

Faculty Senate Meeting

Tuesday, February 21, 2017

3:00 p.m. – 5:00 p.m., School of Business & Industry, North G12

Dr. Bettye A. Grable, Faculty Senate President, Presiding

Officers Present

Dr. Bettye Grable, President
Dr. Joe Ann Houston, Vice President
Prof. Ann Marie Cavazos, Secretary
Dr. James Muchovej, Parliamentarian

Senators Present

Dr. Courtnay Micots
Dr. Kyle Eidahl
Dr. John Warford
Dr. Allezo Owens
Dr. Darius Young
Dr. Merlin Langley
Dr. Longineu Parsons
Dr. Komalavalli Thirunavukkuarasu
Dr. Lekan Latinwo
Dr. Desmond Stephens
Dr. Musiliyu Musa
Dr. Lavetta Henderson
Dr. Daniel Solis
Dr. Jenelle Robinson
Prof. Phyllis Taite
Prof. Joseph Grant
Dr. Tiffany Ardley
Dr. Maurice Holder
Dr. Ebenezer Oriaku
Ms. Sheila Labissiere
Ms. Thomasina Brock
Dr. Yassir Abdelrazig
Dr. Mark Weatherspoon
Dr. Lon Tejuana Cooper
Dr. Lauralyn Burke
Dr. Clyde Ashley
Dr. Roscoe Hightower
Dr. Aretha Hill
Dr. Hudson Nwakanma
Dr. David Guthrie

Dr. Sevilla Bronson
Dr. Marcia Owens

Officers Absent

Dr. Jenny Jones
Dr. Michael Thornton
Dr. Hassiem Kambui
Dr. Rebecca Blankenship
Dr. David White
Dr. Anthony Ananga
Dr. Glen Wright
Dr. John Cooperwood
Prof. Craig Huffman
Prof. Antonio Soares
Dr. Michael Abrams
Dr. Richard Gragg
Mrs. Pamela Monroe
Mrs. Gloria Woody

EX-OFFICIO (Voting) (Present)

Dr. Carl Goodman
Dr. David Jackson, Jr.
Mr. Bryan Smith

EX-OFFICIO (Voting) (Absent)

Dr. Robert Taylor
Dr. Traki Taylor

SGA (Voting) (Present)

Mr. Devin Harrison
Ms. Kenidee Webster

CALL TO ORDER

The meeting was called to order at 3:01 p.m. by Senate President, Bettye Grable and at 3:41 p.m. Dr. James Muchovej, Parliamentarian, announced a quorum.

OPENING REMARKS: President Betty Grable:

Good afternoon! I would like to thank all of you for coming and I just want to give a special thanks to our very dedicated secretary of the Senate, Professor Ann Cavazos from the law school. (Applause)Welcome

We have a real treat for you today. We don't have quorum yet. With that said I am calling the meeting to order. Today we have representatives Mrs. Fitz and Mr. Seniors from CANVAS. I will defer to Mrs. Fitz and Mr. Seniors and they will explain why we have a CANVAS representative here today.

ANNOUNCEMENTS

- **CANVAS MANAGEMENT LEARNING SYSTEM PRESENTED BY DEE BOHNE:**

Mrs. Fitz states: "Good afternoon everyone. In 2015, the Board of Governors approved for adoption of a common learning management system for the state universities. The common learning management system that they adopted is CANVAS. As you all know, we use the BLACKBOARD learning management system here at FAMU. But as we evaluate CANVAS and try to conform to or possibly conform to what the Board of Governors have approved, we are working with our sister universities who have already adopted CANVAS. We are evaluating the learning management system and everything that comes along with it so we can make a recommendation to our administration as to whether we think CANVAS will be a good fit for us or we remain with BLACKBOARD. You are the frontline and we cannot complete this evaluation without you because you are the ones who actually use the learning managements system the most. So Dr. Grable asked Ms. De Bohne to come back and speak with you all first before we go any further with this evaluation and that is why Ms. De Bohne is here today."

- **Ms. DeBohne:**

Thank you so much. "I am the seniorinstructor and I have been working with a lot of your colleagues here in Florida for about five years now. So what I wanted to do today is to walk you through some key factors that differentiate other learning management systems and why we have a tremendous adoption not only in just Florida but also all across the entire nation.

Back in 2008, two graduate students at BYU were actually tasked with a workload in a graduate level computer science class and the professor said if you find a piece of technology that is broken out there then we might have a business out there. The first thing they thought about was the leaning management system and before ever writing a code they went and spoke with faculty and students first. The building of CANVAS is based off the student experience and the faculty members experience so this product makes it super easy for faculty and student to use. With that, we have over 2000 clients and over 18 million users in the system. Just to give you a

little more feedback, the growth chart shows that the company has grown tremendously over the last 5 years and there is reason for that. Some of it is system wide as Mrs. Fitz mentioned the State of Florida, SUS has adopted CANVAS and a lot of the state colleges here use CANVAS. We also have multiply institutions that have adopted CANVAS. Here are some of the schools here in Florida that are already using CANVAS. When CANVAS is adopted at an institutions one of the things that we see is that the adoption rate of the elements goes up. The fundamental value behind CANVAS is that not only is it easy to use but it also drives the users because it is easy to use. Ms. DeBohne showed a power point presentation that visually demonstrates how to use CANVAS.

The thought process of CANVAS design was to help faculty save a lot of time and it is done through the calendar feature. Any changes made on the calendar feature by the faculty member immediately goes to all of the student devices. It is just a drag and drop and it saves the faculty approximately 15 minutes. For students and faculty we also have this notion of an agenda feature, conference tool, a tool to conduct search, advisors feature, you can fire up your web camera and conduct a meeting, etc. all incorporated in CANVAS. Another feature for faculty is call COMMONS in CANVAS and the collaboration feature which provides a learning suppository and a consortium call COMMONS. One change in comment will make the change in all documents. You can also store your course materials all of which are available in COMMONS.

As we go through working with different institutions we have moved a lot of institutions from BLACKBOARD to CANVAS. If you adopt CANVAS, the team made sure that the transfer and transition from BLACKBOARD to CANVAS was seamless. CANVAS makes all the changes except spring and winter break.

CANVAS is a software with a service and service is the key thing. So we provide tremendous service and support for you. We also provide unlimited training, which we are talking about to Mrs. Fitz, so if you need information and where you want support in your course you will have it. Should you decide, we want the transition to be easy for you as faculty members.

One of the last minute things is the grading component. Ms. DeBohne demonstrated the process is for grading, rubric etc. One of the things we found is to document the learning outcome for your course or program or even for an institution, like critical thinking, CANVAS provides an easy method to execute that grade. Turn-It-In integrates well with CANVAS. The best part as an instructor when grading the assignment is, if a student gets a C and that student sends you an email to review that exam. The process in CANVAS is all in the program and communication stays within the confines of the assignment and you can stay within the workflow that you are in.

Now, you don't have to be in CANVAS to communicate. CANVAS communicates for your faculty. Whether you or the student starts a communication-it will go to your FAMU e-mail or the student can set up cell phone, or Gmail and what is nice about it, I could be sitting at my desk and the student can send me a message through CANVAS. I am sitting at my desk an in my

inbox a message shows up, I don't have to open outlook or CANVAS, I can respond and the message to the student is sent to all the students devices are set up in CANVAS. The last thing I want to say is that support and service are key for us. I am sure you have colleagues everywhere and around the state of Florida. We feel strongly that the 2000 institutions that uses CANVAS we have 100% higher education retention. There is a reason for that because our support is phenomenal.

Anyone have any questions?

Question by Senator Guthrie- The calendar that you showed in the beginning, does that calendar sync with outlook or google calendar?

Response by DeBohne- Awesome question, yes it does. At the bottom left hand corner there is a link and you just click on it.

Question by Senator Guthrie-I have former courses sitting on my profile and sometimes I will go in and look for an item to copy over and bring forward. How does CANVAS treat the former courses or archive materials, what is the transition for that?

Response by DeBohne-that will depend on what your team wants or the number of courses you want to transfer but here is what's awesome about CANVAS, if you bring over your fall, spring, summer archive course, you can run those migrations as many times as you want but what we have asked the institutions to do is create a master for us so you may have fall, spring and summer and then you may have one you have put in one place. We will migrate that for you in CANVAS. We will take for example 5000 courses and migrate it into CANVAS. All of your master courses you use every year are going to be in CANVAS. Every year when you create a new shell for that term you can keep going in to select from your master course what you want. We highly suggest that because it makes you feel better to know where all of your materials are located and now you can pick and choose what you want to use for that course.

Question by Senator Ashley- Can you put up that screen that listed all the universities in Florida, I may have a question. If all those universities have converted to CANVAS, what is our status and what has taken us so long to convert. If the success rate is so great, you are a company of 5 years, why are we slow coming on board?

Response by Mrs. Fitz- It is not that we are so slow but some of those institutions had already converted to CANVAS before the Board of Governors adopted CANVAS. So we are going through leadership changes. Even though some of those universities have converted they have not launched yet. They are in the transition process.

Question by Senator Ashley-So the Board of Governors have adopted CANVAS and when was it adopted?

Response by DeBohne- It was verbally awarded in January, 2016 and the contract was actually done in April 1, 2016.

Question by Senator Ashley- I just want to be clear, this is not a critique, so where are we in terms of converting to CANVAS? Do we have an actual date for the conversion?

Response by Mrs. Fitz- We had CANVAS come out after the April date. They came out in May and met with some faculty members and some administrators. However, due to leadership changes so we had to regroup and pick back up on the evaluation process. We do have a tentative time line that we are working on if a decision is made for us to completely convert to CANVAS. The timeline starts in May if I may recall.

Response by Mr. Seniors-We are going through the scoreboard right now. There is a cost associated with it. We want to be sure that when we did do the conversion that we will know how much we are investing in CANVAS and In BLACKBOARD.

Question by Senator Hightower- You mention Turnitin how does it work with... Safeassign.

Response by DeBohne- Safeassign is a BLACKBOARD product and we do not integrate with that product because it is actually built into BLACKBOARD'S product. However, we have multiple plagiarize tools that we use and all integrate with our product. I failed to mention in CANVAS alone we have over 250 apps and if it is free you can put into your course.

Question by Senator Hightower- How does it work from a testing, or quizzing and examining perspective? Can you briefly discuss the benefits of the CANVAS environment versus BLACKBOARD?

Response by DeBohne- We have not only the ability to do high-stake exams one question at a time but all of the functionality that you would need to document a person taking the exam, using an IP address, having a secret or password they would need. You can set up the quizzes any way you want, the question types etc. One of the greatest things we do in the State of Florida is we have quarterly calls, and they are very informed of what new products are coming and what products are available. We just had a call on Friday and we just showed our quizzing tool. It is great and it works just fine. There is remediation when the student gets it wrong. We can insert videos etc. You can do high-stake or low stake examination. For Nursing, we do all the quiz analysis for you to determine the question to determine if the question was good. You will get all the statistic for that quiz here. If a student needs ADA and additional time or attempts it is already incorporated in the program.

In response to a question asked by someone from student government, CANVAS is compatible with cell phones, iPad, iOS, android, etc. CANVAS also has an attendance tool to manage by either seating chart or a list. The attendance tool is incorporated in the program.

Question by Senator Hill- My question is related to the administration-I guess to facilitate early user acceptance for faculty and students, what is the plan for including faculty and students in the consideration and?

Response by Mr. Seniors- Focus groups, survey, deans, faculty, and students. This is part of the process. We want to make sure that all of the constituents have input. So we will continue to administer surveys for focus groups, engage faculty, deans, students and stakeholders. Without your input we will not make this change. That is why we are here at this meeting. There is a timeline and we will follow the best practices that have already this process and our friends over at Florida State that is going through this process right now. We will follow that road map.

Question by Senator Guthrie-Is there a minimum OS requirement for the Microsoft, Google, and Apple platforms. What do we need to run this program? Even though we may be advanced in our hardware some of our students are not and so we want to make sure what they have it will work or they will have to go out and purchase new products.

Response by DeBohne- CANVAS senses what kind of connection the student has as well as—for example, if someone is on a low band width type of environment and they are trying to watch a video CANVAS senses that and spins that up and present it to the students in a way that is consumable. That is one of the very things we heard from the get go. So CANVAS does that. We don't have any down time and we work with amazon web services to deliver CANVAS and we take care of the hosting part. We do everything on live time because we never take CANVAS down. Once you learn CANVAS we just make those subtle and thoughtful updates ever three weeks so there is no need to retrain you.

Question from Senator Robinson-This question is for Mrs. Fitz and Mr. Seniors. Everything I teach is either hybrid or fully on-line. So I am just wondering whether you are going to let people who heavily utilize the current system play with CANVAS.

Response by Mrs. Fitz- Yes, we will have a sandbox so you can explore and become familiar with the tool and features that CANVAS have so you can make a determination.

Ms. DeBohne thanked all. (Applause)

President Grable states that she has spoken with Ms. DeBohne and she is certainly willing to come back if it is the desire of the Senators and we will work it out with Mrs. Fitz and Mr. Seniors. Special thanks to them both.

At this time I will asked the Parliamentarian if we have a quorum. A quorum was announced and President Grable reminded everyone that they have only 5 minutes. President Grable said that she forgo her opening remarks in the hopes that we can get through our agenda.

Now we will have approval of the following.

APPROVAL OF JANUARY 17, 2017 MEETING MINUTES

The motion was made by Senator Mark Weatherspoon to approve the meeting minutes and it was seconded by Senator David Guthrie. President Grable called the motion. The motion carried.

APPROVAL OF FEBRUARY, 2017 MEETING AGENDA

The motion was made by Senator Hudson Nwakanma to approve the meeting agenda and seconded by Senator Clyde Ashley. President Grable called the motion. The motion carried.

REMARKS FROM INTERIM PROVOST WRIGHT

Good afternoon! This is a special opportunity for me. I want to take the time to introduce the new Interim Dean Sonja Stephens of the College of Science & Technology. Dr. Eddington was recently appointed Vice President for Strategic Planning and Institutional Effectiveness effective Monday. In his absence we have appointed the Interim Dean Sonja Stephens. Thank you for giving her your support.

Over the last couple of years you have heard discussion about our declining enrollment. We have been monitoring the applications for next fall and spring of next year. The signs are good. As of today, the overall applications are over 5000 thousands and 320 applications spread throughout the university in all areas. This time last year we were at 4,168. I believe the admission numbers are probably around 1300 admitted at the undergraduate level. In fact, awards have already been offered to those who have met the qualifications. We are very encouraged by the significant increase and interest in Florida A&M.

That is not why I am here. We have also seen a significant increase in graduate applications. Graduate applications now stands approximately at 516 compared to 376 last year. Currently, there are 467, if I am not mistaken, incomplete applications and about 199 of those are transfers. There are 268 applicants awaiting a decisions by the departments. Those graduate students that value education are awaiting to hear whether they have been admitted into the University. I can assure you that great graduate students are applying to other institutions. I am here to encourage you on behalf of the University that if you are a member of your admission committee within your college and schools, that committee has to meet and make decisions now. So we can have earl admits not late. So I appeal to you to go back to your colleagues and colleges and schools to address this issue as soon as possible. We don't want to have a reputation... to get the best students into your graduate programs.

Questions by Senator Ashley-We appreciate the good information that is so significant what was said and I don't know why we don't insist that the folks ...

Provost Wright states that he will have a conversation with the Deans. It is still important to choose students who we are going to admit and for those that we do not admit, they may have an opportunity to apply elsewhere. We have statistics for the law school as well. So I just want to encourage you all to review the applications.

President Grable recognized all Deans and administrators who were in attendance at the Faculty Senate meeting today. She further recognized former Faculty Senate President and former member of the FAMU Board of Trustee, Dr. Persaud, welcome. (Applause)

UNIVERSITY ADMINISTRATION REMARKS- DR. CARL GOODMAN

Good afternoon, thank you Trustee Grable for this opportunity. I am here today to talk about my role as Associate Provost for Undergraduate Education and Students success. I am responsible for at least three areas in performance funding metric # 4.

1. Student graduation first time in college and 6 year graduating rate
2. Excess credit hours
3. Retention

I am here today to talk about retention. But when I look at our graduation rate and I am not sure if you all are aware of but about two years ago our graduation rate was 38%. We actually put in some strategic advisement for our students and this last year our graduation rate improved to about 41% and currently we are on track for our next graduation rate to be at about 50%. (Applause) A lot of things we are doing as we take a look at our students are they progress forward. One of the things we are doing is being very proactive, we are telling our students that these are the classes you need for the last two semesters. If they stay on track they will achieve our goal graduation rate.

As to our retention rate, when we look at our freshman class it is about 80% of our students going from their freshman year to their sophomore. But after that things get a little dismal. Sophomore year going to their junior year is about 60%. Going from junior to senior year is about 40%. There are a host of factors that are involved and some of the things are definitely financial issues and personal issues. But there are some things we can do a lot better and some is the advisement piece and helping our students out.

When we look at our retention areas as far as our enrollment, our enrollment has been declining over the years. When we look at the 80%, 60% and 40%, we are losing some students as opposing to keeping them here. One of the things we are look at is our learning management system. We had someone come and talk to you about CANVAS. Currently, we are using BLACKBOAARD. Two week ago, I had an opportunity to talk to some of our Deans and Associate Deans about the fact that we are not fully utilizing BLACKBOARD. What I am asking everybody BLACKBOARD provides an assessment for our students and if you look at it and you are putting grades for our students, an early alert is sent out to our students through BLACKBOARD, and the advisor can reach out to that particular student. I passed out all academic support. I am asking you all to do two things for this academic year.

1. If you are utilizing BLACKBOARD, thank you, if not, Mrs. Fitz will provide assistance on how to use BLACKBOARD. We are paying a lot of money for the use of BLACKBOARD and

we will be doing the same for the use of CANVAS. So seek assistance from Mrs. Fitz or Mr. Seniors.

2. As for our general courses, if any students are failing please provide a list with the names of the students so that the advisors can meet with those students and track those students. BLACKBOARD also can track these students. I am looking for a by-in so we can assist our students and increase our retention rates of our students from their freshman year to graduation. Thank you

Question by Senator Oriaku- Could not hear the Senator's questions

Response by Dr. Goodman-Gray First is an Advisory Module for athletes and it tracks and alert us about our students. Can track whether our student attendance. We are thinking of purchasing it for the entire University.

Question by V.P. Houston-Will there ever be a possibility of us withdrawing students to prevent them from getting into that gray area to prevent them from getting a WF, which is still an F.

Response by Dr. Goodman-Some students may have an attendance hold or they are late registrant, one of the things we can do is identify those individuals to ascertain their whereabouts and get them back on track.

Statement by V.P. Houston-See some of those students know the tricks, they would come to class until you take them off attendance hold.

Response by Dr. Goodman-If you send an email to that student that they are not attending, that e-mail will also go to their advisor and their advisor can track them.

Question by Senator Hightower-How are the Resource Centers evaluated? How is the writing centers evaluated? Are there any objective and effective standards?

Response by Dr. Goodman- Every year all the programs are evaluated.

Question by Dr. Stroud- Are you talking about who is evaluating the tutors or the center?

Question by Senator Micots-When I worked at Elon University, they had a system if a student was absent 3 days in a row, you would send an email to a certain email and it would alert that student advisor and there was a lot of success with retention. This was just an email it was not a special program.

Response by Dr. Goodman-We have Simplicity but it does not have the ability like Gray First but we will take a look at that as well.

Question by Senator Guthrie-My question is similar to what Hightower was talking about. When I look at your research card and it says Science Center, when I send a student to the Science Center for tutoring what are the topical areas that the center covers? I don't know.

Response by Dr. Goodman- All the general courses are covered. But I can get you information on that.

Please note that some questions raised by Senators and responses were not recorded due to difficulties in hearing those Senators.

President Grable thanked Dr. Goodman. (Applause)

ANNOUNCEMENTS

Dr. Hightower-Greetings everyone! In the back of your handout a call for papers for the 10th International Facility Management Congress at TU Wien on November 16 and 17 in Austria. Please go to the link listed in the handout and discover how your areas correlate with the topic. Thanks you

Dr. Oriaku- (Could not hear his statement.)

CONTINUING BUSINESS

A: Curriculum Committee Report presented by Dr. Kyle Eidahl:
(Please refer to the Curriculum Report in your packet.)

- Five classes name change from the College of Education-Motion made by Senator Oriaku and seconded by Senator Guthrie. We accept those course changes. Motion carries.
- A List of new courses for Music Education. There are 5 music courses for that concentration from the College of Education. The courses were approved last year by the Faculty Senate. Motion made by Senator Bronson and seconded by Senator Grant.

Discussion:

- **Senator Weatherspoon** – (Could not hear his question)
- **Dr. Eidahl** stated that the program was adopted but they did not have all the courses for the program yet. As they add the different concentration for the program they can add these courses.

Motion was called and motion carried.

- New Graduate Certificate Program is a 15 credit hour in Global Health Inequities in the College of Pharmacy -Motion made by Senator Weatherspoon and seconded by Senator Grant.

Discussion-

- **Senator Langley**-What constitutes the 15 credits hours, are they the same courses?

- **Dr. Eidahl**-there are courses that already exist within the catalogue and they are pulling it together for a concentration. The courses have already been identified.
- Senator Unknown- asked when was this course brought forward?
- **Dr. Eidahl** states -it was first brought forward in November meeting and was sent back for additional documents and resubmitted his month.
- Senator Unknown-do you have all the documents. The reason is I cannot hear the Senator. He states that he does not recall this course ever being discussed in Pharmacy and since there is no rush he is requesting to put it on hold. But Dr. Eidahl said it did come through the Curriculum Committee. There was further discussion as to the procedure of whether it was approved in the College of Pharmacy.
- There is a motion on the floor but Senator Weatherspoon is withdrawing his motion.
- **Senator Holder** motion that we table this request from Pharmacy until the members of this Senate and members of faculty of Pharmacy investigate whether the process has been complete. We could send it back to Pharmacy for the approval of the faculty in Pharmacy, then it comes back to the Senate. Dr. Holder has accepted the friendly amendment.
- **Senator Guthrie** states for clarification-once it goes to Pharmacy, does it have to go back through the Curriculum Committee again or come to the full Senate for vote?
- **V.P. Houston**-asked Dr. Eidahl said that the forms came to his committee with all the requisite signatures. So he asked the question as to how will he know if the faculty in Pharmacy haven't approved. Must it come to the whole faculty in Pharmacy?
- **President Grable** called the question. All in favor of the motion, Dr. Holder has accepted the friendly amendment and return the matter back to the College of Pharmacy to further investigate the process. The motion passed and we will ask Dr. Eidahl take it back to the College of Pharmacy.

B: EXECUTIVE COUNCIL UPDATE –presented by Dr. Holder & Weatherspoon

Dr. Holder-Good afternoon! It is the first time to have a representative from the Senate. We cannot give an in-depth description that goes on. The administration has an open policy and discussion and an agenda that includes Mark and myself and we represent the Faculty Senate. We have recently been dealt with three (3) issues that needs to be brought to your attention.

1. The proceeding that led up to faculty raises.
2. We have been working on a strategic plan for the University and the workforce has been reestablished and we are bringing the plan to the table. This has to be done by March 18, before the next Board meeting. At that time we will have a new strategic plan.
3. Mark and I has been asked to form a faculty group to address two issues. This will be a small group. We meet every Tuesday.

Dr. Weatherspoon: He confirms that we should see the faculty raises in our check March 31st.

Dr. Holder-the reason why we were asked to form this small group of faculty is because strategic plan is followed by transitions. How are you going to implement it and conduct assessment? We need to look at the core curriculum and we asked them to take a close look at the curriculum. The budget drives performance. Budget process was very well accepted. If you need us let us know.

Dr. Weatherspoon discussed block tuition. Block tuition is a set tuition and the student can take any number of courses but that will impact faculty because it requires opening up additional sections. If a student takes 18 but can only handle 12 it will affect that student.

In response to comments about merit issues, President Grable stated that she made a comment to the Board of Trustees after voting on the faculty raises that faculty understands accountability. Let there be know questions. We are highly trained individuals, we have experience, and we know what we are paid for and we are accountable in other aspects of our lives. So if there are any questions about faculty accountability I wanted to be sure that was clear.

C: PROFESSOR EMERITUS UPDATE-presented by Dr. Elizabeth Davenport

The committee the first time did not have an application and we approved it 5-0. We now ask for your vote to make Dr. Mobley an emeritus professor. Motion made by Senator Jackson and seconded by Senator Guthrie. Motion carried.

D: INVESTIGATOR OF THE YEAR UPDATE- Dr. Lekan Latinwo-

President Grable stated that Dr. Latinwo was not feeling well but the information is included in the folder with date and time for submission. If you are interested you can submit an application or contact Dr. Latinwo or call the Senate office.

E: UNIVERSITY SUPPORT FOR GRADUATE STUDENTS UPDATE-presented by DR. DAVID JACKSON, Jr.

Please note: A copy of the Graduate Students update report was provided by Dr. Jackson, Associate Provost & Dean. See his report below.

Summary

The mission of the School of Graduate Studies and Research (SGSR) is to work collaboratively with all academic units to educate and train future scholars, teachers, researchers and professionals to produce knowledge and research in the fields and areas in which they will work. Thus, the SGSR serves as a center of coordination for the university's graduate programs. While the SGSR does not house any faculty or students, it works with all colleges and schools within the University to recruit students, ensure a well-facilitated admissions process, provide and manage funding, encourage research, ensure SACS compliance, and, among other things, assist the university with its performance metrics as it relates to our graduate programs: Metric 1 - Percent of bachelor's graduates employed full-time or continuing their education; and, Metric 8 - Graduate degrees awarded within programs of strategic emphasis.

Graduate Student Enrollment (as of August 29th)

- Fall 2015-2016 - 863
- Fall 2016-2017 - 941 (a 9% increase)

Programming

- Graduate Feeder Program (35 institutions & 600 students participated); FAMU Graduate School Recruitment day; Conducted 45 workshops for 586 students (fall 2016); consulted with colleges, schools, and departments on new programs, etc; Graduate Student Appreciation Week; 3 Minute Thesis competition; GRE Prep workshops; dissertation/thesis boot camps; Graduate Student Association (Advisor); etc.

Budgeting Processes and Procedures

Budget dollars are allocated to the School of Graduate Studies and Research from Academic Affairs and those dollars are disbursed to the various academic deans. This year, the funds were received by the SGSR on July 15, 2016 and distributed to deans of colleges and schools by August 17, 2016. It is important to note that for colleges and schools receiving Title III funds, those units are responsible for funding their own assistantships, not the SGSR. Thus, COPPS, CST, SOE, CAFS, and the College of Engineering set their own rates of pay over and above the minimum required by GAU (\$12.53 per hour/minimum \$9,750) if they have the resources to do so and determine who they want to fund in their programs. In general, the SGSR pays only the doctoral students' tuition costs if their units are receiving Title III funds, up to the budgeted amount for each unit. For all other colleges and schools with graduate programs, they receive budget allocations from Graduate Studies that are used for tuition assistance, fellowships, stipends, and/or graduate assistantships. However, the Graduate School's top priority is funding our doctoral students first because FAMU must graduate at least 20 doctoral students each year to keep our Research 2 Carnegie classification. (Many graduate schools throughout the country, like the University of Florida, do not fund master's students at all). The SGSR and the Office of Financial Aid work collaboratively to ensure that students are eligible for funds and are not exceeding their cost of attendance which is set by the federal government, before they are approved for funding support. All funding from year to year is contingent on the availability of funds and no students are promised funding.

- Annual E&G Budget for 2015-2016 was \$2.3MM.
- Annual E&G Budget for 2016-2017 was \$2.3MM.
- COPPS received 44% over the overall SGSR budget, a small increase over the previous year.

GAU – Our Graduate Students are Unionized


- 200 Graduate Assistants
- Insurance cost - \$2,035 per student this year, a \$690 increase per student over last year's cost of \$1,345.
- Minimum GA salary required - \$12.53 per hour or \$9,750 per year.
- Average GA salary - \$15.85
- Title III Funding Range - \$561 to \$30,790

Additional Funding Support

- 2016-2017 Delores Auzenne Fellowship – 8 graduate students received \$5,193 each for a total of \$41,500.
- 2016-2017 Student Travel Awards – 30 graduate students have been awarded up to \$500 each.
- 2016-2017 FRAP Awards – 10 faculty members were awarded \$5k for a total of \$50K.
- 2016-2017 State University System (SUS) Awards – 5 students awarded @ \$10K assistantships and tuition assistance for fall/spring terms.
- McKnight Doctoral Fellowships – 9 McKnight Doctoral Fellows. Graduate Studies increased their award by \$4K in 2016-2017 (each fellow now receives \$20K per year plus tuition and fees).
- McKnight Dissertation Fellowship – 7 McKnight Dissertation Fellows @ \$6K per semester.
- 2016-2017 Tallahassee Mayoral Fellowship – 3 students received 100% tuition assistance and a \$16K fellowship.
- Research Funding for 3MT – TBD.
- Poster Competition – TBD.

New Initiatives for Funding Efficiency, etc.

- Annual Progress Report - required of all doctoral/master's students receiving funding. The form helps us track matriculation.
- Funding Application – Beginning fall 2017, all students receiving funding will have to apply for assistantships and tuition funding. Funding is merit-based and not an entitlement.
- Time to degree - Funding is available for the published length of the graduate program only unless there are extenuating circumstances that are not the fault of the student.
- Reduce excess credits.
- Student responsibilities – Complete the FAFSA, must not exceed cost of attendance, clear insurance holds, provide timely responses to financial aid queries, check FAMU email accounts, etc.
- Teach and reinforce protocol by encouraging graduate students to follow the university's established process and procedures as required by SACSCOC.
- Program responsibilities – Academic units must submit paperwork in a timely fashion, provide proper advisement in the academic units, awarding funding correctly, etc.
- Thanked Provost Wright for appealing to departments to process graduate school applications that are awaiting action.
- We will be moving to a 100% on-line application process with CollegeNet by the fall 2017 term.
- Michigan Technological University and Miami University of Ohio are our two new Graduate Feeder School partners.
- Dr. Jackson stated that he has an open door policy so if any faculty member wishes to discuss matters related to the graduate school they can stop by his office at any time. Also, the Graduate Council meets every 3rd Wednesday of each month from 3:30 to 5:00 and he invited faculty to attend especially if they have concerns that should come before that body.
- Dr. Jackson thanked his staff of five for their hard work and dedication.
- Dr. Jackson stated that the state of the Graduate School is EXCELLENT!

From: 

David H. Jackson, Jr., PhD
Associate Provost & Dean

NEW BUSINESS

- A: COMMITTEE ON COMMITTEE REPORT-NO REPORT**
- B: STUDENT TECHNOLOGY FEE UPDATE-NO REPORT**
- C: MASS E-MAILING –NO REPORT**
- D: SCHOOL OF BUSINESS & INDUSTRY UPDATE-presented by Dr. Shawnta Friday-Stroud**
- E: COLLEGE OF SCIENCE & TECHNOLOGY UPDATE**

MEETING ADJOURNED AT 5:00 PM