November 16, 2023 Academic Excellence and Student Success Committee

Board of Trustees
Live Oak Event Center
Nov 16, 2023 9:00 AM - 10:30 AM EST

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November 16, 2023 Academic Excellence and Student Success Committee

Board of Trustees
Nov 16, 2023 9:00 a.m. to Nov 16, 2023 10:30 a.m.
Live Oak Event Center

Meeting Details: https://youtube.com/live/egO4OEQLT7o?feature=share
Conference Call Number: +1 929 205 6099
Meeting ID: 916 9962 4851
Passcode: 874420

Agenda

I. Agenda

Call to Order and Welcome
Presenter: Tiffany Altizer, Chair, Academic Excellence and Student Success Committee

Roll Call
Presenter: Juan Lugo, Operations Manager

II. Minutes of the September 27, 2023 meeting
Presenter: Chair Altizer

III. Reports

IV. Action

A. AESC - 1 Tenure with Hire
Presenters: Michael Johnson, Provost and Executive Vice President for Academic Affairs, Jana Jasinski, Vice Provost for Faculty Excellence

B. AESC - 2 Research Institutes and Centers Annual Reports
Presenter: Winston Schoenfeld, Interim Vice President for Research and Innovation

C. AESC - 3 New Degree Program Proposal – M.S. in Health Sciences
Presenter: Timothy Letzring, Vice Provost for Academic Affairs

D. AESC - 4 New Degree Program Proposal – M.S. in Robotics and Autonomous Systems
Presenter: Timothy Letzring

E. AESC - 5 Conferral of Degrees
Presenter: Michal Johnson

V. Discussion

A. DISC - 1 University Planning Structure
Presenter: Michael Johnson

B. DISC - 2 Academic Advising for Student Success
Presenters: Michael Johnson, Paul Dosal, Senior Vice President for Student Success

VI. Information

A. INFO - 1 Strategic Metrics Update

Presenters: Michael Johnson, Paige Borden, Chief Analytics Officer

B. INFO - 2 Research Institutes and Centers 5 and 7-Year BOG Evaluations

Presenter: Winston Schoenfeld

C. INFO - 3 Accreditation Quarterly Update

Presenter: Timothy Letzring

D. INFO - 4 New Degree Program Process Overview

Presenter: Timothy Letzring

VII. New Business

VIII. Adjournment

UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees
Academic Excellence and Student Success Committee
September 27, 2023
MINUTES

CALL TO ORDER

Trustee Tiffany Altizer, chair of the Academic Excellence and Student Success Committee, called the meeting to order at 12:30 p.m.

In addition to Chair Altizer, committee members present were Trustees Joseph Conte, Brandon Greenaway, Stephen King and Caryl McAlpin. Board of Trustees Chair Alex Martins, Vice Chair Harold Mills and Trustee Bill Christy also joined the meeting.

MEETING MINUTES

Trustee Greenaway motioned to approve, and Trustee McAlpin seconded. The committee unanimously approved the meeting minutes of February 23, 2023.

REPORTS

Student Government President Report (DISC-1)

Trustee Brandon Greenaway, Student Body President, presented the five areas of focus for the Student Government administration: academic advising, mental health, food insecurity, student safety and resource availability. He discussed opportunities for improvement and outlined ongoing efforts underway in his administration to address these. The committee shared the importance of focusing on these areas to ensure student success.

Faculty Senate Chair Report (DISC-2)

Trustee Stephen King, Faculty Senate Chair, presented the mission, structure and priorities of the Faculty Senate for the academic year. Priorities for the academic year include: promoting Faculty Success, retaining current faculty and staff, addressing impediments to hiring faculty, developing artificial intelligence (AI) fluent graduates and, utilizing AI to enhance scholarship and research. Trustee King explained the role of the Faculty Senate in shared governance at UCF and the need to adapt to a changing environment.

ACTION

At Chair Altizer's request, Youndy Cook, Vice President and General Counsel, confirmed there were no disclosures of conflict of interest from the trustees.

Tenure with Hire (AESC-1)

Provost Johnson sought tenure with hire approval for two highly qualified faculty members who come with proven track records and clear plans and trajectories for continued success at UCF. Hiring senior faculty allows the university to rapidly advance academic excellence.

Trustee McAlpin motioned and Trustee King seconded. Tenure with hire for the faculty members was unanimously recommended for approval.

2023 Textbook and Instructional Materials Affordability Report (AESC-2)
Dr. Timothy Letzring, Vice Provost for Academic Affairs, presented the 2023 Textbook and Instructional Materials Affordability Report, required annually by Florida Status 1004.085. He noted that UCF has been compliant for four straight years, with 97.5% adoption in Fall 2022 and 97.7% in Spring 2023. He also highlighted student savings initiatives, like the Library Resource Program and Open Educational Resources, which led to millions in student savings and increased over last year's savings.

Trustee Greenaway motioned and Trustee Conte seconded. The 2023 Textbook and Instructional Materials Affordability Report was unanimously recommended for approval.

Self-Supporting and Market Tuition Rate Program Report (AESC-3)
Dr. Timothy Letzring presented the Self-Supporting and Market Rate Tuition Rate Program Report, required annually by Board of Governors Regulation 8.002. UCF has 13 approved market-rate programs and five self-supporting programs, all at the graduate level. UCF has not added a new market rate or self-supporting program since 2016, and the State University System has not approved a new market rate program since 2015. Four of the 18 total programs with this designation are currently suspended for varying reasons: M.S. in Engineering Management, Graduate Health Information Administration Certificate, Management MSM, Entrepreneurship Track, and Nonprofit Management MNM and Nonprofit Management Graduate Certificate.

Trustee King motioned and Trustee Greenaway seconded. The Self-Supporting and Market Tuition Rate Program Report was unanimously recommended for approval.

Academic Excellence and Student Success Committee Charter (AESC-4)
Chair Altizer presented the Academic Excellence and Student Success Committee Charter. The charter is reviewed annually, and changes are recommended as needed. The update presented includes changes to reflect the current organizational structure at UCF. The charter was last updated in 2021 when the Committee was established.

Trustee Conte motioned and Trustee King seconded. The Academic Excellence and Student Success Committee Charter was unanimously recommended for approval.

DISCUSSION
UCF Research Enterprise Plan & Research and Development (DISC-3)
Dr. Winston Schoenfeld, Interim Vice President for Research and Innovation, presented an early partial draft of the inaugural Research Enterprise Plan. He presented the 12 current initiatives included in the plan and the need to create action plans for each, including detailed outcomes and measures, initiative leads, and timelines and resources. Dr. Shoenfeld expects a final draft will be completed by the end of the Fall 2023 term. Trustees highlighted the need for prioritization of initiatives and to determine the resources needed. There was also discussion on identifying a mechanism to measure progress and the involvement of students in this process.

Rhonda Bishop, Vice President for Compliance, Ethics and Risk, presented an overview of the assessment for improvement in the capture of research and development (R&D) expenditures to the National Science Foundation Higher Education Research and Development Survey (NSF HERD). She presented a list of expenditures that can and cannot be included in R&D expenditure reporting. The assessment, in part, determined a need to utilize existing systems to fully capture all applicable expenditures and develop training, content and webpages toward these efforts. Opportunities exist for UCF to report additional applicable expenditures that have not been previously reported, allowing the university to get closer to the goal of $350 million per year in R&D expenditures by 2027.

INFORMATION

Four information items were included in the committee's meeting materials: 1) FY2024 Work Plan Review (INFO-1), 2) Strategic Metrics Update (INFO-2), 3) Accreditation Quarterly Report (INFO-3) and 4) UCF Policy UCF-4-410 Comprehensive Post Tenure Review (INFO-4). Trustees were instructed to direct any questions on these items to Dr. Paige Borden, Chief Analytics Officer.

NEW BUSINESS

No new business was brought before the committee.

ADJOURNMENT

Chair Altizer adjourned the Academic Excellence and Student Success Committee meeting of September 27, 2023, at 1:59 p.m.

Reviewed by: _____ _____

Tiffany Altizer — Date

Chair, Academic Excellence and Student Success Committee

Submitted by: _____ _____

Michael A. Kilbride — Date

Associate Corporate Secretary

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

AESC-1 - Tenure with Hire

Proposed Board Action

The Academic Excellence and Student Success Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of the proposed individual for tenure with hire.

Authority for Board of Trustees Action

UCF 3.015(4)(a)4 – Promotion and Tenure of Tenured and Tenure-earning Faculty

Supporting Documentation Included

Attachment A: Tenure with Hire Justification

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs
Jana Jasinski, Vice Provost for Faculty Excellence and Pegasus Professor of Sociology

Tenure with Hire

EXECUTIVE SUMMARY

Objective

In adherence to university regulation 3.015, this item will consider the proposal to grant tenure with hire to the faculty candidates outlined in Attachment A.

Summary of Key Observations/Recommendations

- Faculty members have normally earned tenure at their previous institution. For others, tenure is part of the hiring package when senior faculty members are hired for administrative positions.
- Department faculty members and the university's administrative officers have approved granting tenure to one individual:
  - Nolan Kline, Associate Professor, Department of Population Health Sciences, College of Medicine

Additional Background

In accordance with university regulation 3.015, the recommendation of a faculty member for tenure shall signify that the president and the Board of Trustees believe that the employee will continue to make significant and sustained professional contributions to the university and the academic community.

The market for these faculty is highly competitive, and one of the fundamental requirements for UCF to compete and attract top faculty is a tenure system.

The primary purpose of tenure is to protect academic freedom. The award of tenure shall provide annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

Rationale

The UCF Strategic Plan outlines the university's goal to recruit and retain 2,100 FTE faculty by 2027. Tenure with hire aligns with this goal by facilitating the recruitment and retention of high-caliber faculty and supporting heightened academic outcomes and research activity enhancement.

Implementation Plan

If approved, tenure is granted upon the successful hiring of the faculty member and approval from the Board of Trustees.

Resource Considerations

Faculty are considered employees of the university, and like other employees, compensation is negotiated during the hiring process. Recommendations for tenure are considered independently from compensation. Faculty who are awarded tenure will have annual reappointment until voluntary resignation, retirement, removal for just cause, or layoff.

Conclusion

Recommend approval of the proposed individual for tenure with hire.

Attachment A

Tenure with Hire Justification
Board of Trustees Meeting
November 16, 2023

Nolan Kline, Associate Professor
College of Medicine, Department of Population Health Sciences
CV: https://bot.ucf.edu/wp-content/uploads/sites/5/2023/10/Kline-Nolan_Tenure_CV_Redacted.pdf

Dr. Kline received his PhD in medical anthropology from the University of South Florida. He came to UCF from the University of North Texas Health Science Center where he was a faculty in the Department of Health Behavior and Health Systems. At UCF he will join the Infectious Disease and Travel Health Initiative. Dr. Kline's research interests include disease transmission through social networks and migration, vaccine research and hesitancy, and evaluation of travel and migration related policies. He has extensive teaching experience at both the undergraduate and graduate levels including courses in Community Health, Qualitative Methods, Medicine and Culture, Human Rights, and Global Health. Dr. Kline has received external funding from the National Institutes of Health, the National Science Foundation, and the US Department of Health. In addition to his Rutgers University Press published book, he has published over 40 peer-reviewed journal articles. The Department of Population Health Sciences and the College of Medicine support the recommendation for tenure with hire.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

AESC-2 - Research Institutes and Centers Annual Reports

Proposed Board Action

The Academic Excellence and Student Success Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of the Institute & Centers Annual Reporting Data Request Template ("BOG IC Annual Report") for submission to the Board of Governors.

Authority for Board of Trustees Action

Board of Governors Regulation 10.015

Supporting Documentation Included

Attachment A: BOG IC Annual Report
Attachment B: Individual FY2022-2023 Research Institutes and Center Annual Reports*
*(*Please click the links below to access the individual reports)*

- FY2023 Advanced Materials Processing and Analysis Center (AMPAC): AMPAC Report
- FY2023 Biomolecular Science Center (BSC): BSC Report
- FY2023 Center for Autism and Related Disabilities (CARD): CARD Report
- FY2023 Center for Community Schools (CCS): CCS Report
- FY2023 Center for Research and Education in Optics and Lasers (CREOL): CREOL Report
- FY2023 Center for the Study of Human Trafficking and Modern Slavery (HTMS): HTMS Report
- FY2023 Dick Pope Sr. Institute for Tourism Studies (DPITS): DPITS Report
- FY2023 Environmental Systems Engineering Institute (ESEI): ESEI Report
- FY2023 Executive Development Center (EDC): EDC Report
- FY2023 Florida Canada Linkage Institute (FCLI): FCLI Report
- FY2023 Florida Center for Students with Unique Abilities (FCSUA): FCSUA Report
- FY2023 Florida Eastern Europe Linkage Institute (FEELI): FEELI Report
- FY2023 Florida Solar Energy Center (FSEC): FSEC Report

- FY2023 Florida Space Institute (FSI): FSI Report
- FY2023 Institute for Simulation and Training (IST): IST Report
- FY2023 Institute for Social and Behavioral Science (ISBS): ISBS Report
- FY2023 Institute of Exercise, Physiology and Rehabilitation Sciences (IEPRS): IEPRS Report
- FY2023 National Center for Forensic Science (NCFS): NCFS Report
- FY2023 National Center for Integrated Coastal Research (NCICR): NCICR Report
- FY2023 Resilient, Intelligent and Sustainable Energy Systems (RISES): RISES Report
- FY2023 Small Business Development Center (SBDC): SBDC Report
- FY2023 Toni Jennings Exceptional Education Institute (TJEEI): TJEEI Report
- FY2023 UCF RESTORES: RESTORES Report

Attachment C: New Addition to State Institute and Center Registry*

*(*Please click the link below to access the individual reports)*

Resilient, Intelligent, and Sustainable Energy Systems Center (RISES): RISES Request

Facilitators/Presenters

Winston Schoenfeld, Interim Vice President for Research and Innovation

Research Institutes and Centers Annual Report

EXECUTIVE SUMMARY

Objective

In accordance with Florida Board of Governors (BOG) Regulation 10.015, the university is required to annually report to the BOG on expenditure information for the prior fiscal year for state reporting institutes and centers, in the state-provided Institute & Centers Annual Reporting Data Request Template ("BOG IC Annual Report").

Summary of Key Observations/Recommendations

- The FY23 BOG IC Annual Report has been completed for UCF Institutes and Centers
- Individual annual reports from UCF Institutes and Centers are provided for reference
- New addition to state institute and centers registry: Resilient, Intelligent, and Sustainable Energy Systems Center (RISES)
- Recommendation: Board approval of the FY23 BOG IC Annual Report

Additional Background

Per Florida BOG regulation 10.015, the completed BOG IC Annual Report must be approved by the Board of Trustees prior to submission to the Board of Governors. UCF completes this report template using data taken from the annual reports from the individual institutes and centers.

Rationale

The university is committed to adhering to BOG Regulation 10.015 and ensuring the fiscal responsibility of UCF research institutes and centers.

Implementation Plan

Submission of the approved report to the BOG by December 1, 2023

Resource Considerations

N/A

Conclusion

The BOG IC Annual Report is required to be submitted to the BOG by December 1, annually. The report includes expenditure information associated with UCF's institutes and centers for fiscal year 2023. Upon Board approval, the BOG IC Annual Report will be submitted to the Board of Governors.

Annual Reporting Template Instructions
FY 2022-2023

Please complete the contact information on the right.

Tab

***Tab"1-AnnualReporting"** : Please enter information for columns 5B to Column 14 for all I&Cs*

***Tab"2-COE Reporting":** Please enter information for columns 6-9 for all Centers of Excellence*

***Tab "3-Additional I&C":** If applicable, please enter information for any new I&Cs not captured in tab "1-AnnualReporting"*

Contact Information	
Institution Name:	**University of Central Florida**
Preparer's Name:	**Kelley Santalla**
Preparer's Email:	kelley.santalla@ucf.edu

1-Annual Reporting	**Please complete Column 5B - Column 14 for all I&Cs**	
	1. Institution Name	This column should be used to filter the data for the specific institution completing the template.
	2. Center Type	Identifies the center as a " Center of Excellence" , "State of Florida" or "University" I&C. This designation is determined by the host institution at the inception of the center
	3. Center Code	Identifies the code assigned to the center or institute as assigned by the BOG. If there is a discrepancy here please indicate this in the comments section of the spreadsheet.
	4. Center Name	Identifies the C&I name
	5A. Center Status (Board Records)	Identifies the C&I activity status as "Active", "Inactive", or "Terminated/Disbanded" as of July 2023 in Board records.
	5B. Center Status (Institution)	Identifies the C&I activity status as "Active", "Inactive", or " Terminated/Disbanded" based on what the institution has on file. This should be used to provide updates to the board office regarding the status of institutional I&C's. Should there be a discrepancy, please submit the appropriate documents with the DRS response and indicate this in the comment section of the spreadsheet. Drop down is provided
	6.Total FY 2022-23 Expenditures	Total expenditures for all C&I's identified as active during the specified reporting term. Expenditure total should include contracts & grants, E&G state funds, trust funds, and fees for service.
	7. Expenditures: State & E&G	Total expenditures from E&G and/or state funds for all C&I's identified as active during the specified reporting term.
	8. Expenditures: Contracts & Grants	Total expenditures from contracts and grants for all C&I's identified as active during the specified reporting term.
	9. Expenditures: Fees for Service	Total expenditures from fees for services for all C&I's identified as active during the specified reporting term.
	10. Expenditures: Private and Trust Funds	Total expenditures from private and trust funds for all C&I's identified as active during the specified reporting term.
	11. Staff / Faculty FTE	Identify the total FTE for all faculty and staff directly associated with the operation of the C&I as of June 30, 2023.
	12. Year of Most Recent Evaluation	Indicate the year the most recent assessment/evaluation performed pursuant to BOG Regulation 10.015. This column should be completed for all C&I's identified as active or inactive in the template.
	13. Year of Prior Evaluation	Indicate the year an evaluation/assessment was performed pursuant to BOG Regulation 10.015, ahead of the evaluation identified in column 12. This column should be completed for all I&C's identified as active or inactive in the template.
	14. Rational for Missing Evaluations	For all missing evaluations please provide a rational
2-COE Reporting	**Please complete all columns 6-9 for all Centers of Excellence**	
	1. Institution Name	This column should be used to filter the data for the specific institution completing the template.
	2. Center Type	The column is pre-filtered to only include Centers of Excellence
	3. Center Code	Identifies the code assigned to the center or institute as assigned by the BOG. If there is a discrepancy here please indicate this in the comments section of the spreadsheet.
	4. Center Name	Identifies the Center of Excellence name
	5. Established Year	Provides the year the center of excellence was created
	6. Cumulative Total State Funds Received	Total state funds received since the center was created
	7. Cumulative Total Non-State Funds Received	Total non-state funds received since the center was created
	8. Fiscal Year State Funds Received	Total non-state funds received for the specified reporting term
	9. Fiscal Year Non-State Funds Received	Total state funds received for the specified reporting term
3-Additional I&C	**Please complete all columns for any I&Cs not captured in the Annual Reporting (i.e., If a new I&C was opened and is not in the Board's inventory for Sheet 1-AnnualReporting, please update the information on this sheet)**	
	1. Center Type	Identifies the center as a " Center of Excellence" , "State of Florida" or "University" I&C. This designation is determined by the host institution at the inception of the center
	2. Center ID Number	Identifies the code assigned to the center or institute as assigned by the BOG. If there is a discrepancy here please indicate this in the comments section of the spreadsheet.
	3. Center Name	Identifies the C&I name
	4. Center Status	Identifies the C&I activity status as "Active", "Inactive", or "Terminated/Disbanded" as of July 2023.
	5. Established Year	Year the center was established
	6. Total FY Expenditures	Total expenditures for all C&I's identified as active during the specified reporting term. Expenditure total should include contracts & grants, E&G state funds, trust funds, and fees for service.
	7. Expenditures from State and E&G Funds	Total expenditures from E&G and/or state funds for all C&I's identified as active during the specified reporting term.
	8. Expenditures from Contracts & Grants	Total expenditures from contracts and grants for all C&I's identified as active during the specified reporting term.
	9. Expenditures from Fees for Service	Total expenditures from fees for services for all C&I's identified as active during the specified reporting term.
	10. Expenditures from Private & Trust Funds	Total expenditures from private and trust funds for all C&I's identified as active during the specified reporting term.
	11. Cumulative Total State Funds Received	Total state funds received since the center was created-Centers of Excellence only
	12. Cumulative Total Non-State Funds Received	Total non-state funds received since the center was created-Centers of Excellence only
	13. Fiscal Year State Funds Received (FY2022-23)	Total non-state funds received for the specified reporting term-Centers of Excellence only
	14. Fiscal Year Non-State Funds Received (FY2022-23)	Total state funds received for the specified reporting term-Centers of Excellence only

I&C Information						Expenditure Information (Fiscal Year 2022-2023)					Staff/Faculty (FY 2022-2023)	Evaluation Information		
1. Institution Name	2. Center Type	3. Center Code	4. Center Name	5A. Center Status (Board Records)	5B. Center Status (Institution)	6.Total FY 2022-23 Expenditures	7. Expenditures: State & E&G	8. Expenditures: Contracts & Grants	9. Expenditures: Fees for Service	10. Expenditures: Private and Trust Funds	11. Staff / Faculty FTE	12. Year of Most Recent Evaluation	13. Year of Prior Evaluation	14. Rational for Missing Evaluations
University of Central Florida	University	70.0040	Executive Development Center	Active	Active	$ 4,504,545.00	$ -	$ -	$ 4,504,545.00	$ -	19.00	2019	2012	
University of Central Florida	University	70.0050	Center for Research and Education in Optics and Lasers (CREOL)	Active	Active	$ 23,200,226.00	$ 9,692,929.00	$ 12,280,490.00	$ -	$ 1,226,807.00	46.38	2019	2013	
University of Central Florida	University	70.0060	Dick Pope Sr. Institute for Tourism Studies	Active	Active	$ 76,885.00	$ 76,885.00	$ -	$ -	$ -	1.14	2020	2012	
University of Central Florida	University	70.0070	Environmental Systems Engineering Institute	Active	Active	$ 50,002.00	$ -	$ -	$ 50,002.00	$ -	0.26	2019	2012	
University of Central Florida	University	70.0090	Institute for Simulation and Training	Active	Active	$ 17,663,638.00	$ 2,956,704.00	$ 14,706,934.00	$ -	$ -	51.25	2022	2014	
University of Central Florida	University	70.0100	Institute for Social and Behavioral Sciences	Active	Active	$ 155,000.00	$ 155,000.00	$ -	$ -	$ -	0.33	2018	2013	
University of Central Florida	University	70.0240	Institute of Exercise Physiology and Rehabilitation Sciences	Active	Active	$ 8,951.00	$ 8,951.00	$ -	$ -	$ -	0.25	2020	2012	
University of Central Florida	University	70.0310	Biomolecular Science Center	Active	Active	$ 5,492,219.00	$ 2,408,575.00	$ 3,083,644.00	$ -	$ -	13.75	2016	2013	
University of Central Florida	University	70.0320	Advanced Materials Processing and Analysis Center (AMPAC)	Active	Active	$ 1,490,728.84	$ 523,326.35	$ 967,402.49	$ -	$ -	3.31	2020	2013	
University of Central Florida	University	70.0360	~~University of Central Florida Center for Forensic Science~~ National Center for Forensic Science-(NCFS)	Active	Active	$ 1,747,154.00	$ 953,542.00	$ 668,067.00	$ 958.00	$ 124,587.00	5.72	2019	2013	See Column D - Per FY 2021-2022 Report of Name Change (not captured on this year's sheet)
University of Central Florida	University	70.0370	UCF Restores	Active	Active	$ 3,021,249.12	$ 475,857.35	$ 2,515,578.42	$ 3,606.26	$ 26,207.09	12.49	N/A	N/A	Center is <7 Years Old and is scheduled for first evaluation in 2024
University of Central Florida	University	70.0380	Center for the Study of Human Trafficking and Modern Slavery	Active	Active	$ 12,000.00	$ 12,000.00	$ -	$ -	$ -	0.00	N/A	N/A	Center is <7 Years Old and was scheduled for first evaluation in 2024 - Director is retiring and Center has been moved to Rosen College with new oversight Strategic plan going forward included in this year's report
University of Central Florida	University	70.0390	National Center for Integrated Coastal Research	Active	Active	$ 1,393,244.00	$ 621,932.00	$ 771,312.00	$ -	$ -	5.56	N/A	N/A	Center is <7 Years Old and is scheduled for first evaluation in 2024
University of Central Florida	University	70.8070	Florida-Canada Linkage Institute	Active	Active	$ 11,988.75	$ 11,988.75	$ -	$ -	$ -	0.25	2019	2012	
University of Central Florida	University	70.8080	Florida-Eastern Europe Linkage Institute	Active	Active	$ 11,988.75	$ 11,988.75	$ -	$ -	$ -	0.25	2019	2012	
University of Central Florida	University	70.9114	Small Business Development Center (Affiliate)	Active	Active	$ 3,076,222.00	$ 539,232.00	$ 2,503,215.00	$ 28,775.00	$ 5,000.00	10.00	2022	2019	
University of Central Florida	University	70.9120	Florida Solar Energy Center	Active	Active	$ 8,657,334.46	$ 2,867,617.28	$ 4,421,728.56	$ 1,317,240.54	$ 50,748.08	45.80	2022	2015	
University of Central Florida	University	70.9200	Florida Space Institute (FSI)	Active	Active	$ 2,653,706.00	$ 952,224.00	$ 1,701,482.00	$ -	$ -	19.00	2021	2014	
University of Central Florida	CoExcellence	99.9999	Florida Photonics Center of Excellence (FPCE)	Active	Active	N/A	N/A	N/A	N/A	N/A	N/A	2014	2006	FPCE Reports under the umbrella of CREOL starting in FY2021-2022
University of Central Florida	CoExcellence	99.9999	COE Townes Laser Institute	Active	Active	N/A	N/A	N/A	N/A	N/A	N/A	2014	N/A	TLI Reports under the umbrella of CREOL starting in FY2021-2022

INSTITUTE & CENTERS (I & C) ANNUAL REPORTING DATA REQUEST TEMPLATE

Please Provide the Information Requested for each Active Center of Excellence

Add rows for additional Centers of Excellence, as necessary

1. Institution Name	2. Center Type	3. Center Code	4. Center Name	5. Established Year	6. Cumulative Total State Funds Received	7. Cumulative Total Non-State Funds Received	8. Fiscal Year State Funds Received	9. Fiscal Year Non-State Funds Received
University of Central Florida	CoExcellence	99.9999	Florida Photonics Center of Excellence (FPCE)	2003	$ 10,000,000.00	$ 107,364,995.00	$ -	$ 3,664,277.00
University of Central Florida	CoExcellence	99.9999	COE Townes Laser Institute	2007	$ 4,500,000.00	$ 79,634,786.00	$ -	$ 3,227,058.00

INSTITUTE & CENTERS (I & C) ANNUAL REPORTING DATA REQUEST TEMPLATE

Please Provide the Information Requested for each I&C not captured in the 1-Annual Reporting tab

I&C Information					Expenditure Information (Fiscal Year 2022-2023) All I&Cs								
1. Center Type	2. Center ID Number	3. Center Name	4. Center Status	5. Established Year	6. Total FY Expenditures	7. Expenditures from State and E&G Funds	8. Expenditures from Contracts & Grants	9. Expenditures from Fees for Service	10. Expenditures from Private & Trust Funds	11. Cumulative Total State Funds Received	12. Cumulative Total Non-State Funds Received	13. Fiscal Year State Funds Received (FY2022-23)	14. Fiscal Year Non-State Funds Received (FY2022-23)
State of Florida	70.9211	Florida Center for Students with Unique Abilities (FCSUA)	Active	2016	$ 15,574,828.83	$ 3,960,543.20	$ 11,614,285.63	$ -	$ -	N/A	N/A	N/A	N/A
State of Florida	70.9212	Center for Autism and Related Disabilities (CARD)	Active	1998	$ 1,640,097.00	$ -	$ 1,631,396.00	$ -	$ 8,701.00	N/A	N/A	N/A	N/A
State of Florida	70.9213	Center for Community Schools (CCS)	Active	2015	$ 6,022,368.00	$ -	$ 6,022,368.00	$ -	$ -	N/A	N/A	N/A	N/A
State of Florida	70.9214	Toni Jennings Exceptional Education Institute (TJEEI)	Active	2000	$ 2,100,644.82	$ 555,228.71	$ 1,545,416.11	$ -	$ -	N/A	N/A	N/A	N/A
University	Not Assigned - Awaiting BOG Acceptance	Resilient, Intelligent and Sustainable Energy Systems (RISES) Center	Active	2021	$ 787,377.72	$ 711,067.26	$ 76,310.46	$ -	$ -	N/A	N/A	N/A	N/A

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

AESC-3 - New Degree Program Proposal - M.S. in Health Sciences

Proposed Board Action

The Academic Excellence and Student Success Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of the new degree program proposal for the M.S. in Health Sciences.

Authority for Board of Trustees Action

Board of Governors Regulation 8.011; UCF Regulation 2.040 Development, Approval, Termination, and Suspension of Degree Programs

Supporting Documentation Included

Attachment A: M.S. in Health Sciences
Attachment B: Request to Offer New Degree Program - M.S. in Health Sciences*
(*Please click the link below to access the full request)*

- Request to Offer A New Degree Program – M.S. in Health Sciences: Full Request

Attachment C: Analysis Summary for New Degree Program Authorization - M.S. in Health Sciences

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs

New Degree Program Proposal – M.S. in Health Sciences

EXECUTIVE SUMMARY

Objective

The purpose of the Master of Science in Health Sciences is to produce graduates to fill positions as health education/health promotion specialists. These graduates will be adept at translating scientific research into practice to promote healthy lifestyles and environments with the goal of providing and directing services aimed at reducing chronic disease risk and ameliorating the impact that existing chronic diseases/disorders have on individuals and communities. Improving health outcomes of individuals and communities is critical as it reduces 1) premature death and disability; 2) the financial and human costs of medical treatment; 3) the economic burden on individuals, families, employers, and society due to decreased worker productivity, lost wages, and the cost of government-funded medical programs.

Summary of Key Observations/Recommendations

- The proposal outlines the plan for a master's degree program that includes thesis and non-thesis options and meets the competencies needed for eligibility as a Certified Health Education Specialist and a Certified Health and Wellness Coach.
- The proposed program capitalizes on existing strengths of the College of Health Professions (CHPS), Academic Health Sciences Center (AHSC), other institutes and centers at the institution, and the unit's existing undergraduate program, one of the largest at UCF.
- The workforce demand and need are well documented.
- Strong alignment with State University System (SUS), UCF, CHPS, and AHSC missions, strategic plans, and priorities is evident.
- There is an abundance of input and collaboration demonstrating strong institutional planning and approval, including letters of support from internal and external stakeholders.
- Minimal library, equipment, and space needs and minimal fiscal impact.
- Strong evidence exists that faculty provide excellent teaching, research, and service to students and the professional community.
- The curriculum and course syllabi are approved at the college and university levels.
- An analysis summary by UCF Graduate Council Program Review and Awards Committee concluded 7 out of 8 BOG criteria were "met with strength," and 1 criterion was "met."

Additional Background

The Master of Science in Health Sciences will prepare students to address human health in ways that serve an unmet need in graduate offerings at UCF and the region and complement existing graduate degree programs in CHPS and the AHSC. Graduates of this program will be equipped to employ strategies to support positive lifestyle changes among healthy and chronically ill individuals and populations; use data to identify community needs; develop, direct, and evaluate public health education programs and health promotion screenings and campaigns designed to maximize and maintain healthy lifestyles for individuals, families, and communities/vulnerable groups; serve as a resource for other health professionals and community workers; advocate for

improved health promotion policies, services, and resources; plan, develop, and implement health-related research proposals; and conduct systematic reviews and meta-analyses to evaluate and assess research findings for translation into practice. Their roles may be carried out in federal, state, and local health-related agencies; inpatient/outpatient healthcare facilities; non-governmental health organizations; schools and universities; and the private sector.

The program plans to attract students from its undergraduate program. In fact, 80% (n=488 out of 560) of Health Sciences juniors and seniors who completed an anonymous survey expressed interest in the program as described. In partnership with Orlando Health Care Services, the program will also provide an avenue for students in the VAHCS dietetic internship program to earn a master's degree. A master's degree is needed to meet the new eligibility requirements for taking the national credentialing exam for registered dietitian nutritionists (RDN). The requirement to complete a master's degree and a post-baccalaureate dietetic internship is effective January 2024.

Rationale

The overarching goal of this program aligns with national, state, and university-level goals. Nationally, a key focus of the US Department of Health and Human Services Healthy People 2030 initiative is well-being and the need to address emerging health concerns and ongoing chronic disease issues such as heart disease, diabetes, and obesity. Developing the health and wellness industry workforce is a top priority nationwide, as the health of a population directly impacts worker productivity and economic development. "Health" is also defined as a category in which there is a critical workforce need (Florida Board of Governors SUS 2025 Strategic Plan). Prevention and early intervention strategies, such as those provided by health education/health promotion specialists, play an important role in improving health. The UCF Strategic Plan lists "health and human performance" as one of five focus areas. A priority initiative under "student success and well-being" is expanding the "breadth of professional master's degrees and graduate certificates to meet the specialized workforce needs of the region and state."

Implementation Plan

Upon approval of the proposal, the unit will initiate the following:

Spring 2024 or sooner depending on timing of approval	▪ Appoint graduate program director ▪ Develop and distribute marketing materials, including website development ▪ Develop Health Sciences Graduate Handbook, policies, and procedures ▪ Develop memorandum of understanding with Orlando VAHCS dietetic internship ▪ Schedule Fall 2024 and Spring 2025 course offerings and faculty assignments ▪ Fully develop content for all courses to align with approved syllabi ▪ Initiate process to be a National Health & Wellness approved provider ▪ Review applications and make selections
Summer 2024	▪ Develop Institutional Effectiveness Plan ▪ Finalize preparations; initiate creation of an advisory council
Fall 2024	▪ Begin first semester of MS in Health Sciences degree program ▪ Schedule courses and teaching assignments for Summer 2025 through Spring 2026 ▪ Evaluate and refine materials and operations - ongoing

Resource Considerations

Reallocation of the E&G budget will be used to fund the program. The fiscal impact of the proposed program is minimal as the expertise and courses to be offered build on faculty already in place in the undergraduate degree program. The program is projected to break even or generate minimal excess revenue by the fourth or fifth year of operation.

Conclusion

There is evidence of strong workforce demand for this program based on BLS data, Florida Department of Economic Development projections, job postings, and letters of support from employers locally and throughout the State of Florida, and there is strong student interest. There is also solid evidence of alignment of the program with the UCF, SUS, UCF AHSC, and CHPS missions and strategic plans. The projected fiscal impact of the program is minimal. The proposed program has letters of support from internal and external stakeholders all of which offer support and deny conflict of interest, including support from the only program in the SUS that offers a degree program with overlap. The proposal was judged to meet all BOG criteria, with 7 out of 8 criteria rated as “met with strength.” Based on the evidence outlined here and in the full proposal, the recommendation is to approve this program.

M.S. - Health Sciences

- Review the new program process.
  - INFO-4
- MS in Health Science started development after the creation of the new College of Health Profession and Sciences but stalled during COVID.
- A meeting with the Veterans Health Care Administration discovered the VA had a need to fill heath specialist positions, specifically a need for registered dietitian nutritionists.
- We recognized our ability to assist them in that need and resurrected the program proposal.
- Subsequent research confirmed broader need for the program resulting in it moving through the faculty governed process.

M.S. - Health Sciences

- Clear support from industry leaders including
  - Department of Veterans Affairs
  - Advent Health
  - Florida Health
  - Orlando Health
- Designed to prepare graduates to fill positions as health education/health promotion specialists.
- In addition to employer need, research also showed demand from potential students.

STATE UNIVERSITY SYSTEM OF FLORIDA

State University System of Florida Board of Governors

REQUEST TO OFFER A NEW DEGREE PROGRAM

In accordance with Board of Governors Regulation 8.011

(Please do not revise this proposal format without prior approval from Board staff)

University of Central Florida
Institution Submitting Proposal

College of Health Professions & Sciences
Name of College(s) or School(s)

Health Sciences
Academic Specialty or Field

51.2207
Proposed CIP Code (2020 CIP)

Fall 2024
Proposed Implementation Term

Department of Health Sciences
Name of Department(s)/Division(s)

Master of Science in Health Sciences
Complete Name of Degree

Proposed Program Type

☒ **E&G Program**

☐ **Market Tuition Rate Program**

☐ **Self-Supporting Program**

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary financial resources and the criteria for establishing new programs have been met before the program's initiation.

Date Approved by the University Board of Trustees

Board of Trustees Chair's Signature **Date**

Alexander Cartwright — Digitally signed by Alexander Cartwright Date: 2023.10.24 10:59:37 -04'00' — 10/24/2023

President's Signature **Date**

Michael D. Johnson — Digitally signed by Michael D. Johnson Date: 2023.10.18 13:56:56 -04'00' — 10/18/2023

Provost's Signature **Date**

Projected Enrollments and Program Costs

Provide headcount (HC) and full-time equivalent (FTE) student estimates for Years 1 through 5. HC and FTE estimates should be identical to those in Appendix A – Table 1. Indicate the program costs for the first and the fifth years of implementation as shown in the appropriate columns in Appendix A – Table 3A or 3B. Calculate an Educational and General (E&G) cost per FTE for Years 1 and 5 by dividing the total E&G by FTE.

Implementation Timeframe	HC	FTE	E&G Cost per FTE	E&G Funds	Contract & Grants Funds	Auxiliary/ Philanthropy Funds	Total Cost
Year 1	10	12.00	20,277	243,321	0	0	243,321
Year 2	20	23.50					
Year 3	25	29.75					
Year 4	30	35.50					
Year 5	35	40.75	6,468	263,587	20,400	0	283,987

Programs of Strategic Emphasis Waiver *(for baccalaureate programs only)*

Does the program fall under one of the CIP codes listed below?

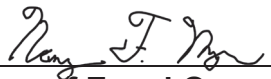
☐ **Yes**
☒ **No**

If yes, students in the program will be eligible for the Programs of Strategic Emphasis (PSE) waiver. See Board Regulation 7.008 and the PSE Waiver Guidance for additional details.

CIP CODE	CIP TITLE	CATEGORY
11.0101	Computer and Information Sciences	STEM
11.0103	Information Technology	STEM
14.0801	Civil Engineering	STEM
14.0901	Computer Engineering	STEM
14.1001	Electrical and Electronics Engineering	STEM
27.0101	Mathematics	STEM
40.0801	Physics	STEM
52.0301	Accounting	GAP ANALYSIS
52.0801	Finance	GAP ANALYSIS
52.1201	Management Information Systems	STEM

Additional Required Signatures

I confirm that I have reviewed and approved Need and Demand Section III.F. of this proposal.



10/12/2023

Signature of Equal Opportunity Officer | **Date**

I confirm that I have reviewed and approved Non-Faculty Resources Section IX.A. and IX.B. of this proposal.

Beau Case

Digitally signed by Beau Case
Date: 2023.10.13 15:28:39 -04'00'

Signature of Library Dean/Director | **Date**

Analysis Summary for New Degree Authorization
Program Name: Health Sciences MS

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	**Met with Strength** The program is well aligned with UCF'S mission and strengths. The program will contribute to workforce development which is one of the focus areas in UCF's strategic plan. The program enhances research productivity through faculty mentorship of students on research projects and theses. The program provides a unique opportunity for increasing community and business engagement through a collaboration with the Orlando VA and their Dietetic Internship Program. The program is well-positioned to draw from an existing undergraduate program in Health Sciences.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	**Met with Strength** The proposal details the undergraduate level program review including recommendations and progress on the recommendations. All program review suggestions have been completed or scheduled to be completed by end of year 2023. The creation of the Master's in Health Sciences was a recommendation from the Program Review. The Institutional Effectiveness report for the BS program in Health Sciences for 2021-2022 showed that the program met all 12 target measures for the outcomes outlined for the program.
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	**Met with Strength** The curriculum is reasonable and aligns with other UCF programs. It includes a detailed timeline for completion for thesis and non-thesis pathways. The curriculum includes coursework designed to achieve the competencies needed to become a Certified Health Education Specialist (CHES) and/or a Certified Health and Wellness Coach. Both credentials improve competitiveness for employment. Admission standards and all graduation requirements have been listed with the required credit hours. Accreditation for the program is not being pursued as there are no specialized accrediting bodies for health sciences programs focusing on health education/health promotion. The accreditation requirements (i.e., reports, site visits, and costs) will be the responsibility of the Orlando VA Dietetic Internship Program.

	Criteria	Proposal Response to Criteria
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	**Met (split vote)** To strengthen the proposal, listing faculty members with potential courses they will teach in this program, in Table IV, is suggested. A general discussion regarding the intention to staff the new program with preexisting or newly hired faculty is needed. Twelve Health Sciences faculty members will participate in the proposed program, three of which have yet to be hired.
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	**Met with Strength** Based on the library assessment, library resources are already available through the UCF Library, and the program has agreed to fund the two journal subscriptions that were recommended to be added at an initial cost of $1185 in Year 1 and $1464 in Year 2. Laboratory space is not needed for this type of program. Equipment needs are also minimal, and the department already owns what it will need for the proposed program.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	**Met with Strength** The program proposal details strong evidence of workforce demand with job postings. The program's partnership with the VA will help to train students. National and Florida Workforce Demand has been listed providing evidence that there is a need for more people to be educated in the program. Florida Agricultural and Mechanical University (FAMU) offers a Master of Public Health. In contrast, this is not the focus of the proposed degree program, nor will this program lead to an MPH degree.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	**Met with Strength** The budget information included in the proposal shows that the program will be adequately funded. Information about if "the budget is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education" was not included in the proposal.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	**Met with Strength** Although the Department of Health Sciences is relatively new (created in 2018), there is strong evidence that the faculty provide excellent teaching, research, and service to their students and professional community.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

AESC-4 - New Degree Program Proposal - M.S. in Robotics and Autonomous Systems

Proposed Board Action

The Academic Excellence and Student Success Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of the new degree program proposal for the M.S. in Robotics and Autonomous Systems.

Authority for Board of Trustees Action

Board of Governors Regulation 8.011; UCF Regulation UCF-2.040 Development, Approval, Termination, and Suspension of Degree Programs

Supporting Documentation Included

Attachment A: M.S. in Robotics
Attachment B: Request to Offer New Degree Program - M.S. in Robotics and Autonomous Systems*
(*Please click the link below to access the full request)*

- Request to Offer A New Degree Program – M.S. in Robotics and Autonomous Systems: Full Request

Attachment C: Analysis Summary for New Degree Program Authorization - M.S. in Robotics and Autonomous Systems

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs

New Degree Program Proposal – M.S. in Robotics and Autonomous Systems

EXECUTIVE SUMMARY

Objective

The proposed interdisciplinary MS degree program, Master of Science in Robotics and Autonomous Systems (MSRAS), will teach the skills necessary to analyze, design, and develop robotic and autonomous platforms that are increasingly part of human society. The creation of these platforms requires skills from multiple disciplines spanning electrical and electronic hardware, autonomous control, computer vision, machine learning, manipulation, mechatronics, autonomous vehicles, and medical robotics. The proposed MSRAS degree is a 30-credit hour graduate program that offers a thesis option. Students will learn to design robotic hardware, program artificial intelligence software, and understand the mathematical foundations of robotic control. Students who graduate with a MS-Robotics and Autonomous Systems will emerge with interdisciplinary skills in electrical, computer, and mechanical engineering. Florida Department of Economic Opportunity projects job growth between 2022 and 2030 of 15.8% in electrical engineering, 14.0% in mechanical engineering, and 10.8% in computer (hardware engineering). Although there is no specific category for robotics engineers in FDEO or the Bureau of Labor Statistics (BLS), we believe the job growth in that specialty will be commensurate.

The MS-RAS program will be offered by the Department of Electrical and Computer Engineering (ECE). ECE's electrical engineering degree program is ranked 58 by the U.S. News & World Report, with the computer engineering degree program ranked 57. Counting across both electrical and computer engineering programs, ECE currently has 1441 BS students, 76 MS, and 131 Ph.D. students. MS-RAS students will take courses offered by ECE, Computer Science, and Mechanical and Aerospace Engineering. All three departments have committed to offering the required courses and expressed strong support for the program. Since no new courses are being introduced, the main impact for the departments will be increased enrollment in existing courses. The MS-RAS leverages existing hiring efforts, such as the Artificial Intelligence Initiative (AII). Through the Artificial Intelligence Initiative, close to thirty new AI faculty will be hired, who will be tenured in 5 different colleges: College of Engineering and Computer Science (CECS), College of Medicine (COM), College of Sciences (COS), College of Optics and Photonics (COP) and College of Business (COB). External letters of support for MSRAS have been obtained from the University of Maryland, Arizona State University, and Google.

Summary of Key Observations/Recommendations

- The Council of Academic Vice Presidents (CAVP) ACG pre-proposal review requested information on how the proposed program compares to UWF's PhD program on Intelligent Systems and Robotics. We believe that these programs are quite different since 1) the UWF program is a research-focused PhD program requiring students to complete 24 credit hours of dissertation work and 2) it does not include a mechanical engineering component.

- GRE scores are currently listed as an admission requirement for the MSRAS program, and one reviewer questioned the benefits of requiring the GRE. Currently, several CECS-based

MS programs require the GRE for admission. On an annual basis, CECS graduate programs evaluate the effectiveness of each of the elements of its respective applications. This will be the case for MSRAS, as well.

- The reviewers asked for an update on how many faculty have been hired as part of the AI Initiative effort. The AI Initiative hiring committee reports that they have hired 8 faculty in the following departments: ECE (2), Computer Science (CS) (2), Materials Science and Engineering (MSE) (1), COB (1), Math (1) COM (1), of whom 5 have joined UCF and 3 will be starting in Spring 2024.

- MSRAS students are allowed to take 6 credit hours of independent studies. One of the reviewers noted that this may place a large advising burden on faculty affiliated with the program. There is the capacity for CECS faculty to advise more research-oriented students since the number of Ph.D. Students (as well as the Ph.D. Student-to-faculty ratio) in CECS is still in the process of recovering from declines experienced during the COVID pandemic. More recently, the pool of incoming CECS Ph.D. has shifted from being dominantly first-time-in-grad-school students towards being more inclusive of students who recently completed MS programs in CECS.

Additional Background

Currently, UCF has an undergraduate minor in the area of Intelligent Robotic Systems (IRS) that has been increasing in popularity. The IRS minor completion increased from only a single student completing the minor in 2014-2015 to 28 students completing the minor during the 2020-2021 academic year. UCF also has student clubs for artificial intelligence and robotics, indicating that undergraduate interest in this area is high. A Qualtrics survey was sent by email to students (both current and prospective) in UCF's College of Engineering and Computer Science, and 167 responses were received. 126 students responded that they were either probably or definitely interested in pursuing an MS in Robotics and Autonomous Systems.

Rationale

The Master of Science in Robotics and Autonomous Systems (MSRAS) will directly support the SUS goals of "Productivity" in STEM disciplines and "Increase Community and Business Workforce." The program will increase the production of Master's degrees by increasing the number of MS degrees produced at UCF and will do so in the high-demand STEM areas of robotics and autonomous systems. The proposed program relates to SUS Programs of Strategic Emphasis, which includes Artificial Intelligence (11.0102), Mechatronics, Robotics, and Automation Engineering (14.4201), and Robotics Technology/Technician (15.0405). Robotics is of critical importance for tasks that are hazardous for humans, such as space exploration and military missions, and thus MSRAS relates to two focus areas on UCF's Unleashing Potential 2022-2027 strategic plan (Space Technologies and Transformative Technologies and National Security).

Implementation Plan

Date	Implementation Activity
11/2023	Program approved; websites are created, listed in catalog
12/2023	Market and communicate the opportunity to prospective graduate students
1/2024	Start reviewing applications and admitting students
3/2024	Assigning faculty to courses

Resource Considerations

The Master of Science in Robotics and Autonomous Systems (MSRAS) will leverage the expertise of faculty hired into UCF's research centers, including the Center for Research in Computer Vision (CRCV), the Artificial Intelligence Initiative (AII), the Institute for Simulation and Training, Biionx and the Disability, Aging and Technology (DAT) clusters. During the initial year, Computer Science will reallocate $32,036.74 toward the program, Engineering (ECE) will reallocate $16,084.71, and Engineering (MAE) will reallocate $15,586.88. The Library monograph and database holdings appear to meet the current needs for the proposed degree but lack the highest cited journal, Science Robotics, listed in Clarivate's Journal Citation Report (JCR) and therefore, subscription costs are requested. The total cost for this subscription for the first year to begin 2024 is $ 4,366.

Conclusion

Robotics is a rapidly growing area of research importance that touches all areas of engineering; it requires an interdisciplinary background in hardware, software, and mathematics. The MSRAS program:

- Addresses both student interests and employer demand.
- Aligns with UCF's long-term strategic plans for STEM education and workforce development.
- Leverages increased research hiring in artificial intelligence from the AI Initiative.
- Can be built upon existing courses, so the main department impact lies in increased enrollment in existing courses.
- Has strong commitment from participating departmental units: ECE, CS, MAE, and CRCV.

M.S. – Robotics & Autonomous Systems

- An interdisciplinary program housed in Electrical Engineering but includes competencies in computer engineering and mechanical engineering.
- Designed to prepare graduates to analyze, design, and develop robotic and autonomous platforms that are increasingly part of human society and growing in demand across a variety of industries.
- Program developed from internal student demand first, then external need was confirmed as the proposal process continued.
  - The Robotics and AI student organizations have strong participation levels
- The courses for this program already existed as electives. This only required a repackaging of those into a formal degree structure.

STATE UNIVERSITY SYSTEM OF FLORIDA

State University System of Florida Board of Governors
REQUEST TO OFFER A NEW DEGREE PROGRAM
In accordance with Board of Governors Regulation 8.011
(Please do not revise this proposal format without prior approval from Board staff)

University of Central Florida **Institution Submitting Proposal**	Fall 2024 **Proposed Implementation Term**
College of Engineering and Computer Science **Name of College(s) or School(s)**	Electrical and Computer Engineering **Name of Department(s)/Division(s)**
Robotics and Autonomous Systems **Academic Specialty or Field**	**Master of Science in Robotics and Autonomous Systems (MSRAS)** **Complete Name of Degree**
14.4201 **Proposed CIP Code (2020 CIP)**	**Proposed Program Type** ☒ **E&G Program** ☐ **Market Tuition Rate Program** ☐ **Self-Supporting Program**

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary financial resources and the criteria for establishing new programs have been met before the program's initiation.

	Alexander Cartwright Digitally signed by Alexander Cartwright Date: 2023.10.27 17:19:13 -04'00' **President's Signature** **Date**
Date Approved by the University Board of Trustees	Michael D. Johnson Digitally signed by Michael D. Johnson Date: 2023.10.25 13:00:07 -04'00' **Provost's Signature** **Date**
Board of Trustees Chair's Signature **Date**	

Projected Enrollments and Program Costs

Provide headcount (HC) and full-time equivalent (FTE) student estimates for Years 1 through 5. HC and FTE estimates should be identical to those in Appendix A – Table 1. Indicate the program costs for the first and the fifth years of implementation as shown in the appropriate columns in Appendix A – Table 3A or 3B. Calculate an Educational and General (E&G) cost per FTE for Years 1 and 5 by dividing the total E&G by FTE.

Implementation Timeframe	HC	FTE	E&G Cost per FTE	E&G Funds	Contract & Grants Funds	Auxiliary/ Philanthropy Funds	Total Cost
Year 1	20	14.5	$4,694.78	$68,074			$68,074
Year 2	42	25					
Year 3	48	28.5					
Year 4	54	33					
Year 5	66	41	$1,811.36	$74,266			$74,266

Programs of Strategic Emphasis Waiver *(for baccalaureate programs only)*

Does the program fall under one of the CIP codes listed below?

☐ **Yes**
☒ **No**

If yes, students in the program will be eligible for the Programs of Strategic Emphasis (PSE) waiver. See Board Regulation 7.008 and the PSE Waiver Guidance for additional details.

CIP CODE	CIP TITLE	CATEGORY
11.0101	Computer and Information Sciences	STEM
11.0103	Information Technology	STEM
14.0801	Civil Engineering	STEM
14.0901	Computer Engineering	STEM
14.1001	Electrical and Electronics Engineering	STEM
27.0101	Mathematics	STEM
40.0801	Physics	STEM
52.0301	Accounting	GAP ANALYSIS
52.0801	Finance	GAP ANALYSIS
52.1201	Management Information Systems	STEM

Additional Required Signatures

Additional Required Signatures

I confirm that I have reviewed and approved Need and Demand Section III.F. of this proposal.

Nancy F. Myers Digitally signed by Nancy F. Myers Date: 2023.10.23 11:53:39 -04'00'

Signature of Equal Opportunity Officer **Date**

I confirm that I have reviewed and approved Non-Faculty Resources Section IX.A. and IX.B. of this proposal.

Beau Case Digitally signed by Beau Case Date: 2023.04.10 14:04:47 -04'00'

Signature of Library Dean/Director **Date**

Analysis Summary for New Degree Authorization
Program Name: Robotics and Autonomous Systems (MSRAS)

	Criteria	Proposal Response to Criteria
1.	The goals of the program are aligned with the university's mission and relate to specific institutional strengths.	**Met with Strength** The proposed program supports UCF's goal of collaborating with industry as many companies are actively seeking to expand in robotics. Autonomous systems are a topic of interest for several companies with existing sponsored research partnerships with UCF, including Lockheed Martin, Siemens, and CAE. The proposed program relates to SUS Programs of Strategic Emphasis which includes Artificial intelligence, Mechatronics, Robotics, and Automation Engineering, and Robotics Technology/Technician. The program is well-positioned to draw from UCF's undergraduate Intelligent Robotic Systems (IRS) minor, the Robotics Club, and benefits from new faculty hires through the AI Initiative.
2.	If there have been program reviews or accreditation activities in the discipline or related disciplines pertinent to the proposed program, the proposal provides evidence that progress has been made in implementing the recommendations from those reviews.	Met The department's previous reviews were positive and responsive to some of the suggestions for improvement. For instance, eight new faculty have been hired recently to contribute to the program. The Committee recommends including additional details about any other comments and if they have been addressed. For example: "1) create fellowships to attract high-quality students 2) increase the regularity of course offerings."
3.	The proposal describes an appropriate and sequenced course of study. Admissions and graduation criteria are clearly specified and appropriate. The course of study and credit hours required may be satisfied within a reasonable time to degree. In cases in which accreditation is available for existing bachelor's or master's level programs, evidence is provided that the programs are accredited or a rationale is provided as to the lack of accreditation.	**Met** The curriculum is well-balanced between basic and advanced coursework. It includes a variety of applications that will allow opportunities for students to choose a variety of specific topics that can cater to their interests. The sequence of courses is realistic. The admission standards and graduation requirements are clearly articulated. The Committee recommends that the program prepare for a future scenario where the GRE is no longer required. The professional societies associated with robotics research are IEEE (Institute of Electrical and Electronics Engineers), ACM (Association for Computing Machinery), and ASME (American Society of Mechanical Engineers). There is not a specialized accreditation agency that is appropriate for this program.
4.	Evidence is provided that a critical mass of faculty members is available to initiate the program based on estimated enrollments, and that, if appropriate, there is a commitment to hire additional faculty members in later years, based on estimated enrollments. For doctoral programs, evidence is provided	**Met with Strength** A sufficient number of faculty members with expertise in this field are available to teach the courses, and new faculty will be available in the future through the AI Initiative. New faculty have recently been hired that will contribute to the program. The department has recently hired eight new faculty in Fall 2023.

	Criteria	Proposal Response to Criteria
	that the faculty members in aggregate have the necessary experience and research activity to sustain a doctoral program.	
5.	Evidence is provided that the necessary library volumes and serials; classroom, teaching laboratory, research laboratory, office, and any other type of physical space; equipment; appropriate fellowships, scholarships, and graduate assistantships; and appropriate clinical and internship sites are sufficient to initiate the program.	**Met** The committee recommends that a designated lab space for the graduate program be identified. There is some concern with the assumption that the new undergraduate lab space will be optimal for serving both undergraduate and graduate students. The library monograph and database holdings appear to meet the current needs for the proposed degree but lack the highest cited journal, *Science Robotics*, listed in Clarivate's Journal Citation Report (JCR) and therefore subscription costs have been requested. Engineering has created a dedicated space for robotics teaching and research in the Barbara Ying Center and has purchased 10 Unitree Go1 EDU robots. These robots will be available for graduate courses.
6.	Evidence is provided that there is a need for more people to be educated in this program at this level. For all degree programs, if the program duplicates other degree programs in Florida, a convincing rationale for doing so is provided. The proposal contains realistic estimates of headcount and FTE students who will major in the proposed program and indicates steps to be taken to achieve a diverse student body.	**Met with Strength** The proposal has addressed workforce needs: "The robotics engineer job market is expected to grow by 6.4% by 2026, and Florida has the 3rd largest robotics engineering job market in the nation." The program does not duplicate existing programs at FAMU or FIU. The headcount/full-time equivalent student estimates for Years 1 (20/14.5) through 5 (66/41) are provided.
7.	The proposal provides a complete and realistic budget for the program, which reflects the text of the proposal, is comparable to the budgets of similar programs, and provides evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education. The proposal demonstrates a judicious use of resources and provides a convincing argument that the output of the program justifies the investment.	**Met** The Committee could not find any information related to "providing evidence that, in the event that resources within the institution are redirected to support the new program, such a redirection will not have a negative impact on undergraduate education." However, the overall budget for the new degree program is somewhat modest because it is leveraging existing courses.
8.	The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.	**Met with Strength** The faculty associated with the program are well-recognized for their teaching and are active in research and service.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

AESC-5 - Conferral of Degrees

Proposed Board Action

The Academic Excellence and Student Success Committee is asked to recommend to the Board of Trustees, on its consent agenda, approval of the conferral of degrees during the Fall 2023 commencement ceremonies.

Authority for Board of Trustees Action

Board of Governors Regulation 1.001(4)(a); UCF BOT Academic Excellence and Student Success Committee Charter

Supporting Documentation Included

Attachment A: Graduation Count - Fall

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs

Conferral of Degrees

EXECUTIVE SUMMARY

Objective

In accordance with Board of Governors Regulation 1.001(4)(a) and the UCF Board of Trustees Academic Excellence and Student Success Committee charter, the conferral of degrees goes before the Board of Trustees for approval.

Summary of Key Observations/Recommendations

UCF expects to award the following degrees during the fall commencement ceremonies on December 15 – 16, 2023.

Baccalaureate Degrees:	4,941
Master's Degrees:	927
Doctoral and Specialist:	128
Total:	5,996

Additional Background

N/A

Rationale

The conferral of degrees must be approved by the Board of Trustees for each term.

Implementation Plan

The UCF commencement ceremonies for the Fall 2023 term will take place on December 15 – 16, 2023.

Resource Considerations

N/A

Conclusion

The conferral of degrees for the Fall 2023 term must be approved in advance of the planned commencement ceremonies on December 15 – 16, 2023.

UCF FALL 2023 Commencement

College	Bachelor	Master	Doctorate	CollegeTotals
College of Arts and Humanities	282	26	4	312
College of Business Administration	646	77	0	723
College of Community Innovation and Education	541	318	17	876
College of Engineering and Computer Science	712	175	44	931
College of Graduate Studies	0	10	0	10
College of Health Professions and Sciences	522	137	1	660
College of Medicine	147	8	5	160
College of Nursing	163	28	20	211
College of Optics and Photonics	6	12	5	23
College of Sciences	1,359	106	30	1,495
College of Undergraduate Studies	286	0	0	286
Rosen College of Hospitality Management	277	30	2	309
Degree level totals:	**4,941**	**927**	**128**	**5,996**

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

DISC-1 - University Planning Structure

Proposed Board Action

N/A

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs

University Planning Structure

EXECUTIVE SUMMARY

Objective

The Provost will share with the Committee ongoing efforts to establish a university-wide planning structure that best aligns university resources to rapidly achieve strategic priorities and goals. The new structure will enable a comprehensive planning and decision-making approach.

Summary of Key Observations/Recommendations

We recognize a need for an improved planning process to support the implementation of the strategic plan, including strategic budget decisions, integrating planning across the university, and assuring accountability.

Additional Background

As the University *for* the Future*,* UCF's strategic plan, *Unleashing Potential*, outlines strategic areas of emphasis for UCF to become a Top 50 public research university and a designated preeminent university by the State University System by 2027, and a Top 25 public research university with outcomes comparable to members of the Association of American Universities by 2033. A comprehensive university planning structure best aligns planning efforts, resources, and priorities toward these goals.

Rationale

- This provides a mechanism to ensure that all parts of the university, including colleges and support units, focus their plans and decisions on implementing the strategic plan. No such mechanism exists at present.
- Five-year plans developed by each unit when approved by university leadership will form the basis of strategic budget investment as well as the basis for accountability in subsequent years.
- The planning process will permit the integration of plans – for example, developing plans for necessary housing if the enrollment plan brings more out-of-state or married students.

Implementation Plan

- An Office of Integrated University Planning is being developed under the Provost's oversight.
- Beginning this fall and winter, this two- or three-person team will work with deans and support unit leaders to develop the first five-year plan. The team will work with the university Budget Office to compare requested funds to anticipated resources. Deans and unit leaders will present their plans to university leadership and others in mid-

winter, for approval, or not, of plans.

- In spring, the university Budget Office will implement the RCM model with subvention and other strategic decisions made by the Provost in consultation with other university leadership. During the fiscal year, the university Budget Office will track actuals vs. budgets and identify needs for reductions in budgets or opportunities to address university needs if spending falls below plans.
- The planning team will examine unit plans to ensure that, combined, they meet overall university goals. In addition, at year's end, they will examine whether plan goals are met to ensure accountability.
- In future years this process will repeat, starting earlier in the fall and with a sharper focus on integrating among individual unit plans.

Resource Considerations

This requires a lead planner and one or two business analysts. Funds are expected to come from the Provost's reserve.

Conclusion

We recommend the implementation of a new Office for Integrated University Planning, to rapidly drive implementation of the strategic plan and enable a comprehensive planning and decision-making approach.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

DISC-2 - Academic Advising for Student Success

Proposed Board Action

There is no proposed Board action. The discussion will update the Board on UCF's progress toward the attainment of student success priorities outlined in the UCF Strategic Plan, *Unleashing Potential*. We will present and discuss current efforts to improve the delivery of academic advising and coaching services to deliver more proactive, prescriptive, and holistic practices designed to promote timely degree completion, academic success, and career readiness. This effort is supported by a two-year, $1M grant from the National Institute for Student Success (NISS). As part of this initiative, we have already deployed a team of academic advocates who will work with NISS on a completion campaign for the FTIC cohort of 2020-2021. We will also update the Board on the creation of a coordinated care management approach to student success, with academic advisors and coaches working alongside peer coaches and other support personnel, utilizing proven technologies that produce analytical insights, student-friendly degree maps, standardized training, accountability, and localized knowledge.

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: 2023 Student Success and Well-Being Update to Advisors*
*(*Please click the links below to access the PowerPoint)*

- 2023 Student Success and Well-Being Update to Advisors: PowerPoint

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs
Paul Dosal, Senior Vice President for Student Success

Academic Advising for Student Success

EXECUTIVE SUMMARY

Objective

The Division of Student Success and Well-Being will create a new UCF academic advising and coaching model to deliver more proactive, prescriptive, and holistic practices to promote timely degree completion, academic success, and career readiness. In this model, the entire academic advising community, including current professional academic advisors and their colleagues serving as student success coaches, academic advocates, and peer tutors, will be consolidated and work within a coordinated care management system, supported by proven technologies that produce analytical insights, student-friendly degree maps, standardized training, accountability and localized knowledge. In this new advising model, the traditional roles of academic advisors and the newer role of coach will combine to provide a powerful, efficient, and innovative network of academic support personnel. The new model is designed to accelerate our drive to preeminence by improving UCF's FTIC 4-year graduation rates, 3-year transfer student graduation rate, and first-year retention rate.

Summary of Key Observations/Recommendations

- UCF's gains on these three metrics have stalled and actually declined slightly.
- Peer institutions in the state, with similar locations and demographics, have exceeded the benchmarks for preeminence.
- Consultants at the National Institute for Student Success identified the decentralized advising structure and the large student-to-advisor ratios as an institutional impediment to our student success objectives.
- Student government leaders have been advocating for significant enhancements to academic advising.

Additional Background

- Previous task forces, most recently the Revising Undergraduate Advising and Coaching (RUAC. 2019) have studied advising and recommended significant changes to academic advising, but most recommendations have not been implemented.
- We have found it difficult to recruit and retain academic advisors because our current salary structure is far below market expectations.
- UCF has already deployed a team of 12 academic advocates, led by a new Senior Director, to lead completion campaigns and drive our student success initiatives.
- The NISS has awarded UCF a two-year $1M grant to implement its playbook.

Rationale

- Internal estimates suggest that we will likely see another drop in the four-year FTIC. graduation rate without significantly enhancing our academic advising approach.
- We risk further declines without quick and determined action.

Implementation Plan

- Implement a new advising and coaching model that merges the functions and services of academic advisors and success coaches into a single role. Current advisors will be trained in coaching techniques, and coaches will be trained in advising practices.
- Elevate compensation to increase morale and reduce attrition.
- Hire additional Academic Success Coaches to reduce student-to-staff ratios and reduce student appointment times.
- Integrate the Academic Success Coaches into the Division of Student Success and Well-Being, with the college directors of academic success coaching reporting to a new Assistant Vice President of Academic Success Coaching.
- The goal is to complete the training and deploy the new Academic Success Coaches in March 2024.

Resource Considerations

The implementation of this plan requires an estimated investment of $3.5M to elevate salaries to appropriate market levels and hire additional staff.

Conclusion

The Division of Student Success and Well-Being seeks an endorsement for the organizational changes and investments required to implement this new model. The new academic advising and coaching model will best position UCF to accelerate our drive to preeminence by improving UCF's FTIC 4-year graduation rates, 3-year transfer student graduation rate, and first-year retention rate.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

INFO-1 – Strategic Metrics Update

Proposed Board Action

N/A

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: Strategic Metrics Update

Facilitators/Presenters

Michael Johnson, Provost and Executive Vice President for Academic Affairs
M. Paige Borden, Chief Analytics Officer

Strategic Metrics Update

EXECUTIVE SUMMARY

Objective

The strategic metrics update is included as an information item to provide Trustees with updated tracking information associated with metrics and key performance indicators (KPIs). The update includes metrics from UCF's Accountability Plan, Performance-Based Funding, Preeminence, and *Unleashing Potential, UCF's* strategic plan.

Summary of Key Observations/Recommendations

The information provided in the strategic metrics update captures current progress on strategic goals and associated KPIs. Not every metric will have an update for each meeting and the current progress is based on preliminary data as of October 31, 2023. The update includes information on investments made in strategic areas to accelerate progress towards strategic plan goals.

Additional Background

Progress on the university's strategic priorities is measured by metrics included in the Accountability Plan, Performance-Based Funding, Preeminence, and strategic plan. Focusing on these priorities ensures the continual progress toward achieving goals that advance the university to become a top 50 Public Research University and a designated preeminent university by the State University System of Florida by 2027 and a Top 25 Public Research University with outcomes comparable to members of the Association of American Universities by 2033.

Rationale

The update provides Trustees with preliminary performance data on key metrics associated with strategic goals to enable informed decision-making and robust discussions about the business coming before the committee.

Implementation Plan

The strategic metrics update is provided as an information item at every committee meeting to inform trustees of the progress of goals and metrics associated with strategic goals.

Resource Considerations

The information provided allows for informed decision-making and identifies areas where additional efforts may be needed, including items that require resource considerations.

Conclusion

The update provides Trustees with preliminary information on the progress of strategic priorities and university goals to ensure they are making informed decisions on the business coming before the committee and focusing efforts where needed.

PRELIMINARY, November 2023

METRIC UPDATES

Performance-based Funding Metrics

Legend: Green Font – Maximum Points Achieved
Year Over Year (YOY) Improve or Maintain
Year Over Year (YOY) Decline
Target Met
Target Not Met

		2023	2023 Target	2024	2024 Target
1	Bachelor's Graduates Employed (80%)	65.9% ↗	n/a		66%
2	Wages of Bachelor's Graduates	$45,900 ↗	$42,500 ●		$42,750
3.1	Avg Cost per Degree (with HEERF)	-$370 ↗	$4,500 ●		$4,500
3.2	Avg Cost per Degree (HEERF Excluded)	$4,680 ↗	n/a		$4,700
4	FTIC 4-Yr Grad Rate (65%)	54.8% ↗	53.0% ●	*54.2%* ↘	56.0% ⊘
5	FTIC Academic Progress Rate	91.5% ↗	91.0% ●	*91.1%* ↘	91.0% ●
6	% Bachelor's Degrees in PSE	55.3% ↘	55.8% ⊘	*54.6%* ↘	56.0% ⊘
7	Pell Access Rate (42%)	35.7% ↘	36.0% ⊘		36.0%
8	% Graduate Degrees in PSE (60%)	56.0% ↘	60.1% ⊘	*60.3%* ↗	60.2% ●
9.a	FCS AA 3-Yr Grad Rate (70%)	54.1% ↗	56.0% ⊘	*50.9%* ↘	58.0% ⊘
9.b	FTIC Pell 6-Yr Grad Rate (80%)	70.8% ↗	71.4% ⊘	*71.7%* ↗	72.0% ⊘
10	% Bachelor's Degrees to Hispanic or Black Students	41.2% ↗	40.0% ●	*40.6%* ↘	41.0% ⊘

Preeminence Metrics

Legend: Green Font – Preeminent Metric Achieved
Year Over Year (YOY) Improve or Maintain
Year Over Year (YOY) Decline
Target Met
Target Not Met

		2023	2023 Target	2024	2024 Target
A.1	FTIC Avg GPA	4.2 ↘	4.3 ⊘	*4.3* ↗	4.3 ●
A.2	FTIC Avg SAT	1319 ↗	1317 ●	*1317*	1317 ●
B	Top 50 Public Rankings	4 ↗	3		3
C	FTIC 1-Yr Retention Rate	93% ↗	92% ●	*92%* ↘	93% ⊘
D	FTIC 4-Yr Grad Rate (60%)	55% ↗	53% ●	*54%* ↘	56% ⊘
E	National Academy Members	8	8		8
F	Sci & Engr Research Expenditures ($200m)	$186 ↗	$201 ⊘		$210
G	Non-Med S&E Research Expenditures	$171 ↗	$186 ⊘		$195
H	Top 100 Ranked Research Expenditures	6	7 ⊘		6
I	Patents Awarded (3 Years)	169 ↗	152 ●		166
J	Doctoral Degrees Awarded	603 ↗	520 ●	*553* ↘	525 ●
K	Post-Doctoral Appointees (200)	162 ↗	180 ⊘	*149* ↘	190 ⊘
L	Endowment ($500m)	$215 ↗	$248 ⊘	*$228* ↗	$257 ⊘

Updates on Recent Strategic Investments

Faculty Investments:

- 95 new faculty lines (tenured/tenure-earning) recurring $17 million in salary; nonrecurring $37 million in startup.
    - Hired by Fall 2023: 30
    - Hired and starting Spring 2024: 6
    - Planned through June 2024: 9
    - Planned by Fall 2024: 50
- 56 new non-tenured faculty lines recurring $6.75 million in salary
    - Hired by Fall 2023: 14
    - Planned by Fall 2024: 42

Research Investments:

- $5.24 million (recurring) to support post-docs, proposal support staff, faculty awards, and other research programs
- $5 million (non-recurring) to advance 17 initiatives and projects amplifying UCF's impact

Student Success Investments:

- $2.7 million in student success programming, STEM-focused learning and research supports, additional advisors, and GTA stipend increases (strategic investments through FY 2023)
- New $8.8 million in increased Performance-based Funding allocations
    - $3.3 million for new lines – More advisors, care advocates, peer coaches, career counselors, communications coordinator, and data analysts
    - $2.2 million for staff retention – competitive market adjustment for advisors
    - $3.3 million for enhanced technology – new degree planner tool, course scheduling analytics, financial aid leveraging, CRM enhancements, and on-demand, scalable phone support

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

INFO-2 - Research Institutes and Centers 5 and 7-Year BOG Evaluations

Proposed Board Action

N/A

Authority for Board of Trustees Action

Board of Governors Regulation 10.015

Supporting Documentation Included

Attachment A: Summaries of the 5 or 7-Year Reviews
Attachment B: BOG 5 and 7-Year Evaluations Summary
Attachment C: Complete 5 or 7-Year Evaluations*
*(*Please click the link below to access the individual report)*

- Biomedical Science Center (BSC): BSC Report

Facilitators/Presenters

Winston Schoenfeld, Interim Vice President for Research and Innovation

Research Institutes and Centers 5 and 7-Year BOG Evaluations

EXECUTIVE SUMMARY

Objective

The informational item meets the Board of Governors (BOG) Regulation 10.015 requirement to provide a summary of all completed 5 and 7-year evaluations/reviews of UCF institutes and centers to the Board of Trustees.

Summary of Key Observations/Recommendations

- BOG Regulation 10.015 requires that all institutes and centers in the state registry system be reviewed every 5 (state institutes or centers) of 7 (university institutes or centers)-years.
- UCF institutes and centers were up for review this year:
  - Biomedical Science Center (7-year)
- Review was completed and includes all required components listed in the associated BOG Regulation 10.015. The Biomedical Science Center was approved for reauthorization.

Additional Background

N/A

Rationale

In accordance with BOG Regulation 10.015, the evaluations and reviews are provided to the Board of Trustees.

Implementation Plan

N/A

Resource Considerations

N/A

Conclusion

N/A

UNIVERSITY OF CENTRAL FLORIDA

Seven -Year Review of Centers and Institutes

Biomolecular Science Center (BSC)

Reauthorization Decision

Reauthorize.

Overview and Purpose

The Biomolecular Science Center conducts research in and provides practical education on the molecular and genomic bases of diseases and therapeutics. The center supports 12 PIs and their students, who conduct fundamental and applied research at the Lake Nona and main UCF campuses.

Review Period Activity Highlights

Over the past seven years, the center has won typically about $1.5M/year in new grants and produced a steady flow of research papers, dissertations, theses, patents, and conference presentations related to the specialty areas of cardiovascular disease, infectious diseases, cancer, and neurodegenerative diseases. Prominent recent PhD alumni include the director of Moderna's revolutionary COVID-19 mRNA vaccine program, which saved millions of lives and sharply curbed the COVID-19 pandemic worldwide.

Review Results

Strengths

- Cutting-edge equipment, personnel, and infrastructure for research.
- Strong interactions of BSC faculty with researchers across other UCF units, such as Nanotechnology, Physics, Biology, and with external partners such as Nemours and Orlando VA.
- Faculty are active in pursuit of intellectual property and commercialization of findings.
- Unique structure that incorporates undergraduates into medical school unit.
- Solid and secure financial base for research faculty.

Challenges and Opportunities

- Replacing aging equipment
- Replacing departing faculty

Recommendations for Improvement

- Improving visibility of the center

Progress against defined goals and objectives within the context of the institute or center's mission, the participating university's mission, and the current Board of Governors' strategic plan:

The center's steady production of competitive research products (papers, patents) and researchers (BS, MS, PhD, and MD) trained in the science behind modern healthcare advances both UCF and BOG strategic plan goals to benefit society through knowledge and technology generation and education.

Assessment of the return on investment of state dollars, if applicable:

A portion of the Burnett School of Biomedical Sciences' budget applies to center activities, but there is no direct state line item. Return and impact have been high, with numerous new funding awards won each year and a steady stream of cutting-edge research into the molecular causes and cures of diseases in the four specialty areas. Equally impactful are the program graduates at all levels. A prominent example is the director of Moderna's effort to develop the COVID-19 mRNA vaccine.

The need for continuation of the institute or center:

Aside from the benefits cited above, which alone would be sufficient to justify continuing the center, biomolecular research is currently the College of Medicine's most prominent contribution to knowledge. As the core of COM's research product, the center plays a crucial role. It would be a severe setback if this research were discontinued.

Possible changes in mission or organizational structure:

No mission changes are recommended.

Budget reduction or expansion:

This is at the discretion of the Burnett School of Biomedical Sciences. However, something should be done to replace aging equipment before it fails, and this will require money.

Recommendations and explanation for change of classification (state of Florida institute or center, or university institute or center), if applicable:

None.

Recommendations and explanation for status change (active, inactive, terminated), if applicable:

None.

Attachment B

Evaluation/Review Template Instructions Per Board Regulation 10.015, universities must submit a summary of the evaluation/review using a template provided by the Chancellor. A copy of the summary must be submitted to the Board of Governor's office within 30 days after the board of trustees' review. Upon completion of the evaluation/review, the university must provide a copy to the Board of Governors and certify that the evaluation/review contained all of the required components using this template. *Please complete the contact information on the right.* *Please enter information across the row for each I&C evaluated/reviewed on tab "1-Evaluation Information"*	
1. Institution	This column should be used to enter the name of specific institution completing the template.
2. Center Type [University; State of Florida; CoExcellence]	Identifies the center as a " Center of Excellence" , "State of Florida" or "University" I&C. This designation is determined by the host institution at the inception of the center
3. Center Code	Identifies the code assigned to the I&C as assigned by the BOG. If there is a discrepancy here please indicate this in the comments section of the spreadsheet.
4. Center Name	Identifies the I&C name
5. Determination of the institute or center's progress against defined goals and objectives within the context of the institute or center's mission, the participating university's mission, and the current Board of Governors' strategic plan.	Please provide the page number & text excerpt or a text summary from your uploaded evaluation that corresponds to each of the requirements.
6. Assessment of the return on investment of state dollars, if applicable	
7. The need for continuation of the institute or center.	
8. Possible changes in mission or organizational structure.	
9. Budget reduction or expansion.	
10. Recommendations for change of classification (state of Florida institute or center, or university institute or center), if applicable.	
11. Explanation of recommendations for status change (active, inactive, terminated), if applicable.	
12. Recommendations for status change (active, inactive, terminated), if applicable.	
13. Explanation of recommendations for status change (active, inactive, terminated), if applicable.	
14. Missing Evaluation Component Explanation [Optional]	This column should be used to provide a rationale for any missing evaluation components.

Contact Information	
Institution Name:	**University of Central Florida**
Preparer's Name:	**Kelley Santalla**
Preparer's Email:	kelley.santalla@ucf.edu

INSTITUTE & CENTERS (I & C) EVALUATION/REVIEW DATA REQUEST TEMPLATE

Please provide the information requested for each I&C

I&C Information				Review Components Included [Please provide relevant page numbers and paragraphs of the uploaded evaluation for each component]																			
1. Institution	2. Center Type [University, State of Florida, CoE/excellence]	3. Center Code	4. Center Name	5. Determination of the institute or center's progress against defined goals and objectives within the context of the institute or center's mission, the participating university's mission, and the current Board of Governors' strategic plan.		6. Assessment of the return on investment of state dollars, if applicable.		7. The need for continuation of the institute or center.		8. Possible changes in mission or organizational structure.		9. Budget reduction or expansion.		10. Recommendations for change of classification (state of Florida institute or center, or university institute or center), if applicable.		11. Explanation of recommendations for change of classification (state of Florida institute or center, or university institute or center), if applicable.		12. Recommendations for status change (active, inactive, terminated), if applicable.		13. Explanation of recommendations for status change (active, inactive, terminated), if applicable.		14. Missing Evaluation Component Explanation [Optional]
				Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	Does Number	Text Excerpt/Summary	
University of Central Florida	University	70-253	Biomolecular Science Center (BSC)	2	The center's steady production of competitive research products (papers, patents) and researchers (SR, ME, PhD, and MD) trained in the science behind modern healthcare advances both UCF and BSC strategic plan goals to benefit society through knowledge and technology generation and education.	2	A portion of the Burnett School of Biomedical Sciences' budget applies to center activities, but there is no direct state line item. Return and impact have been high, with numerous new funding awards won each year and a steady stream of cutting-edge research into the molecular causes and cures of diseases in the four specialty areas. Equally impactful are the programs graduates at all levels. A prominent example is the director of Moderna's effort to develop the COVID-19 mRNA vaccine.	2	Aside from the benefit it cited above, which alone would be sufficient to justify continuing the center, biomolecular research is currently the College of Medicine's most prominent contribution to its knowledge. As the core of CDM's research product, the center plays a crucial role. It would be a severe setback if this research were discontinued.	2	No mission changes are recommended.	2	This is at the discretion of the Burnett School of Biomedical Sciences. However, something should be done to replace aging equipment before it fails, and this will require money.	2	None.	2	N/A	2	None	2	N/A	N/A

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

INFO-3 – Accreditation Quarterly Update

Proposed Board Action

N/A

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: UCF Institutional Accreditation Quarterly Reporting Template

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs

Accreditation Quarterly Update

EXECUTIVE SUMMARY

Objective

The report is provided to the Board to keep Trustees apprised of the progress of these efforts and allow them to review the quarterly report submitted to the Board of Governors (BOG). The report included was submitted to the BOG on October 3, 2023.

Summary of Key Observations/Recommendations

- Section 1008.47(2)(b), Florida Statutes, requires each State University System institution to provide quarterly reports to the Board of Governors (BOG) of their progress in seeking institutional accreditation as outlined in the statute.

- Included in the report submitted on October 3, 2023, UCF included details on its most recent communications with the U.S. Department of Education (USDE). On August 28, 2023, USDE requested additional information from UCF regarding the Trevor Colbourn Hall inquiry by SACSCOC. UCF submitted the email response along with additional relevant attachments on August 31, 2023, and USDE confirmed receipt of the UCF email the same day. On September 11, 2023, USDE acknowledged the information submitted was complete at this time.

Additional Background

There are now two institutions in the state that have received permission from USDE to change accreditors – Southwest State College and Florida College of the Keys.

Rationale

The quarterly report is required by Florida Statutes s. 1008.47(2)(b) and BOG regulation.

Implementation Plan

UCF will continue to provide the quarterly reports submitted to the BOG to the Board of Trustees to keep them updated on accreditation activities.

Resource Considerations

N/A

Conclusion

Florida Statute s. 1008.47(2)(b) mandates an accreditation quarterly report submitted to the BOG. The report provides an update on the institution's progress in seeking an institutional accreditor. The report is provided to the Board of Trustees to keep them updated on these efforts.

State University System of Florida
Institutional Accreditation
Quarterly Reporting Template: Quarter 1

Section 1008.47(2)(b), Florida Statutes, requires the State University System institutions to provide quarterly reports to the Board of Governors of their progress in seeking institutional accreditation once the reaffirmation or fifth-year review by the current accreditor is complete.

Quarterly reports must be submitted via the information request system (https://prod.flbog.net:4445/pls/apex/f?p=760) by the close of business on the due dates indicated in Table 1. **Submissions using anything but the template associated with the request will not be accepted.**

Table 1: Reporting Schedule

Quarter	Due Date	Period Reported	Board Meeting Update
1	**October 2**	July – September	November
2	**January 9**	October – December	January
3	**April 3**	January – March	June
4	**July 3**	April – June	August/September

Accreditor at Time of Submission

University informs the Board of Governors and the current accreditor that it has established membership with [accreditor] as of [date].

This item is not yet applicable.

I. University Information

Using Table 2, provide the requested university and contact information and indicate the reporting period for this update.

Table 2: University Information and Reporting Period

University:	**University of Central Florida**
Primary Contact Name:	**Tim Letzring**
Primary Contact Email Address:	**Tim.Letzring@ucf.edu**
Accreditation Trigger Event Type & Date:	**Fifth-year Interim Report-Approved by SACSCOC in December 2022**
Reporting Period (select one and indicate the year):	**__ October – December, 202_** **__ January – March, 202_** **__ April – June, 202_** **_X_ July – September, 2023**

II. Accreditation Process Update

Using Table 3, describe the activities, actions, and key dates in the accreditation process the institution has taken to seek and obtain accreditation from an agency or association recognized as suitable by the Board of Governors and recognized by the database created and maintained by the U.S. Department of Education (USDOE).

If there is no update to report, record "not applicable" for the description of progress.

Table 3: Accreditation Process Update

University notifies the USDOE of its intent to change the institutional accreditor and provides the requested accreditation and pre-accreditation materials and reasonable cause to the USDOE
Description of progress: **December 19, 2022:** UCF submitted a request to USDE seeking approval to pursue institutional accreditation with the Higher Learning Commission. The communication, transmitted to CaseTeams@ed.gov, included a letter from UCF President Alexander Cartwright detailing reasonable cause for the request. It also included all supporting documentation required by USDE. **June 2023:** UCF prepared a response letter to the USDE's request for additional information described below labeled May 2023. The letter was sent to the USDE on June 30, 2023.

August 2023: UCF sent a response email to USDE based on a request for information concerning the Trevor Colbourn Hall inquiry by SACSCOC (which was resolved in June 2020). UCF submitted the email response along with relevant attachments on August 31, 2023.

University receives a response (approval, denial, comments) from the USDOE to apply for membership with a different institutional accreditor

Description of progress:

December 19, 2022: Immediately following submission, UCF received an automated email response from the School Eligibility Service Group acknowledging receipt of the email transmission described above.

December 23, 2022: A subsequent email was received from Renee Gaudio, Institutional Review Specialist in USDE's Atlanta School Participation and Financial Analysis Division. The USDE representative stated the department would review UCF's request and provide a response at their earliest opportunity.

May 2023: On May 23, 2023, UCF received a letter from USDE responding to the December 19, 2022 letter submitted by UCF. The letter requested additional information to proceed with the reasonable cause review. There were 5 requests for additional information.

August 2023: Kathy Feith with USDE requested additional information from UCF regarding the Trevor Colbourn Hall inquiry by SACSCOC. The request was for communications between SACSCOC and UCF during the inquiry.

August & September 2023: On August 31, 2023 Kathy Feith with USDE confirmed receipt of the UCF email sent on August 31, 2023. On September 11, 2023, Ms. Feith acknowledged the information submitted was complete at this time.

University applies for membership with a different institutional accreditor while maintaining current accreditation
Description of progress: This item is not yet applicable.
University receives response (approval, denial, comments) to the application for membership from a different institutional accreditor
Description of progress: This item is not yet applicable.
University notifies the USDOE of an approved application for accreditor membership
Description of progress: This item is not yet applicable.
The USDOE provides written acknowledgment of the change in institutional accreditor
Description of progress: This item is not yet applicable.
Additional Information/Comments
UCF has no additional information or comments.

Board of Trustees

Academic Excellence and Student Success Committee

November 16, 2023

Agenda Item

INFO-4 – New Degree Program Process Overview

Proposed Board Action

N/A

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: New Degree Program Process
Attachment B: Example of the Full Program Process

Facilitators/Presenters

Timothy Letzring, Vice Provost for Academic Affairs

New Degree Program Process Overview

EXECUTIVE SUMMARY

Objective

The information item provides the Trustees with an overview of the process involved in the development of a new degree program.

Summary of Key Observations/Recommendations

- The process of developing a new degree program is both formal and informal and can take a variety of paths, especially at the early stages of development. Some programs begin with requests or input from industry leaders, many times through a college or department advisory council. Other times, a program idea is based on data from student interest, both formal and anecdotal. Regardless of its initial impetus, the development involves many steps and includes requirements set by the Board of Governors and set by regulation at both the BOG level and UCF.

- University Regulation UCF-2.040 - Development, Approval, Termination, and Suspension of Degree Programs outlines the required steps for the development of a new degree program. Attachment A - New Degree Program Process Overview outlines the key steps of the approval process abiding by the required faculty governance initiatives beginning at the program level and concluding at the Board of Governors' office.

- Attachment B – Example of Detailed Process shows the formal and informal processes involved in creating a new program. This table is a required element of the BOG New Degree Proposal template. This example is from the M.S. in Health Science proposal from the College of Health Professions and Sciences. The rows highlighted in green show where the formal elements from Attachment A began in the program's development. This illustrates the amount of work that takes place both before the pre-proposal is submitted and before it reaches the Board of Trustees.

Additional Background

University Regulation UCF-2.040 also covers the process of terminating programs, which is occasionally needed to bring such recommendations forward. The most recent was the MS in Taxation. These decisions are also varied in how they occur, but they usually involve a decrease in demand for the program at the student and/or employment levels.

Rationale

N/A

Implementation Plan

N/A

Resource Considerations

Each program is reviewed by the college dean and provost around resource considerations. Many of our new programs are extensions of courses already being taught by departments, minimizing the additional costs. Both the M.S. in Health Science and the M.S. in Robots and Autonomous Systems illustrate this concept.

Conclusion

Such decisions will continue to align with the UCF Strategic Plan and are rooted in data.

UNIVERSITY OF CENTRAL FLORIDA

Formal New Degree Program Process

Pre-Proposal Process

- ☐ Pre-Proposal Drafted
- ☐ Signatures Obtained at program, department, and college level
- ☐ Submission College of Graduate Studies (CGS) or Undergraduate Studies
- ☐ Forward to Academic Affairs (AA) for review and provost signature
- ☐ AA adds to next Council of Academic Vice Presidents (CAVP) Academic Coordination Group meeting agenda through Board of Governors staff (BOG staff)
- ☐ CAVP ACG review
- ☐ CAVP concerns addressed (if applicable) informally and formally in full proposal.

Full Proposal Process

- ☐ Orientation with program authors (CGS & AA - graduate; AA - undergraduate)
- ☐ Full proposal drafted
- ☐ Library provides analysis of holdings and reference access for the program
- ☐ Draft(s) reviewed by CGS and iterative revisions carried out (graduate)
- ☐ Draft(s) reviewed by AA and iterative revisions carried out (undergraduate)
- ☐ AA acquires reviews and signatures from EEO and Library
- ☐ New program and related courses uploaded to academic approval system
- ☐ Graduate Council Curriculum Committee (GCCC) review of new courses
- ☐ Undergraduate Course Review Committee (UCRC) review of new program courses
- ☐ Undergraduate Program Curriculum Committee (UPCC) review of new program
- ☐ Final full proposal submitted to AA (undergraduate)
- ☐ Final full proposal submitted to CGS (graduate)
- ☐ CGS final review (graduate)
- ☐ Graduate Council Program Review Committee (GCPRC) reviews full proposal
- ☐ GCPRC completion of program analysis worksheet
- ☐ CGS submission to AA for review (graduate)
- ☐ AA completes program analysis worksheet (undergraduate)
- ☐ AA approves proposals for Board of Trustees (BOT) review and approval
- ☐ AA includes proposals in upcoming BOT Academic Excellence & Student Success Committee (AESC) meeting
- ☐ If Special Tuition, submission and review by BOT Finance and Facilities Committee
- ☐ AESC approves and, if necessary, FFC approves
- ☐ BOT Approval
- ☐ Submission to BOG staff for review
- ☐ Response to BOG staff questions
- ☐ BOG staff approves bachelor's and master's programs for inclusion in program inventory except the following, which require full Board of Governors' approval:
  - Bachelors seeking >120 credit hours
  - Specialized admission programs
  - Doctoral programs
- ☐ BOG approve special tuition following regulation 8.002
- ☐ BOG approval when required.

Detailed Program Process – M.S. in Health Science

Planning Process Date	Participants	Planning Activity Description
08-12-19 08-26-19	▪ Suha Saleh – CHPS Assistant Dean Undergraduate Affairs (Former Interim Chair HS) ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion of CAVP pre-proposal submitted by Dr. Saleh prior to my arrival at UCF
09-04-19 (initial meeting; multiple discussions through 11/16/22 at biweekly one-on-one meetings)	▪ Chris Ingersoll – CHPS Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	▪ Discussion of previous MS in HS proposal and ongoing pursuit of degree ▪ Ongoing updates
10-01-19	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Graduate Course Revisions (pre-existing inventory)
10-10-19	▪ Paige Borden – Chief Analytics Officer ▪ Tim Letzring – Senior Associate Provost Academic Affairs ▪ Winston Schoenfeld - Interim Vice President for Research	Initial discussion regarding MS in Health Sciences
01-21-20	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Follow up discussion regarding MS in Health Sciences
02-14-20	▪ Reid Oetjen – Chair HMI (former) ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion about MS degree CIP code 51.0000
03-20-20	▪ Paige Borden – Chief Analytics Officer ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion on development of MS in Health Sciences (HS) and issues with CCIE using 51.000 CIP code

Throughout period of remote work due to COVID (04-01-20 to 09-10-21)	▪ Routine one-on-one meetings with HS faculty ▪ Gail Kauwell – Health Sciences Professor & Chair	Faculty expressions of interest in development of MS degree; informal discussions and questions from faculty
09-09-2020	▪ Dr. David Fukuda - Associate Professor & Division Chair – SKRS ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding Kinesiology MS degree requirements and courses
11-23-2020	▪ Jeffrey Stout – Professor & Director School Kinesiology and Rehabilitation Sciences (SKRS) ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding Kinesiology MS degree requirements and courses
2-18-21	▪ Jeffrey Stout – Professor & Director School Kinesiology and Rehabilitation Sciences (SKRS) ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding Kinesiology MS degree requirements and courses; options for Health Sciences degree/track
04-22-21	▪ Jeffrey Stout – Professor & Director School Kinesiology and Rehabilitation Sciences (SKRS) ▪ David Fukuda – Associate Professor & Division Chair – SKRS ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding Kinesiology MS degree requirements and courses; options for Health Sciences degree/track
07-12-21	▪ Emily Leonard, MS, RDN – OVAHCS Inpatient Clinical Nutrition Manager ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding Orlando VAHCS dietetic internship and UCF MS in Health Sciences collaboration
08-20-21	▪ All HS Faculty	Set goal to develop HS MS track or MS degree
October 2021	▪ Emily Leonard, MS, RDN – Inpatient Clinical Nutrition Manager ▪ Gail Kauwell – HS Professor & Chair	Follow up on discussion regarding Orlando VAHCS dietetic internship and UCF MS in Health Sciences collaboration

10-26-21	▪ Jeffrey Stout – Professor & Director School Kinesiology and Rehabilitation Sciences (SKRS) ▪ David Fukuda – Associate Professor & Division Chair – SKRS ▪ Gail Kauwell – HS Professor & Chair	Continued discussion about MS/PhD track under Kinesiology
11-19-21	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – HS Professor & Chair	Discussion regarding graduate program requirements and processes
12-02-21	▪ UCF Graduate Council	Presentation of course revisions for graduate courses in HS inventory
12-10-21	▪ All HS Faculty	Discussed graduate program/courses and HS courses already in HS inventory
01-21-22	▪ All HS Faculty	Update on graduate program/courses
3-18-22 and 3-24-22	▪ Orlando VAHCS Internship Director Search Committee Members ▪ Gail Kauwell – Health Sciences Professor & Chair	Interview candidates for Orlando VAHCS dietetic internship program director
04-22-22	▪ All HS Faculty	CHPS Strategic Plan and relationship to Health Sciences MS; volunteers to serve on workgroup
05-20-22	Department of Health Sciences MS Degree Work Group ▪ Keith Brazendale – Assistant Professor ▪ Michael Rovito – Associate Professor ▪ Jeanette Garcia – Associate Prof ▪ Steven Burroughs – Instructor ▪ Gail Kauwell – Health Sciences Professor & Chair	Developed plans for the graduate program – title, focus, audience, curriculum, credit hours, outcomes, etc. Discussed pre-proposal content and reviewed sections of pre-proposal drafts at subsequent meetings
06-10-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions

06-23-22	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	HS MS program discussion
06-24-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions
07-15-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions
07-29-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions
08-12-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions
08-22-22	▪ All HS Faculty	HS MS track/degree – update from workgroup
09-08-22	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Joel Cramer – CHPS Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Review new graduate program proposal
09-09-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions
09-16-22	▪ All HS Faculty	HS MS track/degree – workgroup update and discussion
09-20-22	▪ Emily Leonard, MS, RDN – OVAHCS Inpatient Clinical Nutrition Manager ▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Update on MS degree status and collaboration with OVAHCS dietetic internship program

09-22-22	▪ Tim Letzring – Senior Associate Provost Academic Affairs ▪ John Weishampel – Professor & Associate Dean College of Graduate Studies ▪ Joel Cramer – Senior Associate Dean ▪ Ranetta Guinn - CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion of proposed MS track vs degree
10-03-22	▪ Emily Leonard, MS, RDN – OVAHCS Inpatient Clinical Nutrition Manager ▪ Giselle (Gigi) Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Update on MS degree status and collaboration with Orlando VAHCS dietetic internship program
10-06-22	▪ Ranetta Guinn – CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Curriculum Review
10-14-22	▪ All HS Faculty	HS MS track/degree – workgroup update and discussion; CV update assignment for all faculty
11-04-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions; syllabus development assignments
11-15-22	▪ Lisa Haggar, MS, RDN, LDN – OVAHCS Acting Chief ▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Update on MS degree status and collaboration with Orlando VAHCS dietetic internship program Reviewed Orlando VAHCS plans for submitting accreditation eligibility documents
11-18-22	▪ All HS Faculty	HS MS track/degree – update from workgroup; syllabi development assignments

11-18-22	▪ Department of Health Sciences MS Degree Work Group	See 05-20-22 description; reported updates from external meetings/discussions; syllabus development assignments
12-09-22	▪ All HS Faculty	HS MS track/degree – update from workgroup
12-12-22	▪ Alyssa McDuffie, MS, RDN, LDN – Specialty Outpatient Clinical Nutrition Manager ▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Chair	Update on MS degree status and collaboration with Orlando VAHCS dietetic internship program Discussed UCF MS pre-proposal progress; reviewed preliminary draft of MS in Health Sciences curriculum
January 2023	▪ Students enrolled in a required, senior level Health Sciences course ▪ Students working in small groups with Health Sciences faculty	Online student survey and face-to-face focus groups conducted with Health Sciences students
01-11-23	▪ Chris Ingersoll – CHPS Dean ▪ Gail Kauwell – Health Sciences Chair	Status update
01-13-23	▪ Department of Health Sciences MS Degree Work Group	Detailed review of admission standards and graduation requirements; anticipated benefit of the proposed program to the university, local community, and the state; and student learning outcomes
01-19-23	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Review and discuss MS HS pre-proposal
01-20-23	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Continued review and discussion of MS HS pre-proposal

01-25-23	▪ Alyssa McDuffie, MS, RDN, LDN – Specialty Outpatient Clinical Nutrition Manager ▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Chair	Updates on status of MS HS pre-proposal and Orlando VAHCS status on dietetic internship proposal Discussed competencies that overlap with dietetic internship competencies Discussed program admission requirements
02-01-23	▪ Ranetta Guinn – CHPS Graduate Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Updates on progress with pre-proposal
02-28-23	▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Chair	Review of proposed curriculum for MS HS Status update on dietetic internship proposal
04-07-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Chair ▪ Tim Letzring – Vice Provost	Submitted program pre-proposal to BOG Academic Coordination Group portal for review.
03-16-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Chair	Discuss status of pre-proposal
04-21-23	▪ Keith Brazendale – Assistant Professor ▪ Jeanette Garcia – Associate Professor ▪ Steven Burroughs – Instructor ▪ Eunkyung Lee – Assistant Professor ▪ Joy Scheidell – Assistant Professor ▪ Shante Jeune – Assistant Professor ▪ A'Naja Newsome - Lecturer ▪ Gail Kauwell – Health Sciences Professor & Chair	MS HS Curriculum and Course Syllabi Workshop

04-26-23	▪ Lisa Haggar, MS, RDN, LDN – OVAHCS Acting Chief ▪ Gigi Diaz, MS, RDN – OVAHCS Dietetic Internship Program Director ▪ Gail Kauwell – Health Sciences Chair	MS in Health Sciences pre-proposal approved CHES and NBHWC certifications Program update; timeline for admitting students Orlando VAHCS self-study and facility renovation plans to accommodate dietetic internships
06-13-23	▪ Tim Letzring – Senior Associate Provost Academic Affairs ▪ John Weishampel – Professor & Associate Dean College of Graduate Studies ▪ Joel Cramer – Senior Associate Dean ▪ Ranetta Guinn - CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Review of proposal document and guidance on preparing the proposal
6-20-23	▪ Amy Mobley – Associate Professor and Graduate Program Coordinator – Department of Health Education and Behavior – University of Florida ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussed proposed degree to be offered by UCF and their willingness to support our proposal
06-23-23	▪ Ranetta Guinn - CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Review curriculum and proposed SCNS; discuss and review sections of full proposal
06-28-23	▪ Christopher Ingersoll – CHPS Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussed potential opportunities extending from our proposed MS program partnership with the Orlando VAHSC dietetic internship
06-29-23	▪ Pamela Fletcher – UCF EEO and Search Compliance Manager ▪ Gail Kauwell – Health Sciences Professor & Chair	Email exchange requesting review of section III F of proposal

06-30-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Discuss and review sections of the proposal
07-01-23	▪ Pamela Fletcher – UCF EEO and Search Compliance Manager ▪ Gail Kauwell – Health Sciences Professor & Chair	Feedback from Pamela on EEO section of the proposal
07-03-23	▪ Pamela Fletcher – UCF EEO and Search Compliance Manager ▪ Gail Kauwell – Health Sciences Professor & Chair	Received acknowledgement that EEO section is ready for signature
07-14-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Discuss and review sections of the proposal
07-19-23 through 08-03-23	▪ Gail Kauwell – Health Sciences Professor & Chair	Solicited internal and external letters of support
07-21-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Discuss and review sections of the proposal
07-21-23	▪ Eric Schrimshaw – UCF Population Health – Professor & Chair ▪ Gail Kauwell – Health Sciences Professor & Chair	Overview of proposal and discussion regarding potential for future collaboration
08-10-23	▪ Ranetta Guinn - CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Final review of curriculum
08-10-23	▪ John Weishampel – Professor & Associate Dean College of Graduate Studies ▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion and review of various sections of the proposal
08-10-23	▪ David Fukuda – Division Chair SKRS and Professor ▪ Gail Kauwell – Health Sciences Professor & Chair	Discuss SKRS courses that can be used as an elective for students in proposed program

08-15-23	▪ John Weishampel – Professor & Associate Dean College of Graduate Studies ▪ Jennifer Parham – Sr. Assistant Dean College of Graduate Studies ▪ Joel Cramer – Senior Associate Dean ▪ Ranetta Guinn - CHPS Grad Affairs Director ▪ Gail Kauwell – Health Sciences Professor & Chair	Discussion of tuition waivers, stipends, and occupations data
08-15-23	▪ Kendall Cortelyou – Interim Director School of Global Health Management and Health Care Informatics ▪ Gail Kauwell – Health Sciences Professor & Chair	Provided information about our proposal and requested their support
08-16-23	▪ Joel Cramer – Senior Associate Dean ▪ Gail Kauwell – Health Sciences Professor & Chair	Wrap up meeting prior to distribution of proposal
08-28-23	▪ CHPS Graduate Curriculum Committee ▪ Gail Kauwell – Health Sciences Professor & Chair	Presentation of proposed program and course syllabi. Unanimously approved both.