



SAET Directors Meeting

Thursday, Sept 4

The meeting centered around university program improvements, with emphasis on consolidating existing programs and exploring potential partnerships, particularly with Yale University. The group addressed various administrative matters, including faculty responsibilities, scheduling conflicts, and upcoming events, while also discussing plans for student engagement through study abroad opportunities and research projects.

Next steps

- Directors: Think about their degree program strategic plan based on the Provost's priorities and prepare to present their 1-2 priorities for the coming year.
- Directors: Identify strengths and weaknesses in their programs and develop plans to address them.
- Faculty: Post grades for students by the end of the first 2 weeks of classes.
- Andrew: Submit the document to Herb Bailey requesting spring funds.
- Andrew: Send a reminder to faculty about posting grades within the first two weeks.
- Marlon: Develop a student success report to ensure faculty are communicating with students and posting grades.
- Marlon: Check if the Simple Syllabus is active for all courses.
- Marlon: Check each Simple Syllabus for accreditation information.
- Marlon: Check if grades are being posted by faculty.
- Faculty: Submit proposals for partnering with Yale University after the orientation meeting.
- Tina: Create a report on fall classes with assigned AOR percentages for each faculty member.
- Tina: Revise the AORs with current enrollment data.

Summary

Virtual Meeting on Library Resources

Andrew sent an agenda and notes to participants via email, which included a request for feedback on the provost meeting.

HBCU PhD Program Consolidation Discussion

The group discussed a recent meeting with a university leader who emphasized the need to consolidate and improve existing PhD programs rather than creating new ones, as evidenced by their current ranking as an HBCU. Olivier noted that the leader acknowledged their "number one HBCU" status despite significant issues, highlighting inefficiencies in program requirements and a trend of creating easier programs when students struggle. Andrew pointed out that this discussion

about program cancellation is not unique to Florida A&M, citing similar trends at other universities like Indiana and Michigan, and noted that their HBCU ranking is partially due to strong performance metrics including retention and graduation rates.

Yale DEI Partnership Expansion Plans

The group discussed a potential partnership with Yale University as part of Yale's DEI initiative, which has expanded from 5 to approximately 15 partner schools. Andrew noted that the initiative will be open to faculty across the university. Doreen recalled a previous link for submitting information about the partnership, and John shared that the Provost discussed combining programs and increasing recruitment through digital means rather than paper flyers. The group also noted that the Provost values the university's engineering programs but emphasized the need to increase enrollment and graduation rates.

Provost's Strategic Change Leadership

George discussed the provost's recent meeting, where she impressed them with her honesty and diplomatic approach to addressing political and institutional challenges. Andrew shared an example of how the provost encouraged change in the visual arts program by partnering with journalism to offer digital arts, as the faculty initially resisted transforming their traditional program. They agreed that faculty should focus on implementing strategic changes to meet university priorities, with Andrew emphasizing that programs should develop their own plans rather than waiting for directives. Andrew requested that faculty review their degree program's strategic plan and identify priorities for the coming year, with plans to check in regularly on progress.

Grade Posting and Teaching Excellence

Andrew emphasized the importance of faculty communicating with students by ensuring grades are posted within the first two weeks of the semester. He instructed faculty to post at least one grade or attendance record by the end of the second week and threatened to follow up with emails if they fail to do so. David raised a concern about a conflict with a faculty member regarding a syllabus assignment, and Andrew advised David to clarify the issue with the faculty member and apologize to the students for any confusion. Andrew planned to remind faculty about the two-week grade posting requirement and discussed the need for more quantitative metrics to evaluate teaching excellence.

Accreditation Course Listing Strategy

The meeting focused on creating a table to display classes and their accreditation requirements. Doreen suggested having a comprehensive list of courses, including those with low enrollment, to help identify classes that meet accreditation standards. Andrew proposed that each director would determine which courses meet the criteria and compile the information for posting on the website. They also discussed the need for clarity on which classes should be listed for accreditation purposes, particularly for special topics and architecture courses. Andrew emphasized that only courses with accreditation responsibility would be included in the online listing.

Adjunct Funding Data Collection

Andrew explained that he needs enrollment data and teaching loads to submit a report requesting funds for spring, as they currently lack funds to pay for adjuncts. Tina will gather the information, which will show faculty teaching percentages based on contact hours and class preparations, with

most faculty having either 4-4 or 4-3 teaching loads. Andrew clarified that the Provost's presentation on teaching and research loads used numbers like 4-4-3-3 to represent the number of class preparations faculty members typically handle, with 80% being the target for full-time faculty.

Spring Planning and Recruitment Updates

The meeting covered several upcoming events and tasks. St. Petersburg College will visit next Friday for a collaborative project with architecture students. Olivier is requested to provide projections on student graduation numbers for fall 2025, spring 2026, and summer 2026. The group discussed budget planning for spring classes and the need to identify instructors and potential gaps. Marlon will provide an advisement report in two weeks to address concerns about faculty using Canvas and student advising. A student survey for a SWOT analysis will be conducted, with results to be reported internally. A career fair is scheduled for the 29th, featuring 14 firms, with Procore requesting to present on the same day. Upcoming events include a FAMU day at TSC and visits from Universal Studios and Northrop Grumman representatives. The university is shifting its recruitment strategy, and Gus Mitchell, a former admissions and registrar employee, will represent the school, requiring program representatives to brief him on the program's strengths and recruitment messaging.

Class Scheduling and Facility Updates

The meeting focused on addressing scheduling issues for classes and ensuring accurate mapping to prevent future conflicts. Andrew emphasized the importance of resolving scheduling issues early and using current data to plan for the fall and spring semesters. He also mentioned that revisions were made to the university website to clarify the ABET accreditation for the construction program. Doreen discussed the upcoming deadline for assessment reports, while Dr. Li addressed the issue of doors being propped open due to air conditioning problems, agreeing to notify Marlon for repairs.

Korea Day Event Planning Meeting

The meeting discussed plans for an upcoming event on Career Fair Day, which will include a Procore ping pong tournament in the morning, followed by lunch conversations introducing programs to guests, and open tables in the afternoon. Andrew mentioned that Procore preferred this timing to market to firms, despite offering three other options. The group also discussed providing NIL (name, image, likeness) support for a student athlete in the construction program, with Ethan's packet being reviewed and approved. Additionally, they addressed a request from KLUS for lighting installation, deciding it would be more feasible as a virtual competition among student organizations rather than a school-wide event due to funding constraints.

Study Abroad Opportunities for Construction Students

The group discussed study abroad opportunities for construction students, with Andrew suggesting a spring break trip format that could be tied to an elective class to avoid classroom conflicts. Doreen shared her experience with previous study abroad trips and proposed exploring existing university partnerships to avoid reinventing the wheel. They also discussed an undergraduate research opportunity where students can work with professors on projects, which Andrew noted could serve as university service for faculty members seeking promotion.