

Academic and Student Affairs Committee Minutes
Trustee Otis Cliatt, Vice Chair
September 12, 2024

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

Trustee Gibbons moved to approve the minutes for the meeting on May 20, 2024. Trustee Lawson seconded the motion, and the motion carried.

Follow-up Items from May meeting – Interim Dean Howard and his team met with the respective Trustees to address their concerns regarding implementing the new bar prep program and commitments for the boot camps.

The Committee recommended approval of the following items:

Textbook Affordability Report - FAMU's Annual Textbook and Affordability Report is a required submission for every state university system institution and is due to the Board of Governors by September 30 each year. The report covered several key elements:

- Institutional policies for selecting general education courses.
- The number of courses that do not require textbooks or include textbooks is priced at a maximum of \$60.
- Institutional initiatives aimed at increasing cost-savings for students.
- The adoption rate for fall and spring terms which must meet the Board of Governors' requirement of at least 95% on-time adoptions.
- The number of courses with exemptions to the adoption policy.

For the academic year 2023-24, FAMU met the Board of Governors' adoption rate. Specifically, for Fall 2023, we achieved a 96.75% adoption rate, and for Spring 2024, we reached a 97.62% adoption rate.

Trustee Lawson moved to approve the Annual Textbook and Affordability Report. Trustee Harper seconded the motion, and the motion was carried.

General Education Course Description Update - Earlier this year, the Board approved our list of general education courses for the academic year during the spring meeting. Since then, our program faculty have updated some of the course descriptions. It is important to note that these updates primarily focus on revising course descriptions and do not alter the course content. The notification to the Board was provided before submitting the updates to the Board of Governors.

Trustee Lawson moved to approve the General Education Course Description updates. Trustee Harper seconded the motion, and the motion was carried.

Request for Leave of Absence - Per BOT Policy Number 2005-21, the University will consider requests for unpaid leave of absence from regular employees with at least one year of continuous service. The University grants leave of absence for the following reasons: parental, medical, educational, military service, and personal. Leave of absence was approved for the following faculty members:

- Dr. Raquista Claitt – August 5, 2024, through May 28, 2025.
- Professor Nandi Riley - September 27, 2024, through September 26, 2025.
- Dr. Ameenah Shakir - September 1, 2024, through September 1, 2025.

Trustee Lawson moved to approve leave of absence for Raquista Claitt, Nandi Riley, and Ameenah Shakir. Trustee Harper seconded the motion, and the motion was carried.

Student Affairs Updates – informational updates were provided:

- Dr. William Hudson, Jr. provided updates on enrollment management, financial aid, student housing, and the Career Center.
- The Office of Undergraduate Admissions and Recruitment continues to experience increases in first-time-in-college (FTIC) applications with a 2.8% increase.
 - Approximately 1,401 new FTIC students have enrolled for Fall 2024 compared to 1,3077 FTIC students enrolling for Fall 2023. The average GPA for the enrolled cohort is 3.89.
 - A total of 9,274 students enrolled in Fall 2024 compared to 8,899 students enrolled in Fall 2023.
- Financial Aid - To date, the University has disbursed approximately \$35,055,453.42. This consists of federal, state, and institutional grants, federal and private loans, and scholarships. Funds have been disbursed to 4,948 students, including 291 law school students.
- Housing - Currently, 97.47% of the housing beds are reserved, and 94.76% are occupied. The completion of the construction of the new 700-bed residence hall will assist with providing more opportunities for upper-class students to reside on campus since freshmen students and students with specific designations have priority.
- Career and Professional Development Center – A presentation will be presented during the December Board of Trustees meeting.
- New hires and departures:
 - Ms. Tamara Taylor was introduced as the new Career and Professional Development Center Director. She has worked in higher education for more than 21 years. She served as the Director of Career Education and Senior Assistant Director for Career Coaching and Student Belonging at the University of North Carolina at Chapel Hill.
 - Dr. Juan Alexander was introduced as Associate Vice President for Student Affairs and Enrollment Management. He served as the Senior Associate Vice President for Enrollment Management at Norfolk State University, where he played a pivotal role in shaping the University's student recruitment and retention strategies.

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- Dr. Nigel Edwards, who served as Associate Vice President for the Division of Student Affairs, accepted a position with the University of the Virgin Islands as the Associate Vice Provost.

There being no further discussion, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Otis Cliatt, Committee Vice Chair