



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES

Academic Affairs Committee



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

MEETING AGENDA

Thursday, February 27, 2025
3:30 – 4:45 pm

Florida State University
Westcott Building
Conference Room 201
222 South Copeland St.
Tallahassee, FL 32306

The agenda will be followed in subsequent order and items may be heard earlier than the scheduled time.

I. Call to Order and Welcome

Trustee Vivian de las Cuevas-Diaz, Chair

II. Approval of Minutes

November 20, 2024, Meeting Minutes

III. Office of the Provost Informational Items and Updates

Dr. James Clark, Provost and Executive Vice President for Academic Affairs

A. Admissions Update

John Barnhill, Associate Vice President, Admissions

B. Quality Enhancement Plan Update

Emily Leventhal, Director, Graduate Resource Center

C. Status Report on Funded Arts Projects

Paul Harlacher, Associate Vice President, Office of the Provost

D. Financial Literacy Presentation

Joe Calhoun, Department of Economics

E. Promotion, Tenure, and Social Media Policy Review Update

Trustee Vivian de las Cuevas-Diaz, Chair

Dr. James Clark, Provost and Executive Vice President for Academic Affairs

IV. Action Items for Consideration of Recommendation to the Board of Trustees

A. Action Item I: Request for Approval: FSU Regulation 5.077 International Programs
Paul Harlacher, Associate Vice President, Academic Affairs

B. Action Item II: Request for Approval: FSU Regulation 5.097 Deletion of Courses
Paul Harlacher, Associate Vice President, Academic Affairs

C. Action Item III: Request for Approval: Repeal FSU Regulation 2.02413 Florida Prepaid College Program

Paul Harlacher, Associate Vice President, Academic Affairs

D. Action Item IV: Request for Approval: FSU Regulation 5.098 Textbook Adoption and Affordability

Paul Harlacher, Associate Vice President, Academic Affairs

E. Action Item V: Request for Approval: Tenure Report

Dr. James Clark, Provost and Executive Vice President for Academic Affairs

Dr. Janet Kistner, Vice President, Faculty Development and Advancement

V. Open Forum for Trustees

Trustee Vivian de las Cuevas-Diaz, Chair

VI. Adjournment

Trustee Vivian de las Cuevas-Diaz, Chair

MEETING MINUTES

NOVEMBER 20, 2024



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

MEETING MINUTES (DRAFT)

Wednesday, November 20, 2024
North Florida Innovation Labs, Room 103
3:00pm-4:30pm

In Person Attendees: Trustee Vivian de las Cuevas-Diaz (Chair), Trustee Bridgett Birmingham, Trustee Deborah Sargeant, Trustee Justin Roth

Absent: Trustee Kathryn Ballard

Staff: Provost James Clark and other Academic Affairs Staff

I. Call to Order and Welcome

Trustee Vivian de las Cuevas-Diaz (Chair) called the meeting to order at 3:04pm and confirmed a quorum.

II. Approval of Minutes (Academic Affairs Committee Meeting – September 12, 2024)

Trustee Roth moved to approve the committee meeting minutes from September 12, 2024, Trustee Birmingham seconded the motion, and the minutes were approved unanimously.

III. Informational Items

A. Status Report of Consultant Study on the Review and Audit of Promotion & Tenure Process and University Speech & Social Media Policies

Trustee de las Cuevas-Diaz introduced the agenda item and informed the committee that the consultant that was hired to conduct the studies to review FSU's Promotion and Tenure process as well as the social media and speech policies, have begun planning their work. Trustee de las-Cuevas Diaz introduced Dr. Rick Burnette. Dr. Burnette discussed the process for the comparative studies; the consultants will conduct both internal and external stakeholder interviews (including FSU Trustees); summarize comparative information about P&T and Speech and Social media policies at other institutions; and examine and review implications and data and recommend actions for consideration.

B. Amended New Academic Programs for the 2024-25 Academic Year

Trustee de las-Cuevas Diaz introduced Dr. Amy Guerette to present the revised 2024-2025 anticipated new academic programs. The revision made from the slate presented during the June 2024 meeting was the addition of a BA in Design and Visual Communications.

C. Status Report on the BOG Textbook Review

On October 3, 2024, Chancellor Rodrigues communicated with the State University System institutions a list of textbooks that were selected for review for antisemitism and for anti-Israeli bias. Trustee de las-Cuevas Diaz introduced Dr. Janet Kistner to introduce the proposed review process, and the selected courses and textbooks for review. Dr. Kistner reported that the two courses, IDS3197 Response to the Holocaust and IDS3198 Terrorism in Historical Perspective were selected for review. The textbooks used in those courses are: *Maus I & II Paperback Box Set*, *Survival in Auschwitz*, *The Shawl*, *The Dynamic Club: How a Bombing in Fin-de-Siècle Paris Ignited the Age of Modern Terror*, and *Voices of Terror: Manifestos, Writings and Manuals of Al Qaeda, Hamas, and other Terrorists from around the World and Throughout the Ages*.

Trustee Roth requested clarification on how the textbooks were identified for review and who made the decision to select those textbooks. Dr. Kistner replied that it was BOG staff that identified the textbooks for review and the methodology for identification was a key word search of submitted course syllabi.

D. Status Report on Student Ombudsman Position

Trustee de las-Cuevas Diaz asked Dr. Sara Hamon to provide an update on the progress of the creation of the Student Ombudsman Office. Dr. Hamon reviewed the university's current process for reviewing student complaints. The new Office of the Student Ombudsman will reside in the Office of Compliance & Ethics and has been created to develop a streamlined, impartial, and more effective process for students to file complaints and receive resolution. Dr. Hamon reported that the job posting has closed and the search committee is currently reviewing the resumes of eligible applicants.

Trustee de las-Cuevas Diaz stressed the need for this position to have centralized lines of communication with all university departments and that the position should also be tasked with monitoring potential student issues and adjusting accordingly, not just responding to student issues brought to their attention. Trustee Birmingham wanted to know how students would be informed that this resource would be available to them. Trustee de las Cuevas-Diaz suggested that this information be provided during student orientations.

IV. Action Items

A. Action Item I: Request for Approval: College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2023-24)

Dr. Bill Boyer, Associate Dean, at the College of Medicine presented the 2023-2024 Graduate Medical Education Annual Institutional Review.

Trustee Birmingham moved to approve the 2023-2024 Graduate Medical Education Annual Institutional Review, Trustee Sargeant seconded the motion, and the report was approved unanimously by all present at the meeting.

B. Action Item II: Request for Approval: Proposal to Implement New BA Degree in Modern Languages, Literatures, and Cultures

Dr. Amy Guerette, Associate Vice President, Faculty Development and Advancement and Dr. Reinier Leushuis, Linguistics Department Chair presented the request to implement a new BA in Modern Languages, Literatures and Cultures, CIP Code 16.0101. Trustee Vivian de las Cuevas-Diaz requested clarification that this proposal would be a consolidation of currently offered degrees. Dr. Guerette confirmed that this proposed degree would consolidate 7 modern languages degree offerings into a single Modern Languages, Literatures, and Cultures degree. Trustee Roth questioned the need for 42 faculty for a proposed 70-80 student headcount over the next 5 years. Dr. Reiner stated that the 42 faculty are specialized and provide instruction for graduate degrees. Also, in addition to the 70-80 students that would choose this degree as their primary major, there are many other students that select this degree as a second major, a minor, or attend these courses as requirements for core course requirements.

Trustee Birmingham moved to approve the proposal to implement a new BA degree in Modern Languages, Literatures, and Cultures, Trustee Sargeant seconded the motion, and the report was approved unanimously by all present at the meeting.

C. Action Item III: Request for Approval: FSU Regulation 2.02421 Tuition and Fee Assessments and Remittance

Consistent with the university-wide effort to review and update university regulations, the request for approval of the amended FSU Regulation 2.0241 was presented by Paul Harlacher. Mr. Harlacher explained the proposed amended regulation incorporates the topics addressed in FSU regulations 2.0241, 2.02410, 2.02412, 2.02415, 2.02417, 2.0242, 2.02423, 2.0246, 2.0247, and 5.081 and modernizes the language in the regulation to reflect current department and agency names, technologies and processes.

Trustee Birmingham asked if there was a method to waive transaction fees assessed to students during credit card transactions. Dr. O'Shea stated that students can choose to pay via ACH or in person at the Student Finance Office to avoid transaction fees.

Trustee Sargeant moved to approve the amended FSU Regulation 2.02421 as presented, Trustee Birmingham seconded the motion, and the amended regulation was approved unanimously by all present at the meeting.

D. Action Item IV: Request for Approval: Repeal FSU Regulation 2.0241 Tuition and Fees for Repeated Enrollment in College Credit Courses

E. Action Item V: Request for Approval: Repeal FSU Regulation 2.02410 Internet Payment of Tuition and Fees

F. Action Item VI: Request for Approval: Repeal FSU Regulation 2.02412 Financial Aid and Tuition and Fee Payment

- G. Action Item VII: Request for Approval: Repeal FSU Regulation 2.02415 Late Fee Waivers**
- H. Action Item IIX: Request for Approval: Repeal FSU Regulation 2.02417 Refunds of Tuition and Fees**
- I. Action Item IX: Request for Approval: Repeal FSU Regulation 2.0242 Registrations for Zero Hour**
- J. Action Item X: Request for Approval: Repeal FSU Regulation 2.02423 Delinquent Accounts**
- K. Action Item XI: Request for Approval: Repeal FSU Regulation 2.0246 Tuition and Fee Deferments**
- L. Action Item XII: Request for Approval: Repeal FSU Regulation 2.0247 Tuition and Fee Liability**
- M. Action Item XIII: Request for Approval: Repeal FSU Regulation 5.081 Tuition, Fees, Payment**

Trustee Sargeant moved to repeal Action Items IV – XIII - FSU regulations 2.0241, 2.02410, 2.02412, 2.02415, 2.02417, 2.0242, 2.02423, 2.0246, 2.0247, and 5.081. Trustee Roth seconded the motion, and the motion was approved unanimously by all present at the meeting.

- N. Action Item XIV: Request for Approval: FSU Regulation 2.02419 Withdrawals and Return of Financial Aid**
- O. Action Item XV: Request for Approval: Repeal FSU Regulation 2.02418 Student Withdrawals from Courses Due to Military Service**

Trustee Roth moved to approve Action Items XIV – XV - amended FSU regulation 2.02419 as presented and repeal FSU regulation 2.02418; Trustee Birmingham seconded the motion, and the motion was approved unanimously by all present at the meeting.

- P. Action Item XVI: Request for Approval: FSU Regulation 2.0245 Tuition-free Courses for Those Sixty Years of Age and Older**

- Q. Action Item XVII: Request for Approval: Repeal FSU Regulation 2.0243 Auditing Courses**

Trustee Roth moved to approve Action Items XVI-XVII - the amended FSU regulation 2.0245 as presented, and repeal FSU Regulation 2.0243, Trustee Birmingham seconded the motion, the motion was approved unanimously by all present at the meeting.

R. Action Item XVIII: Request for Approval: FSU Regulation 2.0248 Cancellation of Student Schedule

Trustee Roth moved to approve the amended FSU regulation 2.0248 as presented, Trustee Birmingham seconded the motion, and the motion was approved unanimously by all present at the meeting.

S. Action Item IXX: Request for Approval: Repeal FSU Regulation 2.02411 Third Party Tuition and Fee Billings

Trustee Sargeant moved to repeal FSU regulation 2.02411 as presented, Trustee Birmingham seconded the motion, the motion was approved unanimously by all present at the meeting.

T. Action Item XX: Request for Approval: Repeal FSU Regulation 2.02424 Dishonored Checks or Electronic Payments

Trustee Roth moved to repeal FSU regulation 2.02424 as presented, Trustee Birmingham seconded the motion, and the motion was approved unanimously by all present at the meeting.

U. Action Item XXI: Request for Approval: General Education Course Revision

Dr. Guerette presented and reviewed the statutory regulation requiring the annual review and approval of General Education courses options by university presidents and trustees. Dr. Guerette reviewed Florida Statutes 1007.55 and 1007.25.

Dr. Guerette reviewed the General Education course review timeline and the changes that were made since staff first reported the General Education course slate to the Trustees in June 2024.

Trustee Birmingham requested clarification on how the reduction in General Education courses would affect students registering for General Education courses. Dr. James Hunt responded that the work to create and schedule additional sections of approved courses has already begun. Trustee de las Cuevas-Diaz stated that the solution to increase the availability of sections should not be to increase the online delivery of those sections.

Trustee Birmingham moved for approval, seconded by Trustee Roth, to approve the General Education Slate as presented including:

- The 432 Courses removed;
- The 126 Courses that have been reviewed and approved for submittal by BOG staff; and the
- 13 Courses that have been updated and are pending BOG staff initial review for inclusion, noting that any of the courses not recommended by BOG staff for submittal will be removed from the General Education Course offerings.

The motion was approved unanimously by all present at the meeting.

IV. Open Forum for Trustees

V. Adjournment:

Trustee Roth moved to adjourn the meeting, Trustee Sargeant seconded the motion, the meeting was adjourned at 4:35pm.

DRAFT



FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM I



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM I

February 27, 2025

SUBJECT: FSU-5.077 International Programs

PROPOSED COMMITTEE ACTION

Request to amend FSU-5.077 International Programs

AUTHORITY FOR BOARD OF TRUSTEES ACTION

Board of Governors Regulation 1.001 (3) (j), (4); Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees

BACKGROUND INFORMATION

FSU-5.077 identifies structure and location of international programs; proposed revisions were made to conform with recent amendments to Board of Governors regulation on educational locations and current practices. These revisions also conform with the FSU Board of Trustees regulation on educational locations and the Board of Governors regulation on Direct Support Organizations.

ADDITIONAL COMMITTEE CONSIDERATIONS

None

Supporting Documentation Included: FSU-5.077 International Programs

Submitted by: Office of the Provost

FSU 5.077 International Programs

(1) ~~Purpose.~~ Florida State University International Programs [“International Programs”] offers students an opportunity to earn academic credits while studying at a number of international locations ~~in programs developed, including course offerings and educational activities structured by~~ and under the supervision of International Programs.

(2) ~~Locations.~~ The University, through ~~International Programs,~~ has four its Direct Support Organization, Florida State University International Programs Association, Inc. (FSU IPA, Inc.) operates three year-round (permanent) Study Centers and a International Sites, an additional (branch) campus, and a number of faculty-led experiences in other locations.

~~(a) They~~The three permanent international sites are located in Florence, Italy; London, England ~~Panama City, Republic of Panama;~~ and Valencia, Spain, which are formed and operated as required by local law.; ~~Additionally, a number of short term programs in other locations are created annually based upon student and/or faculty interest and agreement with local academic institutions and/or educational service providers in accordance with all applicable governing regulations of the Florida Board of Governors (BOG), Florida State University (Florida State) regulations and policies and applicable Federal law and accrediting agency policy.~~

1. The international site in Florence operates as an extension of FSU IPA, Inc., under Italian law governing educational institutions.

2. The international site in London is administered through a not-for-profit United Kingdom charity.

3. The international site in Valencia is administered through a Spanish foundation.

4. The charity and foundations are controlled by FSU, as administered by FSU IPA, Inc. and supervised by International Programs, through the Office of the Provost. Each charity or foundation has an annual independent audit, which is consolidated into the annual audit for FSU IPA, Inc., which is in turn included in the statements of Florida State University as an enterprise fund.

(b) The additional international campus, defined as a branch, is located in Panama City, Republic of Panama.

1. The Republic of Panama branch campus is a financially self-supporting entity.

2. All fees collected for students enrolled at the Republic of Panama campus are used in the Republic of Panama for the operational and capital needs of the branch campus, in accordance with its mission and local Panamanian laws.
3. The campus is administered through a not-for-profit Foundation established in the Republic of Panama. The Foundation is controlled by FSU, as specified in a Memorandum of Agreement with the University. It is administered by FSU IPA, Inc., and supervised by International Programs, through the Office of the Provost.

~~(3) Academic Programs. International Programs may offer classes and programs for Florida State courses approved through university processes. These courses may be offered for academic credit and/or foreign transfer credit when properly approved through the Florida State academic department and the program approval process, in accordance with all applicable governing regulations of the Florida Board of Governors (BOG), Florida State University (Florida State) regulations and policies and applicable Federal law and accrediting agency policy. Course offerings are determined annually based upon student and/or faculty interest, various programmatic reviews related to academics, safety, risk, etc., and may include agreements with academic institutions and/or educational service providers.~~

~~(4) Fees and Costs. International Programs may charge sufficient participant fees, within any limits as may be imposed by Florida law or regulation, to offset its expenses of operation, including instruction, housing, participant cultural activities, insurance, emergency fees, scholarship funding, and administrative costs, including reserves for building maintenance and repairs, purchase and refurbishment. All of these items, combined, comprise the program fee. The program fee which shall be disclosed to participants prior to registration. Such fees shall be charged, collected and expended through the appropriate International Programs auxiliary account(s).~~

~~(5) The campus that operates in the Republic of Panama is a financially self-supporting entity. All fees collected in the Republic of Panama are retained in the Republic of Panama for the operational and capital needs of the institution, in accordance with its mission. The campus is administered through a not-for-profit Foundation established in the Republic of Panama. The Foundation is controlled by FSU, as administered by International Programs, through the Office of the Provost.~~

Specific Authority BOG Regulations 1.001(3)(j), (4)-; 8.009(3)(a), (4); and 9.011; Reg. Procedure July 21, 2005. Law Implemented 1004.28 FS. History–New 9-30-75, Formerly 6C2-5.77, Amended 8-15-90, Substantial Revision 11-21-2014 Former FSU-

5.076 Panama Canal Zone Branch repealed 11-21-2014 and now covered by this Regulation.



FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM II



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM II

February 27, 2025

SUBJECT: FSU-5.097 Deletion of Courses

PROPOSED COMMITTEE ACTION

Request to amend FSU-5.097 Deletion of Courses

AUTHORITY FOR BOARD OF TRUSTEES ACTION

Board of Governors Regulation 1.001 (3) (j), (4); Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees

BACKGROUND INFORMATION

FSU-5.097 addresses the process for the deletion of courses. The regulation has been revised to conform with current practice. The regulation has not been updated since 1988. The revisions provide that the Office of the University Registrar will generate a list of courses that have not been offered in the prior five-year period; articulate reasons that academic units may provide for retaining a course; and specify the course information and type of courses to be reviewed and updated by departments and the review process.

ADDITIONAL COMMITTEE CONSIDERATIONS

None

Supporting Documentation Included: FSU-5.097 Deletion of Courses

Submitted by: Office of the Provost

FSU-5.097 Deletion of Courses.

- (1) Once a year, the Office of the University Registrar will generate a list of courses that have not been offered in the prior five-year period.
- (2) The designated five-year period will be based on the academic year, beginning in Fall and ending at the end of the Summer. This five-year period is a rolling five-year period based on when the report is generated.
- (3) This list will constitute the list of courses that will be inactivated and removed from the university curriculum. This list will be shared with the academic units for review. Academic units that wish to retain these courses must provide justification prior to the review deadline.
- (4) Academic units desiring to retain a course must satisfy items in paragraphs (5) and (6) below.
- (5) Justification for retention of a course listed in (1) must be provided. One or more of the following reasons below are allowed for retaining a course.
 - (1) Course curriculum is in process of being revised;
 - (2) Prospective new or visiting faculty have been employed to teach the course in the upcoming year;
 - (3) Course is part of a graduate/undergraduate course offering pair, one part of which has been taught in the required time frame;
 - (4) Course is required for accreditation; or
 - (5) The course is a type of variable topic nature which needs to be available due to public or student interest.
- (6) Departments are required to review and update any and all aspects of the course, i.e. course title, learning objectives, description, assessment measures, etc. Appropriate updates must be submitted through the curriculum process, ensuring the course aligns with current curriculum needs.
- (7) This five-year deletion requirement does not apply to thesis, dissertation, preliminary, qualifying or comprehensive examinations, Directed Individual Studies (DIS), Honors, Research or Internship courses.
- (8) The university president shall annually certify to the university board of trustees that the university has complied with Section 1007.24, F.S.

~~(1) Any course not offered during any "eight regular semesters" will be deleted from the curriculum inventory unless there is justification for the retention. Justification for retention of a course includes: course curriculum is in process of being revised; prospective new or~~

~~visiting faculty have been employed to teach the course; course was not taught due to temporary staffing and/or budgetary problems; course is part of a graduate/undergraduate combination, one part of which has been taught in the required time frame; course is required for accreditation; or the course is a type of variable topic nature which needs to be available due to public or student interest. In addition to the justification for retention of course statement a department desiring to retain a course will provide a copy of the course outline/syllabus. If approved by the University Curriculum Committee the course will be placed on probation for one academic year. This does not apply to Directed Individual Studies (DIS), Honors, Research or Internship courses.~~

~~(2) For purposes of deletion of a course, "eight regular semesters" refers to Fall and Spring semesters only, or four academic years. If a course is not taught during the eight regular semesters but is taught during a summer term within the four academic years, that course shall not be subject to deletion.~~

~~(3) The President, or Dean of Faculty if designated by the President, shall annually certify to the Board of Governors Regents that the University has complied with the course review/deletion procedures.~~

Specific Authority BOG Regulation 1.001(3)(j)-, Reg. Procedure July 21, 2005 . Law Implemented FS. History–New 6-29-88. Amended



FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM III



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM III

February 27, 2025

SUBJECT: FSU-2.02413 Florida Prepaid College Program

PROPOSED COMMITTEE ACTION

Request to repeal FSU-2.02413 Florida Prepaid College Program

AUTHORITY FOR BOARD OF TRUSTEES ACTION

Board of Governors Regulation 1.001 (3) (j), (4); Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees

BACKGROUND INFORMATION

FSU-2.02413 addresses the Florida Prepaid College Program and was last amended in 2003. The specifics of the Florida Prepaid College Program are provided by statute (sections 1009.97 through 1009.988, FS) or administrative rule (Chapter 19B, Florida Administrative Code). Therefore, the request is to repeal FSU-2.02413, since the rules surrounding Florida Prepaid College Program are defined by the aforementioned statutes and administrative code.

ADDITIONAL COMMITTEE CONSIDERATIONS

None

Supporting Documentation Included: FSU-2.02413 Florida Prepaid College Program

Submitted by: Office of the Provost

~~FSU-2.02413 Florida Prepaid College Program.~~

~~(1) Students paying tuition and fees using the Florida Prepaid College Program must pay the balance, if any, before the fee payment deadline to avoid being charged a late payment fee.~~

~~(2) Students are responsible for paying any material and supply fees (also referred to as lab fees), the transportation-access fee, late fees, if assessed, and any other applicable fees not included in the Florida Prepaid College Program. Such fees must be paid by the fee payment deadline unless financial aid has been awarded to the student. Failure to pay such fees by the fee payment deadline will result in the late payment fee assessment.~~

~~Specific Authority BOG Regulation 1.001(3) (j); Reg. Procedure July 21, 2005, Law Implemented 1001.74(10), 1009.97 FS. History New 5-5-03.~~



FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM IV



FLORIDA STATE UNIVERSITY

BOARD OF TRUSTEES
Academic Affairs Committee

ACTION ITEM IV

February 27, 2025

SUBJECT: FSU-5.098 Textbook Adoption and Affordability

PROPOSED COMMITTEE ACTION

Request to amend FSU-5.098 Textbook Adoption and Affordability

AUTHORITY FOR BOARD OF TRUSTEES ACTION

Board of Governors Regulation 1.001 (3) (j), (4); Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees

BACKGROUND INFORMATION

The proposed revisions conform to the Board of Governors' regulations on the affordability, transparency, posting, and attestation of textbooks and instructional materials. The revisions add a provision that instructors must review all required course materials for each course they teach every semester and includes a definition of materials. The revisions also add that the textbook listing must be searchable by course subject, course number, course title, instructor name, title of textbook or instructional material, and author of textbook or instructional material; easily downloadable by current and prospective students; and include the syllabus for general education core courses. The title of the proposed regulation is changing to "Textbook and Instructional Materials Affordability and Transparency" to more accurately reflect the content of the regulation.

ADDITIONAL COMMITTEE CONSIDERATIONS

None

Supporting Documentation Included: FSU-5.098 Textbook Adoption and Affordability

Submitted by: Office of the Provost

FSU-5.098 Textbook Adoption and Instructional Materials Affordability and Transparency

(1) The Board of Trustees of Florida State University establishes the following procedures for approving and adopting textbooks and instructional materials and minimizing the cost of textbooks and instructional materials to students while maintaining the quality of their educational experience and continuing to ensure academic freedom.

(a) The term “materials” includes but is not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the instructor plans to assign to students to read and review in the course.

(b) Selection of instructional materials is an instructor’s responsibility, subject to a department’s role over curriculum. As much as possible, the selection of instructional materials should enable students to obtain the highest quality products at the lowest available price. Institutional initiatives for accomplishing this goal may include but are not limited to

1. Purchasing digital textbooks in bulk;

2. Expanding the use of open-access textbooks and instructional materials;

3. Providing rental options for textbooks and instructional materials;

4. Increasing the availability and use of affordable digital textbooks and learning objects;

5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks, and instructional materials;

6. Assessing the length of time that textbooks and instructional materials remain in use;

7. An evaluation of cost saving for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials; and

8. The use of innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers,

including bookstores, which must include an opt-in or opt-out provision for students and may be approved only if there is documented evidence that the options reduce the costs of the textbooks and instructional materials.

(~~a~~c) The Office of the Provost shall notify each college of the textbook and instructional material adoption deadline for each semester. The deadline shall be at least 45 days before the first day of class for each term.

(~~b~~d) ~~Not~~No later than ~~the beginning of course registration for each term~~45 days before the first day of class, the instructor or designee shall identify in the university's textbook assignment application the textbooks and instructional materials both required or recommended for use in each course section. This information will be available online to students through the textbook assignment application.

(~~e~~e) Upon accessing the website to enter this information, the instructor or designee shall confirm that

1. When making a choice between a new edition of a textbook and a previous edition, the instructor has determined that the new edition differs significantly and substantively from the previous edition and that, based ~~upon~~on this review, the adoption of the new edition is warranted; and

2. The instructor or department intends for students to use all instructional materials that are listed as required for a course. When requiring the purchase of a bundled package rather than one or more of its discrete parts, the instructor requires ~~actual student~~ use of substantially all of the items that the package contains ~~by the students~~.

(~~f~~f) The textbook listings shall include the following information: the international standard book number (ISBN), the author(s) listed, the title, the publisher, the edition number, the copyright and publication dates, and other relevant information necessary to identify the specific textbook or instructional material ~~both~~that is either required or recommended for each course.

(g) The textbook listings must

1. be searchable by the course subject, the course number, the course title, the name of the instructor of the course, the title of each assigned

textbook or instructional material, and each author of an assigned textbook or instructional material;

2. be easily downloadable by current and prospective students; and

3. for general education core courses identified pursuant to section 1007.25, Florida Statutes, must include the syllabus and contain the course curriculum; the goals, objectives, and student expectations of the course; and how student performance will be measured.

(h) Information in paragraphs (1)(f) and (g) must remain posted in a public, searchable database for at least five academic years.

(i) The University offers dual enrollment courses to eligible students from partner schools which are taught exclusively on the FSU main campus or Panama City branch campus. FSU instructors select all course textbooks and instructional materials in accordance with the Board of Governors regulation and best practices that may reduce the cost of dual enrollment course textbooks and instructional materials.

(ej) College deans will monitor compliance to ensure that each instructor has entered both the required or recommended textbooks and instructional materials by the deadlines established by the Provost. A request for an exception to the textbook adoption deadlines shall be submitted in writing to the Office of the Provost and shall provide a reasonable justification for the exception. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement.

(fk) The Provost or designee shall determine and report compliance with this regulation to the FSU Board of Trustees.

(fl) Determination of a student's ability to pay for instructional materials will be made through assessment by the Office of Financial Aid. The university shall make required and recommended textbooks and instructional materials for each course offering available to students who otherwise cannot afford the cost of the textbook. Students eligible for financial assistance may elect to have their FSU account credited with the approved funding so they may make textbook and instructional material purchases from the University Bookstore directly.

(2) The instructor of record must review all required course materials for each course they teach each semester.

(a) The instructor of record must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to students.

(b) The instructor of record must attest that the materials are appropriate for the course. If the materials for the course have been selected by someone other than the instructor of record, the individual responsible for selecting the materials for the course must complete this attestation.

(c) The Office of Faculty Development and Advancement is responsible for developing and implementing processes to ensure compliance with these requirements.

(23) The university board of trustees shall provide a report, by September 30 of each year, or as otherwise required by current law, to the Chancellor of the State University System, in a format determined by the Chancellor, that details:

(a) The selection process for ~~general education~~ courses with high enrollment;

(b) Specific initiatives of the institution ~~adopted~~ designed to reduce the cost of textbooks and instructional materials;

(c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;

(~~e~~) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year;

(e) Compliance with the required components of the textbook and instructional materials list in Florida Board of Governors Regulation 8.003;

(f) Attestation that all required materials have been reviewed each semester;
and

(~~g~~) Any additional information determined by the Chancellor.

(34) No employee of The Florida State University may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to make specific purchases.

However, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and both the outside activity requirements and conflict of interest restrictions set forth in the university's regulations and in collective bargaining agreements, an employee may receive:

- (a) Sample or instructor copies of textbooks or other instructional materials that cannot be sold if they are identified as samples and not for ~~sale~~resale;
- (b) Royalties or other compensation from the sales of textbooks and other instructional resources ~~of which he or she is the author or creator~~that include the instructor's own writing or work provided they follow institutional procedure for approval as outlined in the applicable Faculty Handbook;
- (c) Honoraria for academic peer review of course materials;
- (d) Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials; and
- (e) Training in the use of course materials and learning technologies.

(45) The Provost or designee is delegated authority to implement additional policies and procedures in furtherance of and consistent with the requirements set forth in herein, Florida Board of Governors Regulation 8.003, applicable law, and governing collective bargaining agreements.

Authority: BOG Regulations 1.001(3) (j), 8.003; Sections 1004.085 Florida Statutes, BOG Regulation Procedure July 21, 2005 History New 6-17-2009, Amended 2-19-2010, Amended 9-25-2017, 9-11-2020, XX-XX-XXXX