

**SUBSTANTIVE CHANGE PROPOSAL
FOR
ASSOCIATE OF ARTS**



**SUBMITTED BY
MANFRED F. MEINE, PH.D., CGFM
FLORIDA REGION DIRECTOR**

February 9, 2000

TABLE OF CONTENTS

THE NATURE OF THE CHANGE.....	1
THE RELATIONSHIP OF DISTANCE LEARNING TO THE INSTITUTIONAL PURPOSE AND MISSION.....	2
LOCATION/SITE INFORMATION.....	2
MEANS USED TO MONITOR AND ENSURE QUALITY OF ACADEMIC PROGRAMS.....	4
INSTRUCTIONAL MATERIALS.....	6
DEVELOPMENT AND PRESENTATION OF COURSES.....	7
LEARNING RESOURCES.....	8
STUDENT SUPPORT SERVICES.....	11
CONTRACTUAL AGREEMENT.....	12
ORGANIZATIONAL STRUCTURE.....	14
EVIDENCE OF FINANCIAL VIABILITY.....	13
APPENDICES.....	15

A. THE NATURE OF THE CHANGE

Troy State University Florida Region (TSUFR) is providing the Associate of Arts Degree (AA) with minors in Business and Social Science at the request of the Okaloosa County School District. This request is based on the needs assessment of these officials (See Appendix A for the Articulation Agreement).

The Associate of Arts degree provides students with a basic foundation for further study leading to a baccalaureate degree in the fields of Business and Social Science. The Associate of Arts degree will be offered through traditional classroom format and through Distance Learning.

Degree Requirements:

Hours Required	66 SH
General Studies Hours	42 SH
Hours in Concentration	24 SH

Core Courses

TSU 1101 (1) University Orientation
 ENG 1101 (3) Composition I
 ENG 1102 (3) Composition II
 ENG 2205 (3) Survey of World Literature I
 ENG 2206 (3) Survey of World Literature II
 HIS 1111 (3) US History I
 HIS 1112 (3) US History II
 SPH 2241 (3) Fundamentals of Speech
 BIO 1100 (3) Principles of Biology
 BIO L100 (1) Principles of Biology Lab
 IS 2200 (2) Introduction to Computer Applications
 ART 1133 (2) Visual Arts
 MUS 1131 (2) Music in Individual Development
 MTH 1114 (3) Plane Trigonometry
 MTH 1122 (3) Analytic Geometry

Select 4 additional hours in Science

CHM 1142 (3) General Chemistry I
 CHM L142 (1) General Chemistry I Lab
 PHY 2252 (3) General Physics I
 PHY L252 (1) General Physics I Lab
 SCI 2234 (3) Earth Science
 SCI L234 (1) Earth Science Lab

Business Concentration

QM (3) Business Statistics
 LAW 3321 (3) Legal Environment
 ACT 2291 (3) Princ. Of Acct. I
 ACT 2292 (3) Princ. Of Acct. II
 MGT 3371 (3) Princ. Mgt.
 IS 2241 (3) Business Information Systems
 ECO 2251 (3) Princ. Of Macroeco.
 ECO 2252 (3) Princ. Of Microeco.

Social Science Concentration

PSY 2200 (3) General Psychology
 SOC 2275 (3) Sociology
 POL 2241 (3) Am. Nat'l Gov't
 HIS 4495 (3) Selected Topics (His)
 SS 3375 (3) Intro. Soc. Sci. Inquiry
 SS 3376 (3) App. Of Soc. Sci. Inquiry
 ECO 2251 (3) Princ. Of Macroeco.
 ECO 2252 (3) Princ. Of Microeco.

B. THE RELATIONSHIP OF THE BRANCH CAMPUS TO THE INSTITUTIONAL PURPOSE AND MISSION

This program is consistent with the purpose of the University as stated in the Troy State University Mission and Goals Statement (See Appendix B). "The University is dedicated to the preparation of students in a variety of fields in the arts and sciences, as well as to its historic role in the preparation of teachers. A major commitment exists to provide undergraduate and graduate education for the national and international community, especially for mature students, not only by traditional means of delivery but also by technological means."

C. LOCATION/SITE INFORMATION

Troy State University Florida Region
 81 Beal Parkway, S.E.
 Fort Walton Beach, FL 32548

Distance from TSUFR Regional Office, Ft. Walton, Florida - Same
 Distance from TSU Main Campus, Troy, Alabama – approximately 189 miles.

RESPONSIBLE ADMINISTRATOR:

Ms. Stephanie Morris
 81 Beal Parkway, S.E.
 Fort Walton Beach, FL 32548
 (850) 244-7414

All courses will be taught in the traditional manner with professors in each class and/or through the use of technology augmented by in-class graduate teaching facilitators.

BRANCH CAMPUS REPORT: GROUP INSTRUCTION

Complete this form for each site where the institution has initiated or expanded instruction delivered to groups for academic credit. (Reproduce form as needed.)

INSTITUTION: Troy State University Florida Region

SITE NAME AND ADDRESS: Troy State University
Fort Walton Beach Center
81 Beal Parkway, S.E.
Fort Walton Beach, FL 32548

DEGREE/PROGRAM OFFERED: Associate of Arts Degree Program

INDIVIDUAL COMPLETING THIS REPORT: Dr. Manfred F. Meine

TITLE: Director, Florida Region DATE: February 9, 2000

ENTER DATA FOR THE MOST RECENT FALL TERM: YEAR 1999. FOR COURSES USING MORE THAN ONE TECHNOLOGY, CHOOSE THE PRIMARY MODE OF INSTRUCTION AND ENTER DATA ON ONLY ONE LINE.

	HEADCOUNT ENROLLMENT	# OF COURSES
TRADITIONAL CLASSROOM	837	38
VIA TELECOMMUNICATIONS		
POINT-TO-POINT MICROWAVE		
ITFS		
COMMERICAL CABLE TV		
SATELLITE		
VIDEO VIA LAND LINES		
COMPUTER NETWORKS		
AUDIO TELECONFERENCING		
OTHER		
TOTAL	837	38

D. MEANS USED TO MONITOR AND ENSURE QUALITY OF ACADEMIC PROGRAMS

1. The Planning Process

The Purpose of the Master Plan

- ♦ This document identifies the planning process of Troy State University Florida Region, based on the TSU, University College and Florida Region missions. It includes tactical planning goals, procedures, and timelines.

- ♦ The Troy State University Mission:

A major commitment exists to provide educational services for the larger community, especially adult education and graduate education for mature students. The University also provides selected educational programs to the United State military services throughout the country and abroad.

- ♦ The University College Mission:

University College's mission is to administer off-campus programs that support the TSU purpose and objectives.

- ♦ The Troy State University Florida Region Mission:

Florida Region's mission is to provide educational services for the community at large, especially for mature students. The Region provides selected educational programs to communities and organizations throughout Florida and other selected locations.

- ♦ The Troy State University Florida Region Master Plan:

The Master Plan provides a coordinated approach to planning in the Florida Region. It includes tactical planning goals, procedures, and timelines.

Tactical Planning

The TSUFR Director will distribute instructions and suspense dates for the planning documents as required.

Suspenses will be established as follows:

- (1) Annual Self-Study Update and Revision of Six Points of Institutional Effectiveness (SPIE).

- (a) October each year
 - (b) Department Chairs/Staff Directors to Associate Director for Academics (ADA).
 - Includes program self-study weaknesses, Plans For Improvement (PFIs), academic profiles, in-house and educational testing service evaluations, comprehensive exams, and faculty evaluation results.
- (2) Submission of Self-Study Update and Revision of SPIEs to UC.
- (a) December/January each year.
 - (b) ADA to Director
 - (c) Director to UC
- (3) Self-Study PFI Submission
- (a) January/February each year.
 - (b) Department Chairs/Staff Directors to ADA.
 - (c) ADA to Director
 - Prepare Planning Statements and Resources Needs.
- (4) Troy State University Planning Request Short Range (Annual) Plans.
- (a) January each year.
 - (b) Department Chairs/Staff Directors to ADA.
 - UC provides forms and instructions.
 - (c) ADA to Director
 - Director submits TSU Resources Required for Short-Range Annual Plan form to UC.
- (5) TSU Budget for the Plan
- (a) January/February each year.
 - (b) ADA to Director
 - (c) Director to UC
 - Director integrates self-study PFI submissions received from Department Chairs/Staff Directors. With UC guidance, submit L/S plans to UC; brief Vice President UC.
 - Assistant Director for Finance submits budget.

Reference Documents

- ♦ TSU Manual for Developing Planning Documents
- ♦ TSU University College Policy Manual
- ♦ TSUFR Director's SPIE/Self-Evaluation
- ♦ TSU Policies and Procedures Manual

- ♦ University College Policy Manual
- ♦ Policy letters and memoranda as required

2. Systematic Evaluation of Instructional Results

The evaluation of all off-campus degree programs is the primary responsibility of the Vice President and the Academic Dean of University College. They are assisted in those responsibilities not only by the Dean of the College of Arts and Sciences and the Dean of the School of Education, but also by the Regional Director, the Associate Director for Academics and the Regional Chairpersons. Department Chairs located at the main campus are responsible for providing guidance as required and for advising appropriate deans, as well as the Vice President for University College, on all aspects of academic quality, including the evaluation of faculty. The following instruments are used in the evaluation of the programs:

- a. Student End-of-Course Critiques
- b. Student Exit Assessment Form (completed by all students filing an Intent to Graduate)
- c. One-Year-Out and Five-Year-Out Alumni Surveys

The results of these assessment instruments will be reviewed annually or each term, as appropriate, by the Academic Dean of University College, Department Chairs on the main campus, the Regional Director, the Associate Director for Academics, the Regional Department Chairpersons, and the faculty.

3. Process for Monitoring and Evaluating Expanded Activities

Troy State University collects student statistics or headcount and enrollment data each term. This data is provided to the TSUFR Director, the Associate Director for Academics and to TSU Troy for monitoring and evaluating the programs.

4. The admission and graduation requirements for students participating through branch campuses are the same as those of TSUFR and the main campus.
5. There are no special arrangements for grading, transcripts or transfer credit policies for branch campus students.

E. INSTRUCTIONAL MATERIALS

Troy State University Florida Region does not acquire any of its instructional materials from other organizations.

F. DEVELOPMENT AND PRESENTATION OF COURSES

1. The selection of course content is universal throughout TSUFR and the branch campuses
2. Roster of Instructional Staff is at Appendix C.
3. Faculty Evaluation

Full-time Florida Region faculty members are evaluated by the Florida Regional Chairperson and the Associate Director for Academics. The full-time faculty members fill out and turn in to the Regional Chairperson, a faculty Professional Development Plan in the Fall Semester each year and this report is reviewed and discussed by the Regional Chairperson and the faculty member. In the Summer Semester each year full-time faculty members complete a Year-End Self Evaluation which is submitted to the Regional Chairperson for approval. In addition, the Regional Chairperson completes a Supervisor's Review on each Faculty member.

Student assessments are administered and reviewed each term by the Regional Chairperson and the Associate Director for Academics. If there are any problems identified by these student assessments, they are brought to the attention of the faculty member and monitored. Assessment summaries are provided to the faculty member, the Chairpersons, and the Associate Director for Academics.

Adjunct faculty are evaluated by the Regional Chairperson each term. Student assessments and student verbal/written comments are used in the process. Problems are discussed with the Associate Director for Academics and solved. The adjunct faculty are issued contracts on a course by course basis and additional contracts are not issued until problems are solved.

Full-time and adjunct faculty who teach in the Florida Region provide input to the institutional effectiveness and planning process through their Regional Academic Chairperson and the Field Representative. This is a continuing process (see Appendix D).

4. Full-time Faculty are provided with a Troy State University Faculty Handbook, a University College Policy and Procedures Manual, and a Florida Region Faculty Handbook to explain the instructional procedures. Adjunct faculty are provided a Florida Region Faculty Handbook.
5. Full-time graduate faculty members are contracted to teach eight graduate courses per year.

G. LEARNING RESOURCES:

The Troy State University Florida Region (TSUFR) Library provides the relevant supporting resources for students pursuing graduate and/or undergraduate degrees at all Florida Region sites. This includes the proposed Associate of Arts Degree with majors in Social Science and Business Administration. These library resources are a blend of services and materials provided by both the Troy State Library at Troy, AL and the Regional Library at Hurlburt Field, FL. The components of this degree are offered at various sites in Florida, and resources are therefore available for these courses.

Troy State University provides services through a centralized model, made possible by the emergence of technology in the field of information. Through electronic access, a cogent selection of services and resources is easily made available from a central source. These services are a blend of pedagogic materials to undergird each program as whole; research aids, both actual materials or systems of identifying, locating, and retrieving needed documents; and assistance of trained staff in person and/or via telecommunication. In addition, these services are augmented by full library services offered on site at the TSUFR Regional Library.

Resources are provided through a combination of methods arranged and coordinated at the TSUFR Regional Library at Hurlburt Field, in a manner tailored to the circumstances at all respective sites. Key components are online full-text periodical databases obtained primarily through the Troy State University Library, Troy, AL; interlibrary loan (ILL) from The Troy State Library System and other libraries; reference and other assistance within the Regional Library or via e-mail and/or a toll-free number to the Regional Library; FAX service; bibliographic instruction; and library Web pages with links to relevant sites, to general TSUFR library and collection information, and to the online periodical databases. Also, on its Web pages and in handouts, the Library makes available information concerning local libraries at the respective sites. Within the Library, students receive bibliographic instruction, assistance with the computer and other information searches, and have direct access to materials housed in the collection.

Florida Regional Library personnel provide resource services for all students and faculty. The Regional Library staff consists of the Assistant Director for Library Services, a Reference Librarian, and three Library Assistants. The Assistant Director for Library Services is responsible for the overall structure of the program, including planning, budgeting, and making policy decisions. The TSUFR Library Reference Librarian coordinates collection development with input from the faculty and is also responsible for providing course-related bibliographies of TSU-owned materials. The Reference Librarian designs and continuously develops the Library Web pages, including both academic and administrative information. He serves as an additional reference source for all students and faculty, who may contact him through the Regional Library's toll-free number or e-mail.

One Library Assistant spends 50% of her time working directly with the Reference Librarian to maintain currency of Web-based information, including changes in database passwords or

notification of new resources. She assists in designing tutorials for the Web page for all TSUFR students, handles reserve collections, maintains currency of information for local resources at each site, and prepares surveys. Another Library Assistant deals with individual ILL requests. A third is in charge of all routine library operations and provides faculty support. All Library Assistants support the program by telephone and e-mail or in person in the Regional Library with reference assistance and instruction in using library resources.

The Assistant Director for Library Services and the Reference Librarian (both of whom have a Master's Degree in Library Science) work with the site staff in the Florida Region to keep them informed of changes, policies, and events concerning the library and to provide resources and other assistance.

To support staff at the Regional Library, the Dean of Libraries, at Troy State University, Main Campus Library, coordinates library services throughout the entire TSU University College system and serves as an information source for Regional Librarians. He also obtains access to the majority of online databases used in the Florida Region and is responsible for providing The Troy State University System Library Catalog. Under his direction, Interlibrary Loan resources are also made available to the Florida Region.

Many of the services provided by the Regional Library, as mentioned above, are accessed through the Library's Web pages by students at all sites. Aside from services obtained directly from the TSUFR Regional Library, all students may use the Web pages for a variety of aids from any Internet-connected computer.

The Web pages offer bibliographic instruction; library information publications; bibliographies of TSU materials to support courses; the electronic databases; links to The TSU System Library Catalog; access to course-related resources; lists of TSUFR periodical holdings; and assistance for interlibrary loans (ILL). The Library's Web pages remain in continuous revision. Tutorials are continually in the process of development; links to other sites are periodically checked for currency; new links are sought; and all library information is revised as necessary.

Although students and faculty at sites distant from the Regional Library tend not to use ILL, it is available for all TSUFR students and faculty through the Regional Library. At all sites, this service is provided by TSUFR rather than by local libraries.

If the Regional Library cannot fill these requests, it disseminates them to other TSU System resources or to outside sources. Students may FAX, e-mail, telephone, or come to the Regional Library to request ILLs. Currently a toll-free number may be used; as use of the Internet becomes more widespread among the students, e-mail is projected to supersede use of the telephone. While periodical or other material that is usually photocopied may be Faxed or e-mailed directly to the student at distant locations, monographs will be sent by UPS directly to the students, who will be responsible for returning them. However, at sites near the Regional Library, students may collect their material at the Library or it may be delivered to a TSU office near them by the TSUFR courier.

To help determine resources and their availability, The TSU System Catalog identifies most materials within the Troy State libraries in Troy, AL; Montgomery, AL; Dothan, AL; Phenix City, AL; and Hurlburt Field, FL. Materials from the Troy and Hurlburt libraries may usually be kept for a session, if needed, particularly for reserve collections. Materials from other libraries in The TSU System may be borrowed for two to three weeks, with one renewal.

The Regional Library's monographic collection contains over 9,000 monographs and 150 periodical subscriptions, not including those full-text periodicals in the online databases. Most of this collection serves to support the spectrum of the AA Degree and its majors of Business Administration and Social Science, since it is designed to support bachelors' and masters' degrees in these areas. These resources are augmented by approximately 250,000 monographic titles, including 33 per cent of the Harvard Business Core Collection, in the Troy State Library at Troy, AL. Students also have access to the extensive periodical collection held in that library.

These materials, as well as all those throughout The TSU System, are available to all TSUFR students. Many of The TSU Library System's resources are offered online and in most cases are in addition to the traditional materials, although there is some overlap in periodicals. These online resources are primarily periodical databases, which include many full-text articles. To assist students to obtain those articles not in the databases, the TSUFR periodicals listing is on the TSUFR Library Web page, while titles held at the Main Campus Library are listed in The TSU System Catalog. Other periodicals may be obtained as necessary from libraries outside The TSU System or may be found by students at local libraries.

TSUFR offers online access to three Gale databases, Expanded Academic ASAP, BusinessFile ASAP, and the Health Reference Center, which together include indexing of an extensive list of periodicals and full text for approximately 1,000 of those titles. In addition, Bell & Howell's ABI/INFORM Global is accessible online with 650 of the journals indexed in full text, as is Ebsco's Academic Search Elite. While the Expanded Academic ASAP and Academic Search Elite will be the primary resources for the Social Science major, the two business databases address the requirements of the Business Administration major.

The majority of available online databases are obtained by Troy State Library, Troy, AL through membership in a consortium. A few are arranged by TSUFR either by individual subscription or through membership in state consortia. TSUFR currently maintains membership in the Florida consortium, Library Information Resource Network (LIRN), which helps make available online databases through the combined buying power of its membership. While TSUFR obtains its databases through the University, its membership in LIRN allows the library to participate in evaluation trials of various databases for possible addition through an individual TSUFR subscription or for recommendation for purchase to the Dean of Libraries.

Another key component of library service offered on the Web pages is bibliographic instruction, particularly in the technology arena. Tutorials on library usage are provided both by Library staff and by outside sources. For example, Gale, the source for Expanded Academic ASAP and General BusinessFile ASAP, provides videos, workbooks, and condensed quick-reference user guides. Instructors may borrow a copy of the video and workbook for their own use, and students may also request them by ILL or check them out from any TSUFR site. The TSU System Catalog also provides built-in tutorials for author, title, subject, and other bibliographic searches to enable students to maximize its utility. The TSUFR staff is in the continual process of developing more online tutorials to augment the initial ones which introduce students to general TSUFR library services and to the intricacies of the online databases. These tutorials will address other library skills.

The Library's Web pages remain in continuous revision. Tutorials are in the process of development; links to other sites are periodically checked for currency; and all library information is revised as necessary.

Technology Support: Computer facilities and Internet access will be available for students. Courses will be presented via lectures, student projects, multi-media presentations, etc. All courses will include a research component. The Okaloosa County School System or TSU faculty will provide appropriate presentation hardware and software for student use.

H. STUDENT SUPPORT SERVICES

Orientation: Each prospective student receives an Orientation Packet. This packet contains:

- ◆ Welcoming Letter – Director
- ◆ Admission Information
- ◆ Student Information Handbook
- ◆ Registration Forms
- ◆ 2 Transcript Request Forms (More are provided if needed)
- ◆ Admissions Application
- ◆ TSUFR Library Fast Facts Handout
- ◆ TSUFR Sandscripts
- ◆ TSU Drug Policy Statement
- ◆ Testing Information
- ◆ Base Entry Information Letter, if appropriate

Advisement: During the initial interview, the Academic Advisor reviews possible transfer credits and projected course offerings with the student. Students who have transfer credit are advised to obtain a catalog description of the coursework, and if possible, a course syllabus. The student is advised to contact the faculty advisor of the degree program to seek preliminary advice as to the probable/possible transfer of credit.

A Curriculum Planning Sheet is maintained in the TSUFR Records Office for each student. It shows the courses taken and the remaining requirements. This form is reviewed and updated by the student and the Academic Advisor each term.

Counseling: Student counseling will be conducted jointly by high school officials and TSU faculty and staff. The student's academic and professional background is explored, and career possibilities or goals are discussed. All financial responsibilities will be borne by the County School Board, which will also handle its own textbook purchases.

Students are regularly contacted as to needed testing and testing suggestions. They are reminded on a regular basis of their need for particular coursework. Students are apprised of library resources and are given the prepared library/resource information packet developed by the Troy State Florida Region Librarian.

Registration: Registration is held on site at the start of each term. In addition to the aforementioned academic advisement and counseling, all other requirements for registration are accomplished.

Records Maintenance: Official files for active students are kept in locked, fireproof file cabinets in the TSUFR Records Office at the Regional Office. Back-up files are maintained in the Records Office at the Troy Main Campus and at the site. Additionally, a record of each student's courses, GPA, and grades are maintained on an IBM on-line computer system. Data are input at the site and at the Regional Office and are stored on tape in the Computer Center at the Troy Main Campus, Alabama.

Records of students who graduate are sent to the Troy Main Campus where they are microfilmed and stored. A duplicate of the final transcript is maintained at the Regional Office. The files of inactive students are retained at the Regional Office for one year and are then forwarded to the Troy Main Campus for storage.

H. CONTRACTUAL AGREEMENT:

Library resources available to TSUFR students, both electronic and print, are sufficiently broad in content and in number, to support the Associate of Arts Degree. TSUFR has not entered into Contractual Agreements to support this program.

J. ORGANIZATIONAL STRUCTURE

The institution's organizational charts for the administration of the Associate of Arts Degree Program can be found at Appendix E.

K. EVIDENCE OF FINANCIAL VIABILITYFactors Influencing Viability:

Existing Fort Walton Beach Center programs are financially sound. They are generating increasing enrollments and provide ample revenues to support growth. The proposed Associate of Arts degree is projected to provide additional revenue and complements existing programs where staff and faculty are in place and additional classrooms are available.

Revenue and Cost Estimates:

A local assessment shows considerable interest in the Fort Walton Beach area. The program will be offered over a four term academic year at four separate teaching locations in the area. 100 courses will be offered over the year.

Revenue for a year would be:

<u>Courses</u>	<u>Fee</u>	<u>Revenue/Yr</u>
100	\$4,000	\$400,000

Expense estimates are based on the cost of providing instructors, administrative and library support, and equipment:

Expenses would be:

Instructional (Salaries, benefits, travel, equipment, etc.)	\$275,000
Library (Holdings, salaries, equipment)	16,000
Institutional Support (Salaries, postage, supplies, advertising, etc.)	<u>82,400</u>
Total Expenses	\$373,400

As the data indicates, adding the proposed program to an already established and successful operation only strengthens the whole and increases financial viability.

APPENDICES

- A. Articulation Agreement
- B. TSU Mission and Goals Statement
- C. Roster of Instructional Staff
- D. Faculty Evaluation
 - Comprehensive Faculty Evaluation Plan
 - Student Course Critique Assessment
- E. Organizational Charts

APPENDIX A

Articulation Agreement

**Interinstitutional Articulation Agreement
Between
The Ocalaosa County School Board
And
Troy State University/Florida Region**

THIS AGREEMENT, is made and entered into effective this ___ day of November, 1998 by and between The School Board of Ocalaosa County, Florida (hereinafter referred to as "School Board") and the Troy State University/Florida Region (hereinafter referred to as "University") for the purpose of setting forth the understanding between the parties hereto for the creation and implementation of a college-level instructional program to be offered in certain high schools within the Ocalaosa County School District as part of an enhanced educational and modified dual-enrollment program for the benefit of qualified students of the Ocalaosa County School District.

WITNESSETH

WHEREAS, The School Board of Ocalaosa County, Florida, is the governmental agency charged with the overall operation of the Ocalaosa County School District and has the authority to establish and organize schools and school programs within the school district in accordance with Section 230.23, Florida Statutes; and

WHEREAS, Troy State University/Florida Region maintains permanent educational and administrative facilities in Ocalaosa County, Florida, and is fully licensed under the jurisdiction of the Florida State Board of Independent Colleges and Universities to offer post-secondary college instruction and confer college degrees within the State of Florida in accordance with the provisions of Chapter 245, Florida Statutes; and

WHEREAS, the School Board intends to designate and establish a "School Within A School" program to be located on the various campuses of Choctawhatchee High School, Crestview High School, Fort Walton Beach High School and Nicoville High School, all within the Ocalaosa County School District, for the purpose of establishing a model educational program to offer college level course work through a modified dual enrollment program within the high school environment for those students meeting certain eligibility requirements (hereinafter referred to as the "University School"); and

WHEREAS, the University has agreed to cooperate in the establishment of a partnership with the School Board to develop and implement the University School program and provide necessary educational and administrative resources of the University in support of the program.

NOW, THEREFORE, the parties do hereby set forth their understandings and agreement in regard to the University School program, as follows:

- (1) That the School Board shall designate a School Within A School to be housed on the campuses of Choctawhatchee High School, Crestview High School, Fort Walton Beach High School and Niceville High School for the purpose of establishing the University School to provide a program of dual enrollment for high school students to allow such students to enroll in and complete one or more college-level courses of instruction for college credits or to accelerate their attainment of a college degree while at the same time completing requirements for High School graduation in their local school setting.**
- (2) That the University will fully participate with the School Board in the development and delivery of appropriate college level course work and instruction with the courses to be offered being standard Troy State University undergraduate courses mutually agreed upon by the University and the School Board with the understanding that such courses and curriculum shall be creditable toward both the High School diploma and an Associate of Arts degree to be conferred by the University. Exhibit A, attached to this agreement, sets forth the course selections and class schedule which have been mutually agreed upon for these purposes.**
- (3) That Troy State University is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and is fully licensed by the Florida State Board of Independent Colleges and Universities and is authorized under Florida law to confer college degrees as defined in Section 246.021, Florida Statutes. The University will maintain all such credentials during the term of this Agreement.**
- (4) That Troy State University, being fully accredited and licensed, represents that, to the best of Troy's knowledge and based upon its present practices and prior history, college credits earned in the University School program will be accepted by and transferable to public and private institutions of higher learning in Florida and other states.**
- (5) That the eligibility criteria for students to participate in the University School and to be enrolled with the University shall be as follows:**

- a) student shall be a high school junior or senior; and,
 - b) student shall have a cumulative weighted grade point average of 3.5 or above on course work beginning with grade nine or have a recommendation of the principal and the approval of the University if the weighted grade point average is less than 3.5; and
 - c) student must be recommended by the high school principal; and
 - d) student must meet the University admission requirements for dual enrolled students.
- (6) That all instructors assigned to teach courses in this program will be fully qualified by virtue of their academic credentials and appropriate certifications to deliver the high school instruction and college level instruction, as appropriate. Those faculty members provided by the University shall be paid by the University and shall work under the direct supervision of University administrators.
 - (7) That the University School program shall be implemented and receive students for enrollment commencing with the Fall of 2000 school year following a calendar as established by the School Board.
 - (8) That the University will offer the college level course work on the campuses of the aforementioned high schools within the Ocalaosa County School District in a fashion that allows both the attainment of an Associate of Arts Degree and the availability of dual enrollment college course work for those students not choosing to follow the college degree path.
 - (9) That the financial cost of participating in the college level portion of the University School program shall be borne by the School Board and that the University shall charge no tuition nor any other fees directly to the participating students.
 - (10) That student academic advising will be the joint responsibility of Troy State University and the respective high school with the high school providing information relative to high school graduation and the University providing information concerning University requirements.

- (11) That the University and the School Board will cooperate in providing students and parents with information regarding the educational benefits and requirements for participation, including the procedures for enrollment in the University School program.
- (12) That the School Board shall provide instructional materials, including textbooks and laboratory manuals prescribed by the University, to each student enrolled in the University School program at the beginning of the course and at no charge to the student. At the end of each course, textbooks and non-consumable materials shall be collected from the students and shall remain the property of the School Board.
- (13) That the provisions of this Agreement shall remain in effect for a period of one year from the commencement of the Fall 2000 school year and may be renewed annually thereafter by mutual agreement of the parties, and shall be fully implemented upon agreement of financial terms.
- (14) That this Agreement may be amended from time to time by mutual agreement of the University and the School Board. Any such amendments must be in writing to effect the terms and conditions of this original Agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures and seek to be effective as of the date and year first above written.

ATTEST:

By: Walter C. Gordon
Walter C. Gordon as Superintendent
And Corporate Secretary

THE SCHOOL BOARD OF
OKALOOSA COUNTY, FLORIDA

By: Rodney L. Walker
Rodney L. Walker as Chairman

TROY STATE UNIVERSITY/
FLORIDA REGION

By: Dr. Rodney V. Cox
Dr. Rodney V. Cox as
Vice President for
University College

APPENDIX B

TSU Mission and Goals Statement

PURPOSE OF TROY STATE UNIVERSITY FLORIDA REGION

The purpose of Troy State University Florida Region is to provide educational services for the larger community, especially adult education and graduate education for mature students. The Region provides selected educational programs to communities and organizations throughout the South and other selected locations.

GOALS AND OBJECTIVES

- To offer programs that meet career and personal needs of mature students.
- To maintain a permanent and an adjunct faculty that meets high standards of personal and instructional professionalism, academic preparation, and business / industrial / governmental experience.
- To provide academic advisement services to each student on a continuing basis to facilitate progression toward educational goals.
- To provide library facilities and services for academic research and personal development by students and faculty.
- To make use of the latest in instructional technology within the limits of resources available to enhance teaching and learning activities.
- To provide alternatives to traditional classroom delivery systems.
- To enhance our educational programs by providing or sponsoring noncredit workshops and courses.
- To maintain strong liaison between the Florida Region and main campus departments and faculty to insure continuing high quality educational programs.
- To provide accurate records for degree certification and as source documentation for future endeavors of the students.

APPENDIX C

Roster of Instructional Staff

TROY STATE UNIVERSITY - FLORIDA REGION
Faculty Roster
Associate of Arts
Business & Social Science

CORE COURSES

Names of Instructional Faculty (Grouped by Discipline)	Full-Time or Adjunct	Most Advanced Degree, Field of Degree and Institution Awarding Degree OR Prior Experience of Academic Teaching	Subject Areas or Disciplines Taught	Teaching Responsibilities List the catalogue title and number of all courses taught (at the site) during the requested time period. All courses are Undergraduate
Barrett, Andrea	Adjunct	MA, English; Univ of Mississippi	English Comp & Literature	ENG 1101; ENG 1102; ENG 2205; ENG 2206
Bell, Diane	Adjunct	MA, Humanities; Univ of West Florida	Art	ART 1133
Cochrane, Marvin	Adjunct	MS, Meteorology Texas A & M	Earth Science	SCI 2234; SCI L234 (Lab)
Crews, Mickey	Full-Time	PhD, History Auburn Univ	History	HIS 1101; HIS 1102 HIS 1111; HIS 1112
Dyess, William	Adjunct	PhD, Engineering Univ of Florida	Physics/Math	PHY 2252; PHY L252 (Lab)
Enloe, Claudia	Full-Time	MS, Management Troy State Univ	Information Services	IS 2200
Gardner, Melita	Adjunct	MA, English; Univ of West Florida	English Comp & Literature	ENG 1101; ENG 1102; ENG 2205; ENG 2206
McBryde, Donald	Adjunct	PhD, Theater; Univ of West Florida	Speech	SPH 2241
Merkel, Charles	Adjunct	PhD, History; Florida State Univ	History	HIS 1111; HIS 1112
Mitchell, Dennis	Adjunct	MS, Zoology; Louisiana State Univ	Biology	BIO 1100; BIO L100 (Lab)
Moran, Patricia	Adjunct	MA, English Univ of Nebraska	English	ENG 1101; ENG 1102; ENG 2205; ENG 2206
Richardson, Rebecca	Adjunct	MM, Music; Boston Conservatory	Music	MUS 1131
Ruyle, Ralph	Full-Time	MS, Systems Analysis; Univ of West Florida	Math	MTH 1114; MTH 1122
Winstel, Janie	Full-Time	MA, Psychology; Univ of N. Colorado	Orientation	TSU 1101
Zilberberg, Mark	Adjunct	JD, Law; Univ of Miami MS, Ecology; Florida State Univ	Biology	BIO 1100; BIO L100 (Lab)

BUSINESS COURSES

Names of Instructional Faculty (Grouped by Discipline)	Full-Time or Adjunct	Most Advanced Degree, Field of Degree and Institution Awarding Degree OR Prior Experience of Academic Teaching	Subject Areas or Disciplines Taught	Teaching Responsibilities List the catalogue title and number of all courses taught (at the site) during the requested time period. All courses are Undergraduate
Brookhart, Jess	Full-Time	MPA, Public Admin; Mississippi St Univ (CPA cert)	Accounting	ACT 2291; ACT 2292
Harvey, James	Adjunct	MS, Sys Eng; AF Inst Tech	Quant Methods	QM 2241
Irwin, John	Full-Time	PhD, Management; Florida State Univ	Management	MGT 3371
Lynch, Dan	Full-Time	PhD, Public Admin; Virginia Commonwealth	Economics	ECO 2251; ECO 2252
Northam, Melissa	Full-Time	PhD, Bus Admin; Univ of S. Cal.	Marketing	MKT 3361
Thornhill, Patti	Adjunct	JD, Law; George Mason Univ	Law	LAW 3321

SOCIAL SCIENCE

Names of Instructional Faculty (Grouped by Discipline)	Full-Time or Adjunct	Most Advanced Degree, Field of Degree and Institution Awarding Degree OR Prior Experience of Academic Teaching	Subject Areas or Disciplines Taught	Teaching Responsibilities List the catalogue title and number of all courses taught (at the site) during the requested time period. All courses are Undergraduate
Crews, Mickey	Full-Time	PhD, History Auburn Univ	History	HIS 4495
Dunn, Thomas	Adjunct	PhD, Sociology; Univ of W. Kentucky	Sociology	SOC 2275
Lynch, Dan	Full-Time	PhD, Public Admin; Virginia Commonwealth	Economics	ECO 2251; ECO 2252
Meine, Manfred	Full-Time	PhD, Public Admin; Golden Gate Univ	Public Administration	POL 2241
Newvine, Tracy	Full-Time	MS, Crim Justice; Univ of N Florida	Criminal Justice; Social Science	SS 3375; SS 3376
Robison, Dan	Full-Time	PhD, History; Auburn Univ	History	HIS 4495
Small, Lamon	Full-Time	PhD, Ed Psych; Mississippi State Univ	Psychology	PSY 2200

TROY STATE UNIVERSITY - FLORIDA REGION
Faculty Roster
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Gardner, Melita	Adjunct	MA, English; Univ of West Florida	English Comp & Literature	ENG 1101; ENG 1102; ENG 2205; ENG 2206
McBryde, Donald	Adjunct	PhD, Theater; Univ of West Florida	Speech	SPH 2241
Merkel, Charles	Adjunct	PhD, History; Florida State Univ	History	HIS 1111; HIS 1112
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Winstel, Janie	Full-Time	MA, Psychology; Univ of N. Colorado	Orientation	TSU 1101
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Robison, Dan	Full-Time	PhD, History; Auburn Univ	History	HIS 4495
Small, Lamon	Full-Time	PhD, Ed Psych; Mississippi State Univ	Psychology	PSY 2200

APPENDIX D

Faculty Evaluation

**Comprehensive Faculty Evaluation Plan
Student Course Critique Assessment**

COMPREHENSIVE FACULTY EVALUATION PLAN

This evaluation plan is developmental in that it emphasizes documenting progress toward goal attainment. It is tied directly to the Faculty Handbook in all of its elements and to the development of a portfolio that will serve as a basis for promotion and tenure application. It is designed to allow the Department Chair/Supervisor to guide faculty members through the promotion and tenure process in an advocacy role.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. The annual cycle is defined as summer, fall, winter, and spring terms, i.e., one complete academic year.

1. Professional Development Plan - submitted annually by all Faculty Members by October 15.
2. Year-End Self-Evaluation – submitted annually by all Faculty Members by August 15.
3. Supervisor's Review – required yearly for non-tenured Faculty; required every two years for tenured Faculty below the rank of Professor (review combined over a two-year period, cumulative with a Mid-Point Conference Required); required every three years for tenured Faculty at the rank of Professor (review combined over a three-year period, cumulative); submitted by supervisor by September 15.
4. Copies will be filed in the Dean's Office and the Provost's Office.
5. Copies will be made available to the Faculty Promotion and Tenure Committee, and other University committees, as appropriate.

PROFESSIONAL DEVELOPMENT PLAN

Name _____

Highest Degree _____ Field _____

Rank _____

Date of Appointment to current rank _____

Will you be eligible for promotion in this academic year? _____

Instructions: Using the applicable portions of the Faculty Handbook Sections 3.1; 3.2; 3.3; 3.4; 3.5; and 3.6, together with the relevant items from the Supervisor's Review, describe your goals for professional development during the academic year _____.

Part I. TEACHING (3.4.2) Weight _____ (60%-80%)

Part II. SCHOLARLY & CREATIVE ACTIVITIES (Combine 3.4.5 & 3.4.6)
Weight _____ (10%-30%)

Part III. SERVICE (Combine 3.4.4 and 3.4.7) Weight _____ (10%-30%)

Part IV. OTHER PLANS FOR PROFESSIONAL DEVELOPMENT

Faculty Member's Signature _____

Date _____

Supervisor's Review

I certify that I have reviewed this Professional Development Plan.

Supervisor's Signature _____

Date: _____

Remarks:

TROY STATE UNIVERSITY FLORIDA REGION INSTRUCTOR AND COURSE ASSESSMENT

Your opinion of your educational experience at Troy State University is important. This form contains items about the instructor and the course. Your comments are encouraged. Please be honest, conscientious, and constructive. The results will be used to help improve the course. It is not necessary to sign your name.

- *Please use a #2 pencil or black ink pen to bubble in your responses to the following statements on the attached response sheet.*

<p>5 = <i>Strongly Agree</i> 4 = <i>Agree</i> 3 = <i>Neither Agree nor Disagree</i> 2 = <i>Disagree</i> 1 = <i>Strongly Disagree</i> 0 = <i>Non Applicable</i></p>
--

SECTION I

1. Was prepared for class.
2. Demonstrated knowledge of the subject matter.
3. Presented subject matter clearly.
4. Encouraged class participation.
5. Clarified material for the student when requested.
6. Showed an interest in student achievement.
7. Kept appointments with students.
8. Reported grades to the students promptly.
9. Graded fairly.

SECTION II

10. The course was well planned and organized.
11. The objectives and requirements were clearly explained.
12. Class presentations were interesting.
13. The assignments increased understanding of the subject matter.
14. Overall quality of instruction was satisfactory.
15. Was available for assistance outside of class (office hours, phone, fax, e-mail, etc.).
16. Kept class for scheduled time.
17. Audio-visual aids were used well in the teaching process.
18. A sufficient number of tests and graded assignments were given to ensure fair evaluation.
19. The course was challenging.

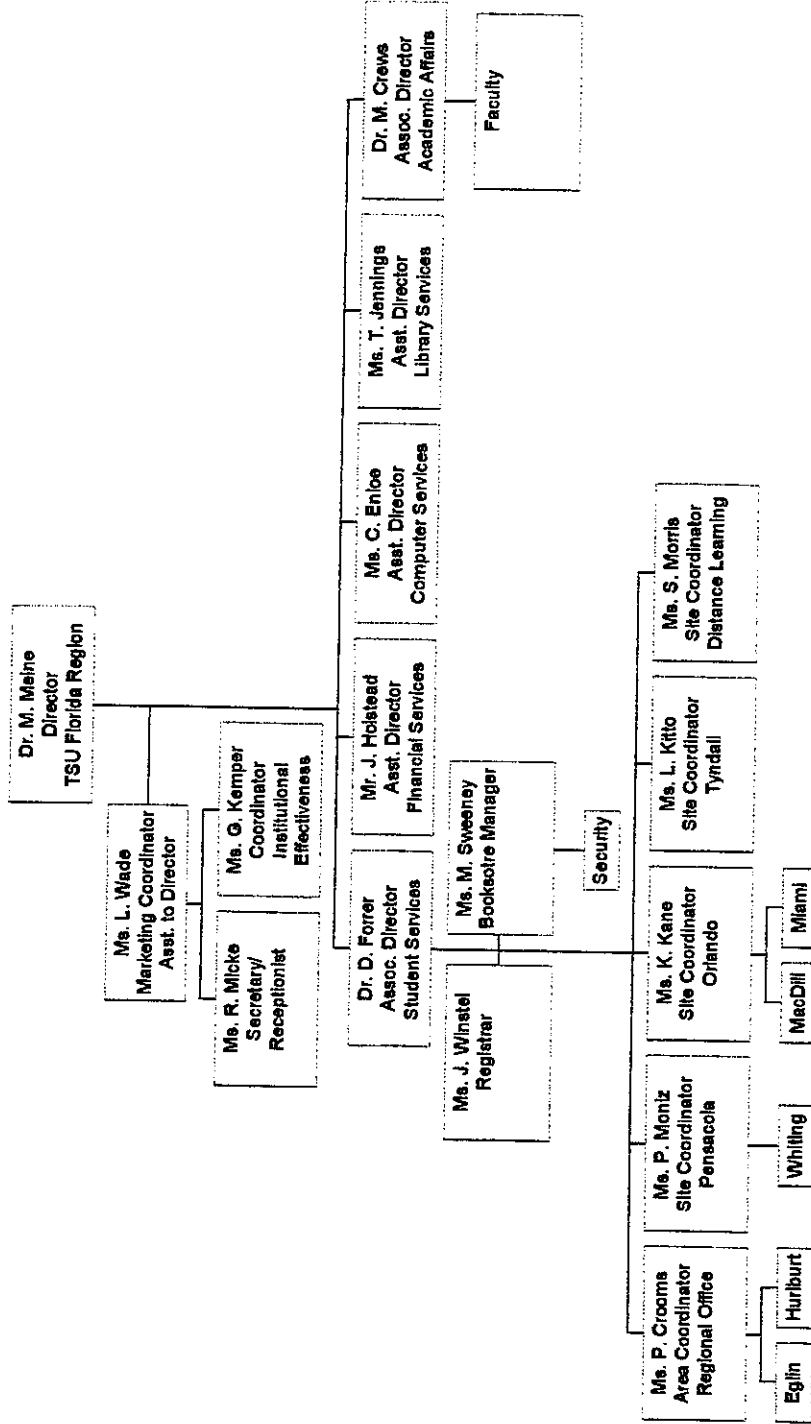
If this course has a laboratory, field experience, clinical observation, or practicum (hereafter, "lab"), please answer the following two questions:

20. The equipment (microscopes, chemicals, models, etc.) was used well in the teaching process

APPENDIX E

Organizational Charts

TROY STATE UNIVERSITY FLORIDA REGION



Revised 1/5/00

**TROY STATE UNIVERSITY
FLORIDA REGION
DEPARTMENT CHAIR POSITIONS**

