

Florida Atlantic University



Follow-Up Action Plan

to the

2000-2002 Self-Study

for submission to

**Commission on Colleges
of the**

Southern Association of Colleges and Schools

INTRODUCTION

The Florida Atlantic University Self-Study is the result of an intensive two-year effort by a large number of dedicated individuals. Administrators, faculty, staff and students collaborated in providing a detailed analysis of the status of the university that clearly identifies its strengths and areas for improvement. Where shortcomings were identified, the self-study committees made recommendations and suggestions to assist the university community in formulating plans for improvement.

This Follow-Up Action Plan combines the administrative responses to the recommendations and suggestions of the Self-Study, and represents the commitment of the President, Provost and Senior Vice Presidents to improve programs, services and operations in areas of identified need.

Although the reaffirmation process only requires that recommendations be addressed, most administrators chose to accept the suggestions made and formulated plans to address these as well. Each recommendation and suggestion presented in the Plan addresses the action planned or taken, the status of that action, and the person(s) responsible for ensuring the successful implementation of the action. Some recommendations and suggestions encompassed areas where implementation responsibility is shared by several administrators. In such cases, more than one administrator responded with a plan and timeline.

The Plan identifies those elements that have already been addressed, those in the process of implementation, and those that will require more concerted efforts and longer timeframes to complete. The President, Provost and Senior Vice Presidents will regularly review progress toward implementation, and will evaluate the results to ensure complete compliance with the Criteria for Accreditation.

February 5, 2002

Section III: Institutional Effectiveness

Recommendation 3.1/6 **That the leadership of the institution continue to take an active role in encouraging continuous improvement through academic assessment.**
Self-Study page 34

Action Planned or Taken: The Provost is committed to sustaining the assessment momentum generated by the Academic Programs Institutional Effectiveness Committee (APIEC) and the academic departments through the following efforts:

Support of APIEC

Hold Deans responsible for meeting APIEC deadlines for submitting assessment plans, results and use of results for improvement. Include the APIEC Annual Assessment Report as an agenda item for the Executive Committee, Provost's Advisory Committee, and Strategic Plan Implementation Committee.

Professional Development

Support assessment workshops featuring on-line assessment reporting of data results, program improvements, and new 2002-2003 assessment plans. All deans, chairs and faculty responsible for assessment activity will attend one of the workshops.

Enhance General Education Assessment

Revitalize the assessment of general education through new committee appointments and a new charge linking it to the efforts to revamp the general education core curriculum. As resources permit, support faculty attendance at conferences and workshops that are geared expressly to faculty.

Use of Assessment Results in Budget Process

Provide opportunities for assessment results to be systematically included in the budget request process using the overall EPIC model for guidance.

Curriculum Design and Development

Encourage faculty to develop assessment plans that inform curriculum development, making assessment a formal step in the design process. Recognize assessment activity and assessment research as positive factors in the faculty review and tenure process. Develop and implement outreach activities to faculty with special emphasis on orienting new faculty to the role of assessment and continuous improvement in their department and program.

Status: Underway 2001-2002

Person(s) Responsible: Provost and deans

Recommendation 3.1/7
Self-Study page 34 **That FAU incorporate the assessment of the research component and the public and professional service component into the on-going assessment program.**

Action Planned or Taken 1) Under the leadership of the Vice President for Research, the University will appoint a standing committee and charge it with developing and overseeing an annual assessment process for the university's research function and activities. The charge will include a requirement to align the assessment process with EPIC. 2) Under the leadership of the Office of the Provost, the University will appoint a standing committee and charge it with developing and overseeing an annual assessment process for the university's service function. The charge will include a requirement to align the assessment process with EPIC. (Note: these two committees will need to coordinate their activities. This might suggest appointing a single committee comprising two sub-committees.)

Status: Committee will be formed by March 1, 2002. Work plans with timelines for annual assessments will be completed by July 1, 2002.

Person(s) Responsible: Provost and Vice President for Research, or their designee(s)

Recommendation 3.2/4
Self-Study page 39 **That the senior administrator responsible for each administrative and educational support service unit ensure that units under their supervision implement all aspects of the continuous improvement process.**

Action Planned or Taken: (From the Provost)
In consultation with the Senior Vice Presidents, the Provost will take the following steps to strengthen the assessment of administrative and educational support units:

Reconstitute the Academic Support Institutional Effectiveness Committee (ASIEC)

In order to establish clear lines of authority and responsibility, each member of the new committee will represent his or her division or unit and will be responsible for communicating ASIEC information requests to their respective units. Annually, each support division's senior vice president will meet with his or her respective ASIEC representative (or the ASIEC chair) and the university assessment coordinator to evaluate unit assessment performance.

Professional Development

Attend and support attendance at assessment workshops featuring on-line assessment reporting of data results, program improvements, and new 2002-2003 assessment plans.

Support of ASIEC actions and deadlines

Hold unit heads responsible for meeting ASIEC deadlines for submitting assessment plans, results and use of results for improvement. Include the ASIEC Annual Assessment Report as an agenda item for the Executive Committee, Provost's Advisory Committee, and Strategic Plan Implementation Committee.

Status: Committee will be reconstituted by July 1, 2002.

Person(s) Responsible: Provost, or his designee(s)

Action Planned or Taken: (From the Senior Vice President for University Advancement)
In July 2000, the Senior Vice President for University Advancement began to incorporate the development of Institutional Effectiveness (IE) goals and evaluation of IE objectives into the annual evaluation of unit supervisors. Ongoing evaluation of progress toward goals and objectives is reported at monthly staff meetings.

Additionally, the Senior Vice President for University Advancement assigned a member of the division staff to serve on ASIEC in order to keep the division apprised of and in compliance with ongoing activity.

Status: Goals and evaluations for 2000/2001 are completed and on record; the goals for the 2001/2002 fiscal year are completed and on record. Evaluation of progress toward goals and objectives is ongoing at regular staff and individual meetings. The Associate Vice President for Advancement/ Campaign Director serves as an active member of ASIEC.

Person(s) Responsible: Senior Vice President for University Advancement and program supervisors

Action Planned or Taken: (From the Senior Vice President for Student Affairs)
The Senior Vice President for Student Affairs will direct department heads through memos and staff meetings to complete assessment reports and activities according to established deadlines. Assessment reports will be submitted to the Senior Vice President for his review.

Status: Already in progress

Person(s) Responsible: Senior Vice President for Student Affairs

Recommendation 3.2/5
Self-Study page 39 **That senior administrators ensure that units under their supervision fully implement the continuous improvement model demonstrating use of results for improvement.**

Action Planned or Taken: *(From the Senior Vice President for University Advancement)*
Annual staff evaluations completed by the Senior Vice President for University Advancement include the review and evaluation of Institutional Effectiveness goals and objectives. Through this evaluation, new goals and objectives are developed. Ongoing evaluation is reported monthly.

Status: Evaluation of progress toward goals and objectives is ongoing at regular staff and individual meetings. The results are used to develop new goals and objectives at start of fiscal year.

Person(s) Responsible: Senior Vice President for University Advancement and program supervisors

Action Planned or Taken: *(From the Senior Vice President for Student Affairs)*
The Senior Vice President for Student Affairs will work with department heads to ensure that the results of the assessment reports are used to improve administrative and educational support services. Assessment results will be used to support budget requests.

Status: Will be implemented at the beginning of the budget cycle in March/April.

Person(s) Responsible: Senior Vice President for Student Affairs

Suggestion
Self-Study page 34 **Implement that feature of EPIC that encourages the showcasing of exceptional assessment plans and program improvements with a web-based “best practices” section.**

Action Planned or Taken: This suggestion was implemented in January 2002.

Suggestion
Self-Study page 34 **Establish a periodic budget/planning training opportunity that informs deans and vice presidents on how to use assessment results to reinforce budget proposals.**

Action Planned or Taken: An assessment results component will be included in the annual budget workshops.

Person(s) Responsible: Provost or his designee

Section IV: Educational Programs

Recommendation 4.2.1/19
Self-Study page 56 **The catalog should be revised to indicate that dismissed students may apply for re-entry after one year by appealing to the Academic Petitions Committee.**

Action Planned or Taken: The next edition of the catalog will be revised to conform to practice.

Status: The revision will appear in the 2002-2003 catalog.

Person(s) Responsible: The Vice Provost will work with the Catalog Coordinator.

Recommendation 4.2.2/4
Self-Study page 59 **1.) The University should adopt a completion requirement which includes demonstration of competence in oral communications.**
2.) The University should adopt a completion requirement that includes demonstration of competence in the basic use of computers.

Action Planned or Taken The Provost will ask the General Education Assessment Committee and the Core Curriculum Task Force to assess in detail the current status of degree requirements in these two areas and to propose methods for assuring competence on the part of all graduates. These methods will be forwarded to the Undergraduate Programs Committee and the University Faculty Council for implementation through standard faculty governance mechanisms.

Status The committees will be appointed by the beginning of Fall 2002 and asked to propose new requirements by the beginning of 2003. The new requirements will be considered by faculty governance during Spring 2003 and, if approved, take effect for students entering in Fall 2003.

Person(s) Responsible: The Provost will appoint the committees.

Recommendation 4.2.5/2 **More advisers should be provided to reduce the advising load in each unit to a figure approximating NAAA's recommended advisor loads.**
Self-Study page 75

Action Planned or Taken: The College of Business will be asked to modify its practice of using only professional advisers and, by using faculty advisers as well, to increase significantly the number of advisers sharing the load. To the extent that budgetary conditions permit, additional staff will be provided to the two colleges and the Office of Undergraduate Programs to improve their advisee/advisor ratios.

Status: The College of Business will be asked to develop a plan for advising during 2002-03. Additional positions will be added for 2003-04 and subsequent years, depending on budget and enrollment considerations.

Person(s) Responsible: The Provost will ask the Dean of the College of Business to implement changes in advising; the Associate Provost for Budget will work with all three units in planning for additional staff.

Recommendation 4.3.1/4 **1.) The University should establish a graduate faculty. Membership on the graduate faculty should be based on the ability to direct dissertation/thesis research, to serve on dissertation thesis advisory committees, and to teach graduate courses, and should be required of those who do so.**
Self-Study page 79

2.) The University should re-establish the position of Dean of Graduate Studies and appoint to that position an individual who can devote full time to providing leadership, oversight, and management to graduate program issues.

Action Planned or Taken: The Provost will appoint a blue-ribbon panel to identify needed changes in the structure of graduate education, including the possibility of a Graduate Council, a Graduate Faculty, a Graduate School, and a Graduate Dean. This committee will also consider issues regarding teaching assistants identified in 4.8.4/5.

Status: This committee will be asked to complete and forward its recommendations no later than the end of 2002-03.

Person(s) Responsible: Based on the detailed recommendations received, the Provost will initiate actions to implement these changes through faculty governance processes.

Recommendation 4.3.6/4 **A regular periodic evaluation program for graduate advising should be implemented by the Office of Graduate Studies.**
Self-Study page 97

Action Planned or Taken: The Office of Graduate Studies will be asked to initiate such an evaluation program. The Office of Institutional Effectiveness and Analysis will be asked to assist in the design of the instrument with input from the Graduate Programs Committee.

Status: The evaluation will be planned to begin in 2002-03.

Person(s) Responsible: The Vice Provost will work with graduate programs and the GPC.

Recommendation 4.8.2.2/1 **That the University adjust its procedures to ensure that every faculty member teaching courses for credit is appropriately qualified.**
Self-Study page 121

Action Planned or Taken: The university is now in compliance with this criterion. The Provost issued a memorandum dated 7/18/00 (and reissued January 2002) clarifying the academic credentials required for instructors teaching at the undergraduate and graduate level. The Office of the Provost continues to work with the colleges to ensure compliance.

Status: Verification of the credentials of all faculty teaching during the Fall 2001 semester is completed. Verification of the credentials of all faculty teaching during the Spring 2002 semester will be completed by February 8, 2002. Credentials of full-time faculty will continue to be monitored by Academic Affairs at time of hire; credentials of part-time faculty will be monitored by the Deans and their chairs/directors.

Person(s) Responsible: Provost or his designee, deans, chairs/directors

Recommendation 4.8.2.2/4 **That the University ensure that transcripts, vita and other documents justifying employment of adjunct faculty are maintained in department and/or college offices.**
Self-Study page 121

Action Planned or Taken: The Office of the Provost maintains credential files on all full-time faculty, including transcripts, vita and other documentation of academic preparation. Similar files on part-time faculty are maintained in the college and or department/school offices. The Office of the Provost will devise a method of monitoring the credential files of part-time faculty.

Status: During the Spring 2002 semester, the Provost will discuss monitoring of part-time faculty credential files with the Council of Deans. A monitoring plan will be in place by May 1, 2002.

Person(s) Responsible: Provost or his designee and deans

Recommendation 4.8.2.3/6 and 4.8.2.3/7
Self-Study page 128 **That the University adjust its procedures to ensure that each faculty member teaching in graduate programs is appropriately qualified.**

Action Planned or Taken: The university is now in compliance with this criterion. The Provost issued a memorandum dated 7/18/00 (and reissued January 2002) clarifying the academic credentials required for instructors teaching at the undergraduate and graduate level. The Office of the Provost continues to work with the colleges to ensure compliance.

Status: Verification of the credentials of all faculty teaching during the Fall 2001 semester is completed. Verification of the credentials of all faculty teaching during the Spring 2002 semester will be completed by February 8, 2002. Credentials of full-time faculty will continue to be monitored by Academic Affairs at the time of hire; credentials of part-time faculty will continue to be monitored by the Deans and their chairs/directors.

Person(s) Responsible: Provost or his designee, deans, chairs/directors

Recommendation 4.8.3/3 and 4.8.3/5
Self-Study page 136 **1.) That the University adjust its procedures to ensure that adjunct faculty meet the same minimum requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the same discipline; and**
2.) That the University adjust its procedures to provide for the appropriate orientation, supervision and evaluation of all adjunct faculty. New adjunct faculty members should be provided orientation and invited to orientation sessions held for new full-time faculty members organized at the university, college and/or departmental levels. Supervision and evaluation of adjunct faculty should be formalized.

Action Planned or Taken: During the Spring 2002 semester, the Provost will appoint a Task Force to study all issues identified here as pertaining to adjunct faculty. Members of the Task Force will include representatives from academic affairs, administrators, faculty, and students. They will transmit their recommendations to the Provost by May 1, 2002. Based on these recommendations, a policy document will be developed focused on issues related to adjunct faculty.

Status: As stated above, the Provost issued a memorandum clarifying the academic credentials required for instructors teaching at the undergraduate and graduate level. In addition, a memorandum indicating that adjunct faculty must be provided space to allow them to fulfill their institutional roles and responsibilities was issued on October 11, 1999. A number of colleges and/or departments/schools have special measures in place (handbooks, orientation, mentoring) to deal with many of these issues for their part-time faculty. Nevertheless, there are a sufficient number of items relating to part-time faculty in this report to call for a closer review.

Person(s) Responsible: Provost or his designee

Recommendation 4.8.4/5
Self-Study page 138 **That the University provide a structure for administrative oversight of Graduate Teaching Assistants above that of the individual academic units. This may best be achieved, and then administered, through creation of a Graduate School with attendant Graduate Dean and a Graduate Faculty.**

Action Planned or Taken: This issue will be dealt with in connection with the recommendation for 4.3.1/4.

Status: This committee will be asked to complete and forward its recommendations no later than the end of 2002-03.

Person(s) Responsible: Based on the detailed recommendations received, the Provost will initiate actions to implement these changes through faculty governance processes.

Recommendation 4.8.6/2
Self-Study page 147 **That copies of policy and statement on academic freedom be distributed to all faculty including adjunct faculty. This can best be achieved by distributing copies of the Academic Affairs Faculty Handbook to full-time faculty as well as adjuncts, or include such policy and statement in an Adjunct Faculty Handbook.**

Action Planned or Taken: The Faculty Handbook on the FAU website now includes a statement on academic freedom and responsibility, with a link to the comparable statement in the collective bargaining agreement. All faculty, including adjunct faculty, will be notified of these resources.

Person(s) Responsible: The Associate Provost for Personnel will work with college deans to assure that all faculty recognize the availability of the Faculty Handbook.

Recommendation 4.9.2/2
Self-Study page 108 **When entering into agreements with unrecognized/unaccredited international affiliates that create exceptions to the University's transfer credit policies, FAU must design and implement an effective process for monitoring the academic program quality of the international affiliate and other factors relevant to compliance with the *Criteria*.**

Action Planned or Taken: The provost will delegate responsibility for monitoring the academic program quality of international affiliates with which the university has entered into transfer degree relations to appropriate college deans. (The Office of International Programs will retain oversight of the establishment of such relations.) If a college is involved in a transfer degree relation with an international affiliate, that college will be required to monitor the academic program quality of the affiliate on a regular basis and include the affiliate relation in its internal program review process. The Office of International Programs will be responsible for assuring that these review activities are carried out regularly and for maintaining records of them. In addition, the Vice Provost for Academic Programs will institute a periodic review of all aspects of FAU's affiliate relationships that bear on compliance with the *Criteria*.

Status: By April 2002 responsibility for monitoring the academic program quality of international affiliates will be transferred from the Office of International Programs to colleges. In addition, within this same time period, the Vice Provost for Academic Programs will develop review criteria and processes for ensuring that FAU's affiliate relationships comply with the *Criteria*.

Person(s) Responsible: Provost, Vice Provost, and college deans

Recommendation DEDP 2 and DEDP 3
Self-Study page 163 **Colleges that offer, or plan to offer, distance learning courses or programs should establish a process for the review and evaluation of these courses/programs with respect to instructional design and technology used.**

Action Planned or Taken: The Provost will direct college deans to develop and implement an appropriate process for reviewing distance learning courses with respect to technology and instructional design. The Associate Provost for Information Resource Management or his designees will assist college faculty and administration in identifying the technology and design issues as well as issues related to faculty proficiency in the technological aspects of distance learning to be considered in the review process. IRM will continue to sponsor training sessions for faculty interested in offering distance learning courses.

Status: Review processes will be in place by the Fall 2002 semester.

Person(s) Responsible: Provost and college deans

Recommendation DEDP 9
Self-Study page 165 **1.) The university must adopt and regularly administer an instrument or instruments for measuring student perception of the effectiveness of FAU's distance learning activities, including teaching effectiveness, course offerings, learning resources, and support services, and**

2.) The University must develop a process for collecting and assessing comparative data on student retention in distance learning courses and programs.

Action Planned or Taken: 1.) In December 2001, the Associate Provost for Information Resource Management (IRM) formed a committee to look at the distance learning evaluation process. The University Faculty Council submitted a draft Student Perception of Teaching instrument for distance education courses. After further refinement, the instrument will be sent to the UFC and the Provost for final approval. Implementation of the web-based form and collection of results will be handled by IRM.

2.) In consultation with Distance Education and Instructional Technology staff, the Institutional Effectiveness and Analysis office will identify distance learning courses and programs operational in spring, 2002. At the conclusion of the spring term, IEA will produce a report for the Provost comparing outcomes (completion rates and grades) in these courses/programs with their on-campus counterparts. Annual reports will be prepared thereafter.

Status: 1.) The final instrument will be ready for approval by April 2002, with full implementation of the evaluation process for the Fall 2002 semester.

2.) First report to be delivered to the Provost by July 1, 2002.

Person(s) Responsible: 1.) The Associate Provost for IRM and members of the Distance Learning Evaluation Process Committee

2.) The Assistant Provost for Institutional Effectiveness and Analysis

Suggestion
Self-Study page 75 **Initiatives should be undertaken to improve the quality of advising and remove hindrances in the process.**

Action Planned or Taken: The Assistant Provost for Advising and the Assistant Provost for Enrollment Management will be asked to study these issues and present recommendations to the Provost.

Status: The Assistant Provosts will be asked to consider the issue during Fall 2002.

Person(s) Responsible: Assistant Provost for Advising, Assistant Provost for Enrollment Management

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| Suggestion <i>Self-Study page 79</i> | The University should establish a Graduate Council charged to consider all aspects of graduate programs, to supplement the continuing responsibility of the GPC for review of courses and curricula. The membership of the council should be structured to reflect the range of graduate programs, so that colleges with many programs are proportionally better represented. It should also incorporate different levels of graduate program appropriately. |
| Action Planned or Taken: | The Provost will appoint a blue-ribbon panel to identify needed changes in the structure of graduate education, including the possibility of a Graduate Council, a Graduate Faculty, a Graduate School, and a Graduate Dean. This committee will also consider issues regarding teaching assistants identified in 4.8.4/5. |
| Status: | This committee will be asked to complete and forward its recommendations no later than the end of 2002-03. |
| Person(s) Responsible: | Based on the detailed recommendations received, the Provost will initiate actions to implement these changes through faculty governance processes. |
| Suggestion <i>Self-Study page 92</i> | The University should initiate a comprehensive program of formal follow-up of graduates of graduate programs to assure that the curriculum acquaints them with current practices in the field of specialization and prepares them satisfactorily to practice in and contribute to a profession or field of scholarship. |
| Action Planned or Taken: | A survey of alumni who received graduate degrees will be conducted regularly. |
| Status: | The survey effort will begin in 2002-03. |
| Person(s) Responsible: | The Office of Institutional Effectiveness and Analysis will be asked to design appropriate surveys. If a graduate dean is appointed (see above) that individual will be asked to provide leadership in this effort. |
| Suggestion <i>Self-Study page 96</i> | A systematic mechanism for evaluation of significant experimentation with methods to improve instruction should be developed. |
| Action Planned or Taken: | The Graduate Programs Committee of the University Faculty Council will be asked to create a process by which it can review instructional experimentation. |
| Status: | The GPC will be asked to consider the issue during Spring 2002. |
| Person(s) Responsible: | The Vice Provost will work with the GPC. |

Suggestion
Self-Study page 96 **An evaluation process for instruction and curriculum more specifically oriented to the nature of graduate education should be developed and implemented.**

Action Planned or Taken: The Graduate Programs Committee of the University Faculty Council will be asked to create a more appropriate process for review of graduate instruction.

Status: The committee will be asked to undertake this effort during 2002-03.

Person(s) Responsible: The Vice Provost will work with the committee. A Graduate Council, once established, could be asked to conduct a thorough study of the evaluation process as it applies to graduate programs and to suggest any needed changes.

Suggestion
Self-Study pages 128 and 136 **1.) Maintain transcripts and vita of part-time faculty teaching in graduate programs in the Provost's Office.**

2.) The University should develop policies regarding the use of adjunct faculty to ensure the integrity of the instructional program is maintained.

3.) Units hiring adjunct faculty members hired to teach a course in a discipline in which the unit does not have a resident faculty in the discipline, should seek verification and approval of the adjunct faculty members credentials by the department to ensure that the adjunct faculty member is appropriately qualified to teach the course.

4.) Adjunct (part-time) faculty should be provided appropriate office space (shared as necessary) in which to hold office hours and meet with student.

Action Planned or Taken: During the Spring 2002 semester, the Provost will appoint a Task Force to study all issues identified here as pertaining to adjunct faculty. Members of the Task Force will include representatives from academic affairs, administrators, faculty, and students. They will transmit their recommendations to the Provost by May 1, 2002. Based on these recommendations, a policy document will be developed focused on issues related to adjunct faculty.

Status: The Provost issued a memorandum clarifying the academic credentials required for instructors teaching at the undergraduate and graduate level. In addition, a memorandum indicating that adjunct faculty must be provided space to allow them to fulfill their institutional roles and responsibilities was issued on October 11, 1999. A number of colleges and/or

departments/schools have special measures in place (handbooks, orientation, mentoring) to deal with many of these issues for their part-time faculty. Nevertheless, there are a sufficient number of items relating to part-time faculty in this report to call for a closer review.

Person(s) Responsible: Provost or his designee

Suggestion
Self-Study page 143 **It is suggested that the College of Engineering revise and provide more comprehensive merit criteria.**

Action Planned or Taken: Merit Criteria were adopted by all departments within the College of Engineering by August 1999. Following Article 10 of the *BOR/UFF Collective Bargaining Agreement*, the employees of the unit participated in the development of these procedures and they were recommended for implementation by a majority vote. They were subsequently approved by Academic Affairs. Recently the Dean was advised that merit criteria for the new Department of Civil Engineering needs to be in place by March 1, 2002.

Status: The Dean will be advised of this suggestion. Prior to the next distribution of merit salary increases, all colleges will be advised that they have the opportunity to revise their merit criteria, which must then be approved by Academic Affairs.

Person(s) Responsible: Provost or his designee

Suggestion
Self-Study page 143 **It is suggested that the University investigate the cause of disagreement among faculty that merit raises are based on clearly stated criteria.**

Action Planned or Taken: All colleges adopted merit criteria by the end of 1999. The Library revised their criteria in August 2000 and the Deans were recently asked to have criteria for new or reconfigured units adopted and submitted to academic affairs for review by March 1, 2002.

Status: Merit criteria and their application will be considered as a topic for discussion at an upcoming session of the Leadership Series for Chairs.

Person(s) Responsible: Provost or his designee

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| Suggestion <i>Self-Study page 147</i> | Distribute statements on ethical conduct and professional manner to adjunct faculty. |
| Action Planned or Taken: | Statements in regard to ethical conduct and professional manner are part of the Academic Affairs Faculty Handbook which is posted on the Provost's website. Adjunct faculty need to be made aware of this and other materials available to them on the web. |
| Status: | At the time of hire, adjunct faculty will be made aware of materials available to them on the web. |
| Person(s) Responsible: | Provost or his designee |
| Suggestion <i>Self-Study page 154</i> | It is strongly suggested that the University form a task force to determine why almost a third of the faculty believe their assignments are not equitable and reasonable. Since this is especially true in two of the nine colleges, this is an important morale issue for those colleges. |
| Action Planned or Taken: | The Office of the Provost is aware of the need for a clear link between Annual Assignment, Annual Evaluations, Promotion and Tenure, and the application of merit criteria. The Annual Assignment form was posted on the web in Spring 2001. The Provost issued a Revised Faculty Assignment Guidelines memorandum in March 2001 and subsequently discussed the guidelines with the executive committees of the colleges. This was a topic of discussion recently at meetings of the Council of Deans (COD) and Provost's Advisory Council (PvAC). |
| Status: | The Provost's office will continue to collect information on this process and ways to improve. The latter will include meetings with the Faculty Assemblies of the individual colleges. Information, memoranda, guidelines and other related materials will be posted on the Provost's website by February 1, 2002. |
| Person(s) Responsible: | Provost or his designee |
| Suggestion <i>Self-Study page159</i> | The Provost should constitute a joint faculty/administrative committee to recommend appropriate actions for encouraging and supporting applied research into the use of instructional technology to enhance student learning and support. |
| Action Planned or Taken: | The Associate Provost for Academic Budgets, the Associate Provost for Academic Personnel, and the Associate Provost for IRM will jointly chair a committee charged with submitting recommendations to the Provost for review and action. |

Follow-Up Action Plan

Status: The committee will be appointed by the beginning of the Fall 2002 semester. It will submit its recommendations to the Provost at the end of the Spring 2002 semester.

Person(s) Responsible: Associate Provost for Academic Budgets and Associate Provost for Academic Personnel

Suggestion
Self-Study page 163 **Adjuncts or teaching assistants assigned to teach distance learning courses should be required to include information about student access to full-time faculty on their syllabi.**

Action Planned or Taken: The Provost will instruct college deans to work with their department chairs to implement this suggestion.

Status: By the Fall 2002 semester, department chairs will require appropriate information on syllabi of teaching assistants and adjuncts.

Person(s) Responsible: College deans and department chairs

Suggestion
Self-Study page 163 **Proposals for courses to be offered through distance learning technology should include information about the technology/instructional know-how appropriate for faculty selected to teach the course.**

Action Planned or Taken: The distance education review processes developed by colleges (see DEDP 2 and DEDP 3) will incorporate this suggestion.

Status: Fall 2002 semester

Person(s) Responsible: College deans

Suggestion
Self-Study page 163 **The syllabi for on-line courses should include protocols for ensuring opportunities for timely and appropriate interaction between faculty and students and among students.**

Action Planned or Taken: The distance education review processes developed by colleges (see DEDP 2 and DEDP 3) will incorporate this suggestion.

Status: Fall 2002 semester

Person(s) Responsible: College deans

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| Suggestion <i>Self-Study page 164</i> | University Learning Resources should evaluate the effectiveness of its training programs for faculty and work with faculty involved in distance learning to identify areas for improvement. |
| Action Planned or Taken: | <p>The Provost has already instructed the Associate Provost for Information Resource Management (IRM) to review the distance learning evaluation process. A committee has been formed and has met to look into this issue. The committee is comprised of members of IRM's Distance Education and Instructional Technology (DEIT) group, two faculty members who are actively involved with distance learning, the Chairperson of the FAU University Faculty Council's Distance Learning Committee and staff from IRM. This committee is not to look into course evaluation, but rather how to best evaluate courses offered via distance learning.</p> <p>While this committee is not directly charge with looking at the training offered by University Learning Resource (ULR) the suggestion offered is a logical extension of this committee's purpose.</p> <p>Immediate action on this issue will include ULR designing and implementing a survey designed to reveal faculty satisfaction of the DEIT training seminars. Another survey will be developed and given to each faculty member and their design consultant upon the completion of the faculty member's first course.</p> |
| Status: | The first survey will be completed by March 1, 2002. The first administration of the second survey will be conducted at the end of the Spring 2002 term and at the end of every term thereafter. |
| Person(s) Responsible: | The Provost or his designee, the Associate Provost and members of the University Learning Resource staff involved with Distance Learning |
| Suggestion <i>Self-Study page 170</i> | Information about processes for resolving student complaints should be provided on the Distance Education and Instructional Technology (DEIT) web site. |
| Action Planned or Taken: | A "student grievances" link will be added to the DEIT web site. |
| Status: | Completed |
| Person(s) Responsible: | The Associate Provost for IRM or his designee |
| Suggestion <i>Self-Study page 170</i> | Students who take distance learning courses should be advised of opportunities for learning how to use the appropriate technologies. |

Follow-Up Action Plan

Action Planned or Taken: The DEIT website will advise students of computer literary courses offered through OUCE, local community colleges, and libraries.

Status: Will be completed April 2002.

Person(s) Responsible: The Associate Provost for IRM or his designee

Suggestion
Self-Study page 170 **FAU should review Help Desk hours and the viability of expanding Help Desk services.**

Action Planned or Taken: IRM has already expanded the hours of the Help Desk this past year. Originally the Help Desk hours were from 8am to 5pm, Monday through Friday. Currently, the hours for the Help Desk are 7:30am to 7:30pm, Monday through Friday. IRM would like to extend the hours for the Help desk from 7:30pm to 11pm and add Saturday hours from 9am to 2pm.

Status: Funding for this action plan will be considered in the 2002/03 budget cycle.

Person(s) Responsible: The Provost or his designee, the Associate Provost and CIO

Suggestion:
Self-Study page 172 **A Distance Education Taskforce should be appointed to assist the University in identifying policy issues, critical needs, and new directions for growth in FAU's distance learning program.**

Action Planned or Taken: The Provost will review that structure, scope, and charge of the IRM Academic Advisory Committee to determine if it is appropriate for this committee to undertake a comprehensive and ongoing assessment of policy issues, critical needs, and new directions for growth. If this committee is not suitable, a special taskforce, which includes representation for each college, IRM, and the strategic planning committee will be appointed.

Status: Will be completed by September 2002.

Person(s) Responsible: Provost

Suggestion
Self-Study page 101 **Open University and Continuing Education promotional material should clearly state that the degree programs or credit-bearing courses that it markets are offered by a specific college(s) and refer students to the college(s) for advisement and admissions requirements.**

Action Planned or Taken: The Dean of OUCE will create a separate section in the OUCE catalog for credit-bearing courses. This section will clearly identify the colleges offering the for-credit courses and provide advising contacts.

Status: This change will be implemented beginning with the Fall 2002 catalog.

Person(s) Responsible: The Dean of OUCE

Suggestion
Self-Study page 108 **Responsibility for monitoring the academic program quality of an unaccredited international affiliate should be vested in the departments/colleges directly involved in the transfer degree relation rather than in the Office of International Programs, which should facilitate but not manage such endeavors. Review and assessment of the affiliate relationship could be built into regular academic program review processes.**

Action Planned or Taken: The provost will delegate responsibility for monitoring the academic program quality of international affiliates, with which the university has entered into transfer degree relations, to appropriate college deans. (The Office of International Programs will retain oversight of the establishment of such relations.) If a college is involved in a transfer degree relation with an international affiliate, that college will be required to monitor the academic program quality of the affiliate on a regular basis and include the affiliate relation in its internal program review process. The Office of International Programs will be responsible for assuring that these review activities are carried out regularly and for maintaining records of them. In addition, the Vice Provost for Academic Programs will institute a periodic review of all aspects of FAU's affiliate relationships that bear on compliance with the *Criteria*.

Status: By April 2002 responsibility for monitoring the academic program quality of international affiliates will be transferred from the Office of International Programs to colleges. In addition, within this same time period, the Vice Provost for Academic Programs will develop review criteria and processes for ensuring that FAU's affiliate relationships comply with the *Criteria*.

Person(s) Responsible: Provost, Vice Provost and college deans

Suggestion **Contractual agreements that establish transfer degree relations should be reviewed by FAU's Accreditation Liaison Officer prior to execution.**
Self-Study page 108

Action Planned or The Provost will develop a routing and approval process for such
Taken: agreements that includes the Accreditation Liaison Officer.

Status: April 2002

Person(s) Provost
Responsible:

Section V: Educational Support Services

Recommendation 5.3/8 **Develop and implement an adequate network security plan to protect academic systems, administrative systems, and institutional networks.**

Self-Study page 202

Action Planned or Taken: A statewide audit was just completed on the Information Technology Infrastructure on Florida Educational Entities” by the State of Florida Auditor General. FAU, as a member of the State University System took part in this audit. The audit covered the following major security issues: Long-Range Technology Planning, Risk Assessment, Network Diagrams, Policies and Procedures, End-User Agreements, Firewalls, Antivirus Software, Disaster Recovery, Intrusion Detection Systems, Internet Protocol Telephony, Wireless Networks and Personal Digital Assistants.

FAU’s IRM has already established a variety of security protocols and applications for all systems under its responsibility. IRM will evaluate these protocols and applications to assure they meet the highest possible security standards.

Status: FAU will have to review each of the audit statements and requirements over the next several months to analyze FAU’s findings from those of the total population. This will be done in concert with FAU’s Internal Auditors who preformed the FAU part for the Florida Auditor General. Once this is accomplished, IRM will establish a priority list for funding and implementation. It is expected that this will take anywhere from 12 to 18 months to be fully outlined and implemented.

Person(s) Responsible: The Provost or his designee, the Associate Provost and IRM staff

Recommendation 5.5.2/2 **That the Director of Intercollegiate Athletics implement an orientation program to facilitate new staff members’ learning of departmental processes.**

Self-Study page 247

Action Planned or Taken: The Director of Intercollegiate Athletics will assign a staff member to implement an orientation program for the purpose of facilitating new staff members’ learning of departmental processes

Status: Will be implemented in Fall 2002. Planning will begin during the summer semester.

Person(s) Responsible: Director of Intercollegiate Athletics

Recommendation 5.5.2/2 **That the Department of Intercollegiate Athletics (DIA) Policy and Procedures Manual be reviewed annually, revised as needed and distributed to all coaches and appropriate staff members.**
Self-Study page 247

Action Planned or Taken: The Director of Intercollegiate Athletics will put into place processes for the annual review and revision of the Policy and Procedures Manual. This manual will be distributed to all coaches and appropriate staff members. Yearly updates will be provided at the beginning of each fall term.

Status: The Policy and Procedures Manual will be revised by June 2002 to be distributed in August 2002.

Person(s) Responsible: Director of Intercollegiate Athletics

Recommendation 5.5.4/2 **That the Director of Intercollegiate Athletics and the Director of the Financial Aid Office review and revise, if needed, the policies and procedures related to the distribution of financial aid to student athletes to ensure the timely distribution of scholarship funding and other financial aid awards.**
Self-Study page 253

Action Planned or Taken: The Director of Intercollegiate Athletics, Associate Director of Intercollegiate Athletics for Business Affairs and the Director of Financial Aid will meet each semester to review policies and procedures related to the distribution of financial aid to student athletics and will revise procedures as appropriate.

Status: Will be completed by July 2002.

Person(s) Responsible: Director of Intercollegiate Athletics, Director of Financial Aid, Associate Director of Intercollegiate Athletics for Business Affairs

Suggestion **The Mission Statement of the Division of Student Affairs should be published in the University Catalogs and Student Handbook.**
Self-Study page 211

Action Planned or Taken: The Student Affairs mission statement is already in the Student Handbook. The Senior Vice President for Student Affairs will assign his Senior Executive Secretary to add the Mission statement in the "Student Services and Activities" sections of the Graduate and Undergraduate Catalogs during the annual review and revision of these documents. She will also ensure that it continues to be included in the Student Handbook.

Status: Will be included in the Student Handbook for Fall 2002. As the deadline for the University Catalogs for 2002-2003 has passed, it will be included in the 2003-2004 Catalogs.

Person(s) Responsible: Senior Vice President for Student Affairs, Senior Executive Secretary for Student Affairs

Suggestion
Self-Study page 211 **All Division policies and procedures should be assembled as a single document that can be easily accessed by faculty, staff and students.**

Action Planned or Taken: The Senior Vice President for Student Affairs will assign the Assistant Vice President for Student Affairs to work with each department within Student Affairs to develop a relevant document that makes departmental policies and procedures available to faculty, staff and students. This committee will be exploring the use of the web as well as a brochure or manual.

Status: This project will begin during the Spring 2002 semester to be completed by December 2002.

Person(s) Responsible: Senior Vice President for Student Affairs, Assistant Vice President for Student Affairs

Suggestion
Self-Study page 239 **The Student Government Association should activate a Media Board comprised of faculty and students to oversee media activities.**

Action Planned or Taken: The Assistant Dean of Students will work with the Student Government Association to look into the feasibility of a Media Board and will take appropriate action.

Status: To be implemented in Fall 2002.

Person(s) Responsible: Assistant Dean of Students and the Student Government Association President

Suggestion
Self-Study page 239 **As the Broward and Northern Campuses continue to grow, the University should begin developing plans for health service facilities on the partner campuses.**

Action Planned or Taken: The Dean of Students will work with the Director of Health Services and the Associate and Assistant Deans of the partner campuses to plan for the implementation of on-campus health services.

Status: Will include the planning process in the 2002-2003 goals.

Person(s) Responsible: Dean of Students, Director of Health Services, Associate Dean of the Broward campuses, Assistant Dean of the Northern campuses

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| Suggestion <i>Self-Study page 247</i> | That communications within the Department of Intercollegiate Athletics be enhanced through regularly scheduled meetings between the Athletic Director and coaches. |
| Action Planned or Taken: | The Director of Intercollegiate Athletics will hold quarterly meetings with the coaches. Individual meetings occur regularly. |
| Status: | Meetings will begin February 2002. |
| Person(s) Responsible: | Director of Intercollegiate Athletics |
| Suggestion <i>Self-Study page 244</i> | That the Faculty Athletics Representative and members of the Department of Intercollegiate Athletics should review and revise, if deemed necessary, policy and procedures regarding exit interviews of student athletes. |
| Action Planned or Taken: | The Director of Intercollegiate Athletics will assign a staff member to work with Faculty Athletic Representative to review and revise policy and procedures regarding exit interviews of student athletes. |
| Status: | Policy review will begin during Spring 2002. |
| Person(s) Responsible: | Director of Intercollegiate Athletics |
| Suggestion <i>Self-Study page 247</i> | That the Department of Intercollegiate Athletics inform all student athletes about the Student Athlete Advisory Committee (SAAC) and its availability to address athletes' concerns and/or needs. |
| Action Planned or Taken: | The Director of Intercollegiate Athletics will direct all coaches and staff to inform student athletes about the Student Athlete Advisory Committee (SAAC) during the beginning of each semester. |
| Status: | Students will be informed during Spring 2002. |
| Person(s) Responsible: | Director of Intercollegiate Athletics and Coaches |

Section VI: Administrative Processes

Recommendation 6.1.4/1
Self-Study page 265 **The declaration of duties and responsibilities of the President and other administrative officers found in the Florida Administrative Code was last amended in 1987. The titles, duties and responsibilities should be defined and updated to reflect the current organizational structure.**

Action Planned or Taken: The President, Provost and Senior Vice Presidents will confer to establish updated titles and declarations of duties and responsibilities for all senior administrative positions. The declarations will be forwarded to the University Attorney for rule promulgation in accordance with Florida law, i.e., publication in the Administrative Code. This action may be made unnecessary if, under the Florida education governance reorganization, public universities are removed from state agency status. In that event, only local publication as policy memoranda will be needed.

Status: Ongoing for Provost and Senior Vice President positions. Duties and responsibilities of the President are now defined in Section 229.0082, Florida Statutes.

Person(s) Responsible: Executive Assistant to the President and University Attorney

Recommendation 6.1.5/3
Self-Study page 271 **The committee recommends that a more consistent and universal method of promulgating or “making known” for faculty and staff the organization of the University, as well as the duties and responsibilities of the cabinet officers be explored. Given the recent reorganization, the committee also recommends that the organizational charts and affiliated job descriptions be finalized and published via the FAU web pages as well as in various catalogs, and employee handbooks.**

Action Planned or Taken: *(From the Senior Vice President for University Advancement)*
The Senior Vice President for University Advancement provides information related to changes in positions and personnel as they occur to the Provost, Senior Vice President for Finance, and University Attorney’s Office for dissemination to faculty and staff.

Additionally, University Advancement maintains a web page within the University’s web site. The Advancement web page includes a listing of staff and outline of major responsibilities. The ability to include the organizational chart of University Advancement is being explored.

Status: Changes in positions and personnel are communicated as they occur. The web page for University Advancement is maintained regularly. The organizational chart for University Advancement will be added to the web page as soon as capability is available.

Follow-Up Action Plan

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| Person(s) Responsible: | Administrative Assistant to the Senior Vice President for University Advancement |
| Action Planned or Taken: | <i>(From the Provost)</i> The senior staff of the university will assume responsibility for restructuring their respective organizational charts and affiliated job descriptions. They will then be combined to reflect the entire university structure and placed on the appropriate FAU website. They will each take responsibility for monitoring all publications to ensure internal consistency. |
| Status: | The process is currently underway and should be completed by June 2002. |
| Person(s) Responsible: | Senior administrative staff or their designees |
| Recommendation 6.5/10 <i>Self-Study page 328</i> | That the University establish a policy requiring all contracts and grants to have specific beginning and ending dates. |
| Action Planned or Taken: | The Vice President for Research will direct Sponsored Research to establish a policy that requires all contracts and grants to have specific beginning and ending dates. |
| Status: | A policy memorandum will be developed and distributed to all deans, directors, and department chairs by February 1, 2002. |
| Person(s) Responsible: | Vice President for Research or his designee |
| Suggestion <i>Self-Study page 256</i> | The University organizational chart found on the Internet should be revised to reflect the various changes made recently. |
| Action Planned or Taken: | <i>(From the Provost)</i> The senior staff of the university will assume responsibility for restructuring their respective organizational charts. They will then be combined to reflect the entire university structure and placed on the appropriate FAU website. |
| Status: | This process is currently underway and should be completed by June 2002. |
| Person(s) Responsible: | Senior administrative staff or their designees |
| Action Planned or Taken: | <i>(From the Senior Vice President for Student Affairs)</i> The Senior Vice President for Student Affairs will assign the Assistant Dean for Student Affairs at the Northern campuses to update the Student Affairs web page organizational chart and to add Student Affairs to the Administration web page. |

Follow-Up Action Plan

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| Status: | Will be completed by May 2002. |
| Person(s) Responsible: | Senior Vice President for Student Affairs, Assistant Dean for Student Affairs at the Northern campuses. |
| Action Planned or Taken: | <i>(From the Senior Vice President for University Advancement)</i> The Senior Vice President for University Advancement provides changes in positions and personnel as they occur to the individuals responsible for changes to the organizational chart on the Internet and FAU Rules. |
| Status: | Ongoing |
| Person(s) Responsible: | The Executive Assistant to the Senior Vice President for University Advancement communicates position and personnel changes. The Senior Vice President for University Advancement and Associate Vice President for Development work with dual reporting relationships. |
| Suggestion <i>Self-Study page 262</i> | The University Provost should maintain a master list of active groups, their membership criteria and the role of the groups. |
| Action Planned or Taken: | Advisory groups exist at the campus, college and/or department level. The Provost will solicit information on advisory groups from the appropriate academic administrators. |
| Status: | Advisory groups will be an agenda item for the Provost's Cabinet (PvC) during the Spring 2002 semester. Information on advisory groups will be added to campus/college/department websites and included in the college's 2001-2002 annual report to the Provost. |
| Person(s) Responsible: | Provost or his designee and members of PvC, as appropriate |
| Suggestion <i>Self-Study page 265</i> | To more easily locate these documents all campus Faculty Senate and/or Assembly Bylaws should be made accessible via the FAU Web page. |
| Action Planned or Taken: | Faculty Governance is a link on the FAU Faculty and Staff website. The Faculty Constitution and Bylaws, which includes the operation of the University Faculty Council (UFC), are accessible from this site, as are the Bylaws of the Boca Faculty Senate and the Broward Faculty Senate. The Bylaws of the Northern Campus Faculty Senate and the Faculty Assemblies of the nine colleges need to be accessible on-line. |
| Status: | Faculty Governance will be put on the agenda for an upcoming UFC Steering Committee meeting. The Provost will charge the UFC with coordinating the implementation of this task. The UFC, each Campus Senate and each Faculty Assembly will be responsible for placing their documents on the FAU website and for maintaining their currency. |

Follow-Up Action Plan

Person(s) Responsible: Provost or his designee and members of the UFC, Campus Senates and College Faculty Assemblies

Suggestion
Self-Study page 271 **The FAU Rules were last revised in 1989 and do not reflect the titles and current organization of the university. The committee recommends that the titles and organizational structure be updated in the FAU Rules.**

Action Planned or Taken: *(From the Provost)*
The senior administrative staff will assume responsibility for working with the Office of the University Attorney on revising the FAU rules.

Status: This process is currently underway and should be completed by December 2002.

Person(s) Responsible: Senior administrative staff or their designees

Action Planned or Taken: *(From the Senior Vice President for Student Affairs)*
During the revision of the FAU Rules, the Senior Vice President for Student Affairs will assign an individual to review the Rules to ensure that Student Affairs titles and organizational structure accurately reflect the current organization.

Status: Will be completed by May 2002.

Person(s) Responsible: Senior Vice President for Student Affairs

Suggestion
Self-Study page 271 **Regarding the organization and administrative issues of the University, the Committee suggests that the area of dual-cooperative reporting relationships be continuously monitored to make certain that any confusion as to their functions and purpose is minimal. We found some of these relationships, though mostly efficient, can also be confusing to students, faculty, staff and administrators. As a committee, we are concerned that these arrangements will continue to grow larger as FAU grows both numerically and geographically.**

Action Planned or Taken: The Senior Vice Presidents and Campus Vice Presidents will regularly assess and alter as needed all reporting relationships designed to facilitate efficient local administration while maintaining conformity with university policy. Any changes in university organization will be communicated and explained to the university at-large through entities such as the University Faculty Council, the Campus Faculty Senates and the A & P Forum.

Status: Ongoing

Follow-Up Action Plan

Person(s) Responsible: Senior Vice Presidents and Campus Vice Presidents

Suggestion
Self-Study page 306 **The committee suggests that the University move all cashiering operations under a single directorship supervising operations at all location.**

Action Planned or Taken: Currently, the University Controller is responsible for the development and implementation of all procedures for student fee and cash collections. The Senior Vice President for Finance will work with the University Controller and the Inspector General to review supervisory functions and responsibilities to determine if improvements can be made while ensuring compliance with procedures and safeguarding of University funds.

Status: The action will be reviewed and recommendations provided by June 30, 2002.

Person(s) Responsible: The Senior Vice President for Finance

Suggestion
Self-Study page 310 **The university should continue to aggressively expand its plans to create space for classrooms, teaching and research laboratories, and offices for both on-campus and off- campus sites. The University should continue to lease additional facilities at all campuses until construction of additional facilities meets the space needs.**

Action Planned or Taken: The proposed construction as outlined in the current FAU Five Year Capital Improvement Program (CIP) and as approved in the 2001 Plant Survey will satisfy all 2005-2006 projected space requirements for classrooms, and teaching and research laboratories. In addition the CIP will increase the current inventory of office space by over 50%. It is the University's intention that the CIP as amended annually will satisfy all office space needs by 2007-2008.

Status: The CIP will be amended in June of 2002.

Person(s) Responsible: University Architect and Vice President

Suggestion
Self-Study page 312 **Using every appropriate funding source, the University should continue to accelerate and expand its plans to create all types of space for both on-campus and off campus sites. The University should continue to lease additional facilities at all campuses until construction of additional facilities meets the space needs.**

Action Planned or Taken: The University has a good track record of obtaining donations and matching grants from the State for the construction of needed facilities. Currently the University is in receipt of donation commitments for the College of Nursing, the Psychology department and a library addition in the amount of \$9,250,000.00. The University has recently created a Leasing committee in order to standardize and expedite the leasing process to help ensure that all lease space needs are met in a timely fashion.

Status: As part of the Courtelis Facility Enhancement Challenge Program the University has requested through the Board of Education matching grants for the projects listed above.

Person(s) Responsible: Senior Vice President for University Advancement and the University Architect and Vice President

Suggestion
Self-Study page 320 **In order for Environmental Health and Safety to develop and maintain a comprehensive and effective safety program, the University should commit to increasing funding and FTE's to match other SUS institutions and CCSHEMA benchmarks.**

Action Planned or Taken: Within the last three years, the Staffing for Environmental Health and Safety has grown from three FTE's to ten FTE's with an additional position likely to be funded in the upcoming 2002-2003 budget. In addition, the University Architect has approved a Plan to grow to twenty-one FTE's within the next ten-year horizon. With the increase in funding and FTE's the University has been able to take a pro-active role in developing a comprehensive safety program highlighted by its effort to reduce Fire Code Violations as cited by the State Fire Marshals Office. A 2001 Annual inspection report indicated a 70% reduction in violations cited by the State Fire Marshals office.

Status: The University Architect is reviewing Mid-year reports for all Departments in the Division and will be developing the proposed budget for the 2002-2003 Fiscal year. In addition, the completion of the design documents for the construction of a new Hazardous Material Storage Facility is expected within the next sixty days.

Person(s) Responsible: University Architect and Vice President

Suggestion
Self-Study page 322 **The Master Planning process is a valuable tool for the orderly development of the University. The University should continue its emphasis on utilities, roadways and infrastructure expansion to ensure adequate capacity exists to accommodate the necessary academic expansion.**

Follow-Up Action Plan

Action Planned or Taken: The University Board of Trustees has recently approved the Master Plan Five Year update for the Boca Raton Campus and is finalizing the Campus Master plan for the Treasure Coast campus. All the University Master Plans emphasize the construction and expansion of infrastructure to ensure that the expansion of academic facilities can be completed as outlined in the CIP. In addition for the past several years and as outlined for the next five years, Campus infrastructure has been identified as the Universities number one priority in the CIP.

Status: Currently the University has received a special appropriation from the State for the widening of FAU Boulevard and the upgrade/addition of Campus infrastructure. The FAU facilities planning department is currently underway with the design and construction of these improvements.

Person(s) Responsible: The University Architect and Vice President

Suggestion
Self-Study page 330 **It is suggested that the University provide faculty and staff with a workshop that would enhance their awareness of the policies and procedures related to corporate entities, or that they be included in a newsletter, such as the DSR Newsletter distributed to faculty.**

Action Planned or Taken: Department level workshops on technology transfer and Florida Atlantic Research Corporation policies and procedures will be held. Information regarding technology transfer and Florida Atlantic Research Corporation policies and procedures is also available on the FAU Website.

Status:

Person(s) Responsible: Vice President of Research or his designee