

**Council of Associate Deans (CAD) Minutes**  
**October 7, 2014**  
**226 Tigert Hall**

**Present:** Tammy Aagard, Amy Blue, Joel Brendemuhl, Peggy Carr, Tom Dana, Linda Haddad, Stephanie Hanson, Chris Janelle, Angela Lindner, Bernard Mair, David Pharies, Brian Ray, Ed Schaefer, Jen Day Shaw, Joe Spillane, Nancy Waldron, Andy Wehle, Al Wysocki, and Marie Zeglen

**Absent:** Dan Connaughton and Michael Weigold

**Guests:** Jeff Citty, Andrea Felder, Kendra Hamilton, Chris Johnson, Andy McCollough, Melissa Robinson, and Daniel Schieltz

The meeting was called to order by Bernard Mair at 1:30 p.m. Mair explained that CAD is an informal group for discussing issues related to faculty, students and programs. For members new to UF, it helps introduce UF's policies, rules and regulations.

**1. Transition Admission Program (TAP) – Andy McCollough**

McCollough explained that the Transition Admission Program (TAP) started from an observation that UF has been unsuccessful in enrolling FTIC students in the UF Online program. With 22 FTIC students currently in the program, UF has been looking for ways to attract these students to UF Online. UF receives approximately 30,000 FTIC applicants and only accepts 6,500 due to space limitations. Under TAP, more students can have access to UF programs virtually for their first 60 hours before transitioning to the on-campus program. The TAP students will be required to sign a contract and after meeting the requirements, UF will guarantee admissions to in-residence education at UF for the remaining 60 hours. McCollough will send CAD the current TAP document, but stressed that it is a draft.

Discussion:

- Students will be able to switch majors in TAP before they transition to the on-campus program. When switching majors, the student will have to meet the tracking requirements in the new major.
- TAP students can choose to remain in UF Online. However, once the student transitions to UF, the student will not be able to switch back to UF Online.
- TAP students will be required to stay in TAP for a minimum of one year. Since many FTIC students bring in AP/IB credit, there was a concern that students may not be advancing in their degree if they are required to fulfill the one-year requirement.
- Colleges can work with Enrollment Management on the wording of the contract to meet the needs of the major.
- If TAP students would count towards the college's transfer allotment, there was a concern that TAP students would be inhibiting access to UF for AA students. Colleges would like the TAP students and transfer students allocations separated. Per McCollough, the university as a whole is not reaching total transfer allotment.
- There was a question regarding the target number of students UF would like admitted under TAP and the estimated yield. According to Aagard, the target number and yield is

unknown at this time since we do not know which majors will be participating in the program.

Benefits:

- Students who complete the TAP requirements will be guaranteed admission.
- UF Online is 42% cheaper than on-campus courses. Once a student transitions to the on-campus program, the student will pay regular tuition
- Since classes are online, students do not need to move to Gainesville.

**2. Enrollment Management Staff Introductions – Tammy Aagard**

Aagard introduced UF Online OneStop Center's staff members Melissa Robinson, Daniel Schieltz, Chris Johnson and Kendra Hamilton. The OneStop Center was created to answer enrollment, registration and financial aid questions for UF Online students. It is open Monday – Thursday, 7am – 7pm and Friday, 8am – 5pm.

Aagard also introduced Andrea Felder, director of freshmen and international admissions.

**3. IA Program – Jeff Citty**

Citty gave a general update of the program and provided hand-outs on the IA minor, sequencing of the IA minor courses, 2015 admitted numbers and the IA convocation save the date.

- IA minor – The curriculum has been approved by the UCC and is in the undergraduate catalog. The minor has been trimmed down from 7 to 6 courses. An IA minor audit is currently being produced and will be available in the near future. IA students will automatically be enrolled in the minor. The tracking code will be INN.
- IA minor sequencing
  - Year 1 – Creativity courses
    - Creativity in Context (IDS 1353) is offered in the spring.
    - Creativity in Action (IDS 1359) is offered in summer. The prerequisite is IDS 1353.
  - Year 2 – Entrepreneurship course and a leadership course
    - Principles of Entrepreneurship (ENT 3003) is offered all semesters. There is no prerequisites for the course.
    - Engineering Entrepreneurship (EGN 4641) has a prerequisite of junior or senior standing. Erik Sander can waive on case-by-case basis.
    - Fostering Innovation through Leadership (AEC 3410) is offered over the summer and the only prerequisite is to be in IA. This course will be launched this summer.
    - Engineering Leadership (EGN 4038) has a prerequisite of junior or senior standing. Erik Sander can waive on case-by-case basis.
  - Year 3 – Philosophy course
    - Conduct, Change and Consequences: Making Ethical Decisions' (PHI 3641) prerequisite is sophomore or above standing
  - Year 4 – ENT 4015 or IDS 4950
    - Venture Accelerator (ENT 4015) is offered in the summer and the student must have participated in the ENT 3003 course.

- Innovation Academy Senior Project (IDS 4950) opens doors for innovations outside of business major. Majors with capstone courses can request to substitute the course for IDS 4950.
- The IA annual report has been sent out. Citty can send electronic version to CAD.
- IA is accepting applications for transfer students. These students will come in January.
- Citty shared a sample IA minor sequencing for transfer students.
- Infinity Hall scheduled to open Fall 2015. The first floor is dedicated to classroom and innovation space. He is uncertain if IA students would be housed in Infinity Hall.
- Convocation will be on Monday, January 5, 2015 from 9:30AM-12PM in University Auditorium to welcome the third year class.

#### **4. Minutes of the September Council of Associate Deans' Meeting**

The minutes from the September meeting were approved.

#### **5. Student Surveys – Stephanie Hanson and Brian Ray**

Hanson explained that a PPHP undergraduate student in the Health Science program completing an honors thesis had sent a request to the College of Business inquiring if the college would be willing to send out a survey to its student body. Ray informally brought it to Hanson's attention as an issue related to whether there should be a more systematic process for those requests to be vetted. Ray believes it would be more helpful for students to have an office, such as the Honors Program or the Center for Undergraduate Research (CUR), where the request could be submitted. The office could then forward the request to colleges. There was a concern that if students get so many surveys, the college survey would get lost.

#### **6. Certificate Policy – Bernard Mair**

Mair indicated the changes to the certificate policy and asked that comments be sent to him.

Item #3 – The certificate program has to be linked to a CIP Code associated with the program. In order to have a certificate in a department, the department needs the authorization to have that level degree program.

Item #6 – After the certificate program is approved by UCC, the Academic Assessment Plan must be submitted.

Item #11 – Certificates should not have the same name as a major.

Item #17 – Students will have to complete at least 6 credits after enrolling in the certificate program.

#### **7. Summer Dean's List – Bernard Mair**

CALS only recognizes students for the Dean's List in the fall and spring semesters.

Brendemuhl asked if the summer semesters were being considered. Mair explained that having summer Dean's Lists was discussed last academic year and should be done next month.

Meeting adjourned at 2:55pm.