

**Steering Committee Meeting Minutes**  
**October 24, 2019 (2pm – 4pm)**  
**BOT Conference Room**

**Members Present:** Kevin Wagner, Bruce Arneklev, Chris Beetle, Kim Dunn, Michael Harris, Mort Levitt, and Meredith Mountford.

1. The meeting was called to order at 2:00pm by Chair, Dr. Kevin Wagner
2. The UFS Steering minutes from [September 26, 2019](#) were approved.

**3. President's Report:**

- a. Dr. Kevin Wagner discusses the Academic Freedom and Due Process Committee meeting. The Committee will be discussing new syllabus language, new rules for faculty/student relations and regents professorship.
- b. The Report of Promotion and Tenure Committee on Proposed Changes to Promotion and Tenure Guidelines has been taken off the agenda but we will still discuss this item and make recommendations during the Business Items.

**4. Guest Speakers**

- Arnolde Dejesus, Follett, Katarzyna Kielbasa, Business Services, & Geoffrey Johnson, Office of the Provost.
- Geoffrey Johnson presents the Textbook Affordability and Compliance.
- Textbook Affordability Regulations: State Law: FL Statute 1004.085: Textbook and Instructional Materials Affordability: Requires deadlines for an instructor or department to notify the bookstore of required and recommended textbooks or instructional materials each semester. Also, establishes the Textbook and Instructional Materials Affordability Report that requires each university to report textbook selection processes and the number of courses that were unable to meet the textbook posting deadline each year.
- State University Governing Board Regulation: FL BOG Regulation 8.003: Textbook and Instructional Materials Affordability: Requires that the university must post a hyperlink to lists of required and recommended textbooks for at least 95% of all courses and course sections offered at the university at least forty-five (45) days before the first day of the class term.
- University Regulation: FAU Regulation 3.004: Textbook and Instructional Materials Affordability. Requires that faculty must submit textbook adoptions to the campus bookstore no later than sixty (60) days prior to the first day of classes. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement. A request for an exception to the compliance deadline shall be submitted in writing to the bookstore manager prior to the deadline.
- Provost Memoranda (Instructional) 2.1: Procedures for Selecting Textbooks for Affordability. 1) Textbook Affordability: low cost options, digital options, Open Education Resources (OER), 2) Textbook Selection: timely adoptions, options (rental, used, on reserve in the library) & 3) Self-Authoring Textbooks and Instructional Materials: Chair approval, note of conflict of interest.
- Textbook Affordability and Accountability Form: Requirement for faculty who: Teach a multiple section course taught by multiple faculty and the same textbook is required across all sections,

Require bundled instructional materials prepared by faculty to be purchased by students & Obtain royalties from the sale of required new textbooks and/ or instructional materials from students they teach at FAU.

- Textbook Adoption Dashboard: The dashboard enables you to: View textbook adoption statuses by college, campus, department, course, instructor and term & See the adoption rate for your college/ department.
- Finally, the Annual Textbook Adoption Deadlines are October 15, 2019 for Spring 2020, March 15, 2020 for Summer 2020 and April 15, 2020 for Fall 2020.
- Arnolde Dejesus presents the Follett Discover Instructions.
- First, you login to Canvas, then go to resources, click Follet Discover.
- Then you type in the ISBN/Book information in the search bar on the right side and select go and click view details on the title you want to use.
- On the right side of the page, select the course you want to use the book for. You can also add the book to your library for easier selection in the future.
- If the book does not show in the search, you have an option to add the book by entering the book information manually. Provide as much information as you can.
- If no materials are require, click on “I have no materials to adopt for this course”.
- You can break down courses by sections to put in different items for each section. You can search for book suggestions by subject.
- Finally, Other Items to be mindful of: Correct ISBN, Avoid international or instructor versions, Old editions: can be used with the understanding we may not have enough, If using bundles or codes make sure to include the corresponding ISBN, You can adopted non-text requirements such as calculators, maps, iClickers, art supplies, lab coats, goggles. Finally, eBook vs printed book: many instructors put in the eBook as required but wanted the printed book.

#### 5. [UPC Consent Agenda](#)

- There are no objections. The consent agenda stands **approved**.

#### 6. [UPC Action Agenda](#)

- **Bachelor of General Studies**
  - After discussion, Dr. Chris Beetle motions to **add the presentation of the Bachelor of General Studies by Dean Ed Pratt to the business items**. Dr. Michael Harris seconds. After a majority vote, the motion carries.
- **Approval process for adding and removing elective courses**
  - After discussion, the Steering committee will make no motion at this time regarding the approval process for adding and removing elective courses.

#### 7. [UGC Consent Agenda](#)

- There are no objections. The consent agenda stands **approved**.

#### 8. UGC Action Items

- No items

## **9. Business Items**

- Report of Promotion and Tenure Committee on Proposed Changes to Promotion and Tenure Guidelines
  - Dr. Mike Harris suggests rewriting the section on collegiality.
  - Dr. Meredith Mountford states that the AAUP guidelines were broadly written and can be interpreted in many ways.
  - Dr. Kevin Wagner will convey the concerns with the Promotion and Tenure committee.
- Tenure-Track transitions at HBOI
  - This item was postponed due to Provost Danilowicz out of town.
- Graduate Student Health Insurance
  - Dean Stackman states that the Graduate Tuition Waiver Committee will be identifying funds from the E&G budget for the goal of the health insurance to be in effect for the fall 2020 semester.

## **10. Open forum with the Provost**

- Vice Provost Michele Hawkins has no items to report.
- Dr. Wagner will refer syllabus concerns to the Academic Freedom and Due Process committee to come up with a specific recommendation.

## **11. Good of the Steering Committee**

- No Items.

## **12. Meeting adjourned at 3:53pm.**