All students are required to submit a portfolio of eight works and answer a set of questions, (posted on the website and in the information packet). There are a set of five criteria that the student's work is evaluated on (grading rubric is available for students to access prior to submission). All submissions are accepted through a self-enrolled Canvas course, instructions and address is provided on the department website. All portfolios which are submitted via n-number to the Canvas course online are reviewed and scored by faculty. The requirements for student entry are clearly outlined in the instructions pages on the Canvas course. Evaluations are based on the set criteria and use a 1-10-point evaluation in each of the five categories. Criteria is not based on specific UNF course content, which ensures equal access for FCS AA degree students. Information about the Graphic Design and Digital Media limited access process is published on the UNF Art, Art History, & Design website at [https://www.unf.edu/coas/art-design/Limited\\_Access.aspx](https://www.unf.edu/coas/art-design/Limited_Access.aspx). UNF also has several transfer partnership agreements with Florida College institutions such as FSCJ and Santa Fe. Additionally, UNF publishes information about the limited access status of the program along with a link to UNF's website listed above in the 2+2 Degree Audit system administered by FloridaShines.

7. Present the current race and gender profiles of the students in the program. Discuss the impact of the proposed action on the race and gender profiles and cite sources used to inform the discussion. What strategies, should they be necessary, will be used to promote diversity in the program?

According to the data from the Office of Institutional Research at the University of North Florida, minorities constituted 25.49% of all students accepted in Fall 2017 cohort. Our faculty is active in recruiting from all of the state college programs, specifically the local programs. We have sent out marketing materials to all of the viable 2-year Florida State College systems with design programs. This includes programs in underserved areas. In addition, we have had faculty members attend information sessions at FSCJ and other area state colleges, for several years to encourage the graduates to transfer to UNF after they earn an A.A. in graphic design. As an independent BFA program, we would like to build relationships with the Duval Public School system in a continued attempt to strengthen diversity and leverage our quality reputation in the region. We already have a connection with area high schools, through a partnership with the AIGA Mentorship program.

8. Are the graduates of the program in high demand? If so, and if the program is to be limited due to lack of adequate resources, provide a justification for limiting access to the program rather than reallocating resources from programs with low market demand.

Graduates are in high demand. The program is limited access in part due to classroom space and faculty resources; we have 5 tenured professors. However, there is another reason for the limited major. Graphic Design and Digital Media majors attract a wide range of students, who's interests lie outside the scope of Graphic Design. The process of limiting the majors allows students to realize that they are interested in something different prior to committing to the major. It also allows faculty the ability to select students who have a strong aptitude for success.

<b>Request Initiated by:</b>	David Begley
<b>EEO Officer's Signature:</b>	
<b>Provost's Signature:</b>	
<b>University Board of Trustees Approval Date (please include a copy of the UBOT agenda with this form)</b>	16 January 2020