



**Steering Committee Meeting**  
**Minutes**  
**September 26, 2024**  
**2:00 PM – 4:00 PM**  
**ZOOM**

**Members Present:** Kim Dunn, William Trapani, Bruce Arneklev, Charles Dukes, Khaled Sobhan, Chris Beetle, LeaAnne DeRigne, and Meredith Mountford

1. The meeting was called to order at 2:02 pm by Chair, Dr. Kim Dunn.
2. UFS Steering minutes
  - The UFS Steering minutes from [August 29, 2024](#), were **approved by the committee.**
  - The UFS Steering minutes from [August 15, 2024](#) special meeting, were **approved by the committee.**
3. President's Report  
Dr. Dunn reported on the following:
  - Board of Trustees Updates
    - Discussion included President Volnick's contract extension, evaluation, and budget model update. The University CFO will speak at the next BOT meeting.
  - Presidential Search Updates
    - The search committee approved a revised presidential profile, pending further feedback from the steering committee.
    - [Board of Governors Regulation](#) Changes: Proposed changes include allowing the Chair of the Board of Governors to select two members for the search committee and review finalists before public announcement. Concerns were raised about the implications of this discretion, especially regarding fairness and legality. The unusual nature of not grandfathering ongoing searches was also highlighted.
  - Speakers
    - Future Speakers: President Volnick is expected to attend the next Senate meeting, along with Steve Engel for a PTR update. Confirmation of additional speakers is in progress.
4. Guest Speakers  
None.
5. Committee Reports  
None.

6. [UPC Consent Agenda](#)

**Motion:** A motion was made to move forward with positive recommendation by steering.  
**Motion carries.**

7. [UPC Action Agenda](#)

- Program Change from Arts and Letters, Bachelor of Architecture
  - A motion was made to move forward with positive recommendation by steering. **Motion carries.**
- Policy Change from Undergraduate Studies, Repeat Course Surcharge and Returning After Dismissal.
  - Repeat Course Surcharge. A motion was made to move forward with positive recommendation by steering. **Motion carries.**
  - Returning After Dismissal. A motion was made to move forward with positive recommendation by steering with the proposed changes. **Motion carries.**

8. [UGC Consent Agenda](#)

**Motion:** A motion was made to move forward with positive recommendation by steering.  
**Motion carries.**

9. [UGC Action Agenda](#)

- Program Change from Education, Ed.S. in Educational Leadership
  - **Motion:** A motion was made to move forward with no recommendation by steering. **Motion carries.**
- Program Change from Education, Specialist in Education (Ed.S.) Counselor Education
  - A motion was made to move forward with positive recommendation by steering with the proposed changes. **Motion carries.**
- New Program from Arts and Letters, Graduate Certificate in Environmental Studies
  - A motion was made to move forward with positive recommendation by steering. **Motion carries.**

10. Old Business

- General Education, Kim Dunn
  - The discussion focused on the ongoing need for clear guidance regarding the curriculum approval process, particularly in light of recent changes mandated by the state. An update on curriculum activities was requested for the coming months. There is a current effort to repackage removed courses while promoting innovation within the curriculum.
  - A motion was made to revise the August 15, 2024, minutes to indicate support for further changes necessary to comply with Florida Statute by September 1. **Motion carries.**
  - A motion was made to reinstate the ratification of the general education changes as old business on the agenda. **Motion carries.**

## 11. New Business

- Tuition Waivers, Kim Dunn
  - Discussion Initiated by Dr. Jordon Beckler: Dr. Beckler from Harbor Branch raised concerns regarding the employee education scholarship program, noting that while faculty can transfer unused benefits to their dependents, out-of-unit faculty do not have this option.
  - The discussion will be tabled, with designated individuals tasked with looking into the specifics of the program and any relevant agreements. The Senate will revisit this topic once more information is available.
- Teaching Materials Survey, Kim Dunn

Dr. Kim gave an update on Regulation 8.003: Textbook and Instructional Materials:

  - **Regulatory Update:** An update was provided on proposed amendments to Regulation 8.003. The Board of Governors (BOG) now requires each Board of Trustees to adopt regulations for the approval and adoption of textbooks and instructional materials, with faculty responsible for reviewing all required materials prior to assignment.
  - **Attestation Process:** Faculty must attest to reviewing course materials before they are presented to students, ensuring compliance with the new regulation. This process is currently open for public comment and awaits BOG approval.
  - **Collaboration with Provost's Office:** Positive discussions are ongoing with the Provost's Office regarding collaboration to develop procedures related to the new regulation, building on effective previous assessments.
  - **Simplification of Review Process:** The BOG is moving toward a more localized process, allowing faculty to focus only on materials they will teach, with a streamlined "check the box" attestation approach being considered.

## 12. Open Forum with the Provost

- **Syllabi Review Update:** An update was given on the review of syllabi to identify courses related to the anti-Semitism lens. Of the unique courses reviewed, 61 were flagged, primarily in arts and letters and honors programs. The review process will continue to ensure proper assessment of materials.
  - There is an ongoing effort to streamline the list of courses across the system, including state colleges and the State University System (SUS). The list is expected to be shared with universities by October 1st, with a review deadline set for December 1st for spring semester courses.
- **Dean Searches:**
  - The search for the Dean of the College of Education is underway, with the first committee meeting held recently to develop the position profile.
  - The College of Medicine Dean search has concluded, with Dr. Lewis Nelson from Rutgers appointed to the role, starting early in the spring semester. The College of Nursing Dean search is also in progress.

## 13. Good of the Steering Committee

None.

14. **Meeting adjourned at 4:12 pm.**