

Academic and Student Affairs Committee Minutes
Trustee Otis Cliatt, Vice Chair
December 4, 2024

Trustee Otis Cliatt called the meeting to order. Ms. Valeria Singleton called the roll, and the following committee members were present: Jamal Brown, Otis Cliatt, Deveron Gibbons, Kristin Harper, Kelvin Lawson, and Loryn May. A quorum was established.

Trustee Lawson moved to approve the minutes for the meeting on September 12, 2024. Trustee Gibbons seconded the motion, and the motion carried.

Follow-up Items from September meeting – There were three follow-up items from the September meeting:

Item 1: Provide information about required internships as curricula requirements (i.e., percentage of majors requiring internships for graduation).

Response: Approximately 93% of FAMU’s undergraduate programs offer internships, practicums, research, or student teaching experiences. Nearly 36% of the undergraduate programs require them. For programs where internships are optional, students are highly encouraged to seek them and explore opportunities with the FAMU Career Center. In some instances, program faculty provide students with research experience opportunities as a part of their grants.

Item 2: Previously, there was a question about the total number of general education courses offered at FAMU.

Response: FAMU offers approximately 110 general education courses that meet statewide and/or institutional general education requirements.

Item 3: Update from Career Center to increase employer partnerships and student internship opportunities.

Response: Dr. Hudson and his team will provide an update today regarding employer partnerships and internship opportunities for our students.

The Committee recommended approval of the following items:

Tenure Upon Hire - By BOT Regulation 10.204 and Article 15.8 of the Collective Bargaining Agreement (2019 – 2022), tenure may be granted to a faculty member by the Board at the time of initial appointment, upon recommendation of the appropriate administrator (President or President's designee). The administrator shall consider the recommendation of the department or equivalent unit before making his/her final tenure recommendation.

The Provost and President approve requests for tenure upon appointment. The documentation has been reviewed by the school/college tenure and promotion committee and the university-wide tenure and promotion committee.

The CVs of Dr. Shannon Smith and Dr. Dale Wesson were reviewed for evidence of highly competent teaching, research, and other scholarly activities, services, and contributions to the university and society.

Trustee Harper moved to approve the tenure for Dr. Shannon Smith and Dr. G. Dale Wesson. Trustee Lawson seconded the motion, and the motion was carried.

Amended Regulation 4.001 (Curriculum Requirements) - The regulation was amended to include catalog year conditions and further define continuous enrollment requirements for students related to curriculum specifications. In addition, technical (grammatical, punctuation) changes were made.

Trustee Harper moved to approve Amended Regulation 4.001 (Curriculum Requirements). Trustee Lawson seconded the motion, and the motion was carried.

Self-Supporting Programs Annual Report - Under Board of Governors Regulation 8.002, the Board office is collecting information about self-supporting and market tuition rate college-credit programs at State University System institutions. In response to the request, Florida A&M University is submitting its annual Self-supporting College-Credit Program Report with data reported for fiscal year 2023-2024. Approval of the report is recommended. Upon approval, the report will be submitted to the Chancellor of the State University System.

Trustee Lawson moved to approve the Self-Supporting Programs Annual Report. Trustee Gibbons seconded the motion, and the motion was carried.

Institutes and Centers Annual Report - The Florida Board of Governors requires yearly reports for the State of Florida and University Institutes and Centers per BOG Regulation 10.015. Copies of FAMU's 2024 Annual Report for Institutes and Centers are included in the committee material.

Trustee Lawson moved to approve the Self-Supporting Programs Annual Report. Trustee Gibbons seconded the motion, and the motion was carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr. provided updates on enrollment management and the Career Center.
- The Office of Undergraduate Admissions and Recruitment continues to experience increases in first-time-in-college (FTIC) applications, with a 24% increase in FTIC applications.
- Career and Professional Development Center – The Career and Professional Development Center (CPDC) entered the 24-25 academic year focusing on role clarity and intentionality by mapping staff responsibilities to performance-based funding (PBF) metrics one and two, the Boldly Striking Strategic Plan, and Council for the Advancement of Standards in Higher Education. The CPDC helps students achieve career success, which leads to employment in their career of choice and economic mobility due to engagement in high-impact career practices.
- Coaching appointments have increased over the last academic year. The career specialists team completed 811 coaching appointments the previous year. However, we have engaged 562 students this year as of December 4, 2024.

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- The Fall 2024 Career and Internship Expo yielded a 13.4% increase in student participation from the Fall 2023 Career and Internship Expo. Due to the impact of Hurricane Helene, 40 companies who initially registered to attend were unable to attend due to scheduling conflicts. However, there were still 157 organizations represented.
- The Employer Partner Program collaborates with corporate partners to assist with professional development opportunities for students in preparation for internships and employment. There are currently 33 corporate partners.
- Handshake is the platform that FAMU and many other SUS institutions use to post internships and employment opportunities. Currently, there are 45,300 jobs and internships posted in Handshake. As we tried to capture how many students receive internships or employment, we discovered that employers do not input the data after hiring students. To assist with obtaining the data needed to verify student internships and/or employment, we have a two-pronged approach to actively engaging our corporate partners in submitting data to FAMU. This will consist of direct outreach via surveys, emails, and phone calls to corporate recruiters on record, attending career engagement through the CPDC, collaborating with schools/colleges internship liaisons, and experiential learning in academic affairs.
- The top priority in the future is to develop an internal infrastructure to position the CPDC better to work collaboratively across campus to strategically invest in high-impact career practices (HICP) that will help us achieve PBF metrics one and two.
 - HICP aims to understand career opportunities, create a career plan, network with employers, participate in an internship related to the alum's current career, receive helpful career advice, and learn critical thinking.
- Update from Career Center to increase employer partnerships and internship opportunities for students - Increasing employee engagement through mentorship and long-term professional development activities. This requires an investment by the corporate partners to develop a talent pipeline to convert student interns to full-time hires. Implementing HICPs will increase students' likelihood of experiential learning opportunities, including high-quality internships, as they will provide the skill-building and career-readiness competencies that today's employers expect of interns and college graduates.
- The CPDC will present a strategic plan in June that will outline the collaboration with Academic Affairs and student-facing departments to engage in high-impact career practices that will increase students' awareness and participation in career education and experiential learning activities. Corporate partners will provide strategic input to ensure FAMU students are on the cutting edge of career exploration and employment.
- Hazing Prevention Update – There is one active investigation involving allegations of hazing.
- **New hires** - Mr. Herbert Johnson, Jr., was hired as the new Director for University Housing.

There being no further discussion, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Otis Cliatt, Committee Vice-Chair