FLORIDA ATLANTIC UNIVERSITY

Steering Committee Meeting
Minutes
April 18, 2024
2:00 PM – 4:00 PM
Board of Trustees Room and ZOOM

Members Present: Kim Dunn, Joy Longo, Bill Trapani, Charles Duke, Paul Peluso, Meredith Mountford, Kevin Wagner.

1. The meeting was called to order at 2:02 pm by Chair, Dr. Kim Dunn.

2. The UFS Steering minutes from March 14, 2024, were **approved by the committee.**

3. President's Report
   - BOT meeting
     - Dr. Dunn reported that she couldn't attend the BOT meeting due to a scheduling conflict and haven't had the opportunity to watch the BOT meeting. So, rather than relaying second-hand information, she'll give a full report after the Senate meeting. She also recommended individuals to watch the meeting for the most accurate details.
   - Update on Reports of UFS Committees
     - Dr. Dunn provided an update on the UFS committee reports. Specifically, who will be presenting at the March Senate meeting, and who is scheduled to present in April.
   - Faculty Emeritus
     - Dr. Dunn announced that John Reed from the Harbor Branch Oceanographic Institute has been awarded Faculty Emeritus status. Congratulations to him!
   - Other
     - Dr. Dunn discussed restricting access to our meetings to FAU logins. The Senate was informed. So, starting in the fall, only FAU email accounts will be permitted to access our steering meetings.

4. Guest Speakers
   - Artificial intelligence simple syllabus language, Dan Meeroff, Dean of Undergraduate Studies
     - The AI task force started meeting in January and has developed a draft syllabus language regarding AI use in courses. This includes options for AI use:

encouraged, flexible, or prohibited. The document also includes proper citation practices for AI tools in MLA, APA, and Chicago styles. Recent updates include a new section about failure to comply with academic integrity requirements, finalized just yesterday. The revised language will be incorporated into the "Simple Syllabus" system, though the details are still being finalized.

- o There was a discussion about whether faculty will have to specify their stance on AI usage in their syllabi and how this could impact students who have different AI policies across their classes. The goal is to avoid confusion by ensuring that any AI usage policy is clearly stated at the assignment level. There was a concern that faculty might not address AI in their syllabi, leading to inconsistent application.
- o The committee debated whether to send the AI syllabus language to the Senate for approval without a recommendation, allowing members to review it thoroughly before voting. The motion to do so was approved. There was also a suggestion to notify Senate members about the document to ensure they read it.
- o The Center for Teaching and Learning is considering changes to the student resources section in Simple Syllabus to allow faculty to select relevant resources for their courses.
- o There was a discussion about amending university regulation 4001 to align it with other catalog policies, particularly regarding the use of forgiveness policies for academic dishonesty. The proposed changes will go through the Senate and are expected to be reviewed by the appropriate university committees.
- o Overall, the meeting focused on finalizing the AI policy for syllabi, ensuring clear communication and consistent application, and addressing updates to other university regulations.
- o **Motion:** A motion was made to move forward with no recommendation. **Motion carries.**

5. Committee Reports
   - Academic Planning and Budget Committee, Kevin Wagner – Senate/Steering Dates 2024-2025
     - o Dr. Wagner provided an update on the Senate and steering dates for the upcoming year. These dates were established by the Academic Planning and Budget Committee.
     - o The proposed dates are based on this year's dates but have been adjusted slightly to account for changes in the base schedule. Efforts were made to avoid conflicts with university holidays, and no issues were found.
     - o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**

6. UPC Consent Agenda
   Motion: A motion was made to move forward with positive recommendation by steering.
   Motion carries.

7. UPC Action Agenda
   o University-Wide
     o **Motion:** To bundle and treat as one the items labeled CCC approval. **Motion carries.**
     o **Motion:** To approve bundle with positive recommendation by steering. **Motion carries.**
   o Arts and Letters: Arts and Performance Entrepreneurship
     o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**
   • Engineering and Computer Science: Artificial Intelligence (AI) for Cybersecurity
     o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**
   • Science: Honors Program in Climate Change, Astronomy and Artificial Intelligence (AI) for Cybersecurity
     o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**

8. UGC Consent Agenda
   o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**

9. UGC Action Agenda
   • None.

10. Old Business
   • ESHP - FLEX Foreign Language, Michael Zourdos
     o Dr. Zourdos discussed the proposal to remove the flex requirement from the Bachelor of Science degree in Exercise Science and Health Promotion. He provided detailed reasons for the change, including: (1) The removal of the requirement would improve experiential learning opportunities and help students meet prerequisites for popular graduate schools like physical therapy, exercise science, and occupational therapy. It would also allow for more robust internship opportunities and pathway agreements with other schools and (2) noted that none of the other Florida SUS institutions require the flex one language and that their programs typically align with the 60-credit hour standard.

- o **Motion:** A motion was made to move forward with positive recommendation by steering. **Motion carries.**
  - o **Motion:** A motion was made to place it back into the UPC Action Items. **Motion carries.**

11. New Business
    - Email distribution of Steering, Kim Dunn
      - o Dr. Dunn discussed the proposal to broaden the distribution of the steering committee's agenda. Currently, the steering agenda is sent to the Deans who have items on the agenda, and they are responsible for ensuring college representative presence at meetings. The idea is to send the steering agenda more broadly, possibly via email, to increase awareness and participation.
      - o An alternative discussed was including it in the university's Monday newsletters to avoid adding another email to the already high volume of emails faculty receive.
      - o Concerns were raised about the potential increase in email volume and whether it would genuinely improve awareness.
      - o **Motion:** A motion was made to start the broader email distribution of the steering agenda. **Motion carries.**

    - BOG Strategic Plan, Kim Dunn
      - o Dr. Dunn discussed the creation of a new strategic plan by the Board of Governors, which has requested input from all institutions.
      - o The new strategic plan will replace the current one, which dates back to 2015. This presents an opportunity for institutions to influence future plans. Faculty are encouraged to contribute their ideas. Dr. Dunn will send out an email with further information, and coordinate a meeting with those interested.

12. Open Forum with the Provost
    - Provost Ivy announced that the College of Engineering and Computer Sciences is forming a new academic department in Biomedical Engineering, which doesn't require Senate approval. The process involves the Provost's Office.
      - o The college has already had a Master's program in Biomedical Engineering for some time, which was approved last year. A Bachelor's program in Biomedical Engineering has also been developed, and there are plans to work on a PhD program in the near future.
      - o Currently, there is no separate department for Biomedical Engineering. This initiative will create one by reallocating existing resources within the college. Dean Batalama has identified the space and resources needed, and Javad Hashemi, will be the chair of the new department. This update is mainly for informational purposes.
    - Provost Ivy reported that the SAC (Southern Association of Colleges and Schools) site visit was successful, with positive feedback and no findings or recommendations against the institution. Formal reaffirmation of accreditation

will be decided by their board in December, which, if approved, will extend accreditation for another 10 years.

- o However, due to new regulations, the institution must transition to a different accreditor, specifically the Higher Learning Commission (HLC). All Florida schools are making this shift and have until 2030 to complete the transition. This change will involve an accelerated process over the next couple of years, and a committee will be formed to compare SAC and HLC standards to ensure compliance.
- o Results will soon be forwarded to the President's office.
- Provost Ivy gave an update on PTR.
  - o The PTR (Promotion and Tenure Review) process is progressing through the Provost's Office. An additional step has been added to gather more faculty input by involving the Promotion and Tenure Committee, which is reviewing the cases. The committee, which includes representatives from various colleges, is expected to provide feedback by next week.
  - o There have been challenges and learning experiences with the new policy. Discussions with other provosts have highlighted similar issues, and a comprehensive debriefing is planned for the summer to address these and improve the process. Both the PTR review and the transition to the new accreditor are anticipated to reach conclusions soon.
- Provost Ivy discussed key topics discussed in the Board of Governors meeting.
  - o There was a brief mention of a proposed change to regulations related to civic literacy courses, specifically adding a history course option. This is not expected to have significant impact.
  - o There was a discussion about the transition to R1 status. Faculty have raised concerns about how this might affect their workload and expectations. The Provost acknowledged the need for ongoing communication to address these concerns, including possible forums or discussions led by the Senate or other bodies.

13. Good of the Steering Committee
    None.

14. **Meeting adjourned at 3:57 pm.**