UPDATED SUBSTANTIVE CHANGE PROPOSAL
FOR
TROY STATE UNIVERSITY FLORIDA REGION
UNIVERSITY SCHOOL -ASSOCIATE OF ARTS

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

June 19, 2001
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A. THE NATURE AND HISTORY OF THE CHANGE

Troy State University Florida Region (TSUFR) is providing the Associate of Arts Degree (AA) with a program of study 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).

In the Fall of 1999, members of the Okaloosa County School Board approached the Chancellor of the Troy State University System for assistance in developing a so-called modified dual enrollment program for four Okaloosa County Schools. The School District was seeking a program, which would allow local students to remain in their respective high schools while pursuing college level courses. The School District had been unable to reach an agreement with the local community college, which at the time wanted students to take courses at the community college campus. The Florida Region was tasked with negotiating with the school system in an effort to provide the desired programs.

The process of reaching an agreement with the school system thrust the University into local politics and made the School Board and System the recipients of significant pressure from the local community college. This pressure was to be expected since the key school board member speaking for the agreement, a very successful businessman, not only successfully ran for District School Superintendent in a bitterly contested race, but was also a recent graduate of one of the Florida Region’s graduate programs. Negotiations led to the attached agreement, which also resulted in significantly reduced tuition cost as a public service to Okaloosa County.

The first year of the program was expected to be a test period during which the program could be evaluated and adjusted as needed. The 66 Semester Hour Degree programs were established at the request of the School District to articulate as many of the Advanced Placement (AP) courses as possible.

Instruction was initially planned to be based on a so-called “bookend” approach, with TSU faculty starting the college portion of each course in person and finishing each course in person, but with most of the ongoing instruction being conducted in a distance learning format. Because of technical limitations and through planning meetings between School District and TSU faculty, the plan was modified to require ever increasing in-class time on the part of TSU faculty. Ultimately, TSU faculty were expected to be in the classroom every week to the point of providing full contact time for a traditional course.

This approach while generally successful did present some problems when the working relationships between some high school and some TSU faculty members were not always at the optimum. Mid-year planning sessions were conducted both with and without high school faculty, and a number of meetings were conducted with School System Assistant Principals for Instruction (API). The APIs were the officials responsible for the program at each school. Meetings were also held with School System Officials and with the
Superintendent of Schools. During these meetings it was agreed that the program should be modified to reduce the number of courses offered, and to rearrange the instructional process so that TSU faculty would clearly teach the full contact hour requirement in each of the articulated classes as an addendum to any high school instruction required. As part of this revised planning, it was agreed efforts would be undertaken to modify the Associate of Arts program into a more traditional 60 hour program with a primary focus on general education courses and electives in the business and social sciences areas. If approved through the Troy State University academic chain, the revised AA degree will be provided.

The originally developed Associate of Arts degree provided students with a basic foundation for further study leading to a baccalaureate degree in the fields of Business and Social Science. Planned revisions will reduce the core requirements, and will expand on electives permitted to allow students to maximize transferability to other colleges in the area of general studies. The Associate of Arts degree will be offered primarily through the traditional classroom format and through Distance Learning.

**Current Degree Requirements:**
- Hours Required: 66 SH
- General Studies Hours: 42 SH
- Hours in Program of Study: 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 Program of Study
QM 2241 (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.
MKT 3361 (3) Princ. Mkt.
ECO 2251 (3) Princ. of Macroeco.
ECO 2252 (3) Princ. of Microeco.

Social Science Program of Study
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.

A copy of the requested change to the program is attached at Appendix F.

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, fine arts, business, communication, applied science, counseling, nursing, and allied health sciences, as well as to its historic role in the preparation of teachers and its outreach partnership with public education. A strong liberal arts core is integral to all undergraduate programs. Global in perspective, the university is committed to providing undergraduate and graduate education in regional, national, and international communities for both traditional and nontraditional students. Educational programs are delivered by traditional as well as 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. Kimberly Brooks
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 through the use of technology augmented by in-class 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: May 9, 2001

ENTER DATA FOR THE MOST RECENT FALL TERM: YEAR 2000. FOR COURSES USING MORE THAN ONE TECHNOLOGY, CHOOSE THE PRIMARY MODE OF INSTRUCTION AND ENTER DATA ON ONLY ONE LINE.

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<thead>
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<th># OF COURSES</th>
</tr>
</thead>
<tbody>
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<tr>
<td>POINT-TO-POINT MICROWAVE</td>
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<td>AUDIO TELECONFERENCING</td>
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</tr>
<tr>
<td>OTHER</td>
<td></td>
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<td>TOTAL</td>
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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 Assessment (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 Annual Assessment (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 Annual Planning Documents
- TSU University College Policy Manual
- TSUFR Director’s SPIE/Self-Evaluation
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 College 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. High School Testing results

d. Comparability Studies

e. 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 in this specialized program are articulated in the attached agreement with the Okaloosa County School System and is designed to allow highly achieving students to seek an associate degree while attending high school in modified dual enrollment program, and to allow specifically approved students to take some number of college courses in preparing for future college attendance.
5. Arrangement for grading, transcripting transfer of credit, and transfer to the TSU main campus are identified in the attached articulation and/or any supplemental written agreements if applicable.

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. Sequencing of course material has been agreed to between TSU and High School faculty.

2. Roster of Instructional Staff is at Appendix C.

3. Faculty Evaluation

Full-time Florida Region faculty members are evaluated by Regional Chairpersons and the Associate Director for Academics. 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, the Associate Director for Academics, and the Regional Director. 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.

University School adjunct faculty are evaluated by the Regional Chairperson. Student assessments and student verbal/written comments and School District reporting 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 Supplement to the Faculty Handbook to explain the instructional procedures. Adjunct faculty are provided the Florida Region Supplement to the Faculty Handbook.

5. Full-time faculty members are contracted to teach eight graduate or twelve undergraduate 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 programs of study 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; Phoenix 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 programs of study in 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, Business File 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 program of study, the two business databases address the requirements of the Business Administration program of study.
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 Business File 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 are 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 Special Programs 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: Students are counseled 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 Special Programs/Records Office at the Regional Office. 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 two years and are then forwarded to the Troy Main Campus for storage.

I. CONTRACTUAL AGREEMENTS:

The agreement to provide college level instruction is in the form of a written articulation agreement with the Okaloosa County School System. Instruction is provided at a greatly reduced cost over traditional tuition. 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, and TSUFR has not entered into Contractual Library 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 VIABILITY

Factors 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:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Fee</th>
<th>Revenue/Yr</th>
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<td>$4,000</td>
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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.) 82,400

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
F. Request to Revise the AA Program
APPENDIX A

ARTICULATION AGREEMENT
Interinstitutional Articulation Agreement
Between
The Okaloosa County School Board
And
Troy State University/Florida Region

THIS AGREEMENT, is made and entered into effective this 16th day of November, 1999 by and between The School Board of Okaloosa 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 Okaloosa County School District as part of an enhanced educational and modified dual-enrollment program for the benefit of qualified students of the Okaloosa County School District.

WITNESSETH

WHEREAS, The School Board of Okaloosa County, Florida, is the governmental agency charged with the overall operation of the Okaloosa 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 Okaloosa 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 246, 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 Niceville High School, all within the Okaloosa 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 credit 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 Okaloosa 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 seals to be effective as of the date and year first above written.

ATTEST:

By: [Signature]
Walter C. Gordon as Superintendent
And Corporate Secretary

THE SCHOOL BOARD OF
OKALOOSA COUNTY, FLORIDA

By: [Signature]
Rodney L. Walker as Chairman

TROY STATE UNIVERSITY/
FLORIDA REGION

By: [Signature]
Dr. Rodney V. Cox as
Vice President for
University College
FINANCIAL ADDENDUM

To

INTERINSTITUTIONAL ARTICULATION AGREEMENT

Between

THE OKALOOSA COUNTY SCHOOL DISTRICT AND
TROY STATE UNIVERSITY/FLORIDA REGION

THIS ADDENDUM, is made and entered into effective this 13th day of December, 1999 by and between The School Board of Okaloosa 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 financial terms and conditions between the parties hereto for the delivery of a college-level instructional program in accordance with the terms and conditions of that certain Interinstitutional Articulation Agreement between the parties hereto dated effective November 16, 1999.

WITNESSETH

WHEREAS, the School Board has designated and established 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 Niceville High School, all within the Okaloosa County School District, for the purpose of implementing 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 School Board and the University have entered into an Articulation Agreement to develop and implement the University School program wherein the University has agreed to provide necessary educational and administrative resources of the University in support of the program for certain financial renumeration.

NOW, THEREFORE, the parties do hereby set forth their understandings and agreement in regard to the financial terms and conditions under which the University will participate in the delivery of instructional services, including necessary support services, for the University School program as follows:

1) The School Board shall pay to the University the amount of $4,000.00 per section of each course offered in the University School instructional program. This rate shall remain constant without regard to the method of delivery of the instructional services. The School Board and the University shall mutually agree upon the instructional methods to be used for each course in the program. This fee is all inclusive of the charges and expenses to be paid by the School Board to the University for its participation in the University School program. The University shall not assess to or collect from students any
fees whatsoever.

2) That there shall be an enrollment cap of forty (40) students per course section. At such time as any section is filled then an additional section of that course shall be offered.

3) That the University shall invoice the School Board at the end of each teaching term for the total charges due for the delivery of instructional services during that term. The University shall provide with its invoice appropriate documentation regarding the course offerings and enrollments for the concluded term.

4) That within ten (10) days of the conclusion of each teaching term the University shall deliver to the School Board grade records for each student enrolled during the previous term.

5) The terms and conditions of this Addendum shall be effective for a period of one (1) year from the commencement of the 2000/2001 school year.

6) Except as expressly amended by the terms of this Addendum the terms and conditions of the original Interinstitutional Articulation Agreement between the parties hereto shall remain in full force and effect.

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

ATTEST:

By: Walter C. Gordon as Superintendent and Corporate Secretary

THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA

By: Rodney L. Walker, as its Chairman

TROY STATE UNIVERSITY/FLORIDA REGION

By: Dr. Rodney V. Cox as its Vice President for University College
AMENDED
INTERNSTITUTIONAL ARTICULATION AGREEMENT
Between
THE OKALOOSA COUNTY SCHOOL BOARD
AND
TROY STATE UNIVERSITY/ FLORIDA REGION

THE FOLLOWING CONDITIONS WILL GOVERN THE DUAL ENROLLMENT PROGRAM:

1. 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.

2. 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.

3. 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 credit 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.

4. Okaloosa County Students Eligible for Part-Time Dual Enrollment
Admission Requirements:
   a) Juniors and Seniors pursuing the AA Degree who are registered at their current high school with a minimum 3.5 weighted GPA
   b) Juniors and Seniors not pursuing the AA Degree track, who are registered at their current high school with a minimum 3.0 weighted GPA
   c) A minimum composite score of 18 on the ACT or 870 on the SAT. Student must submit score prior to the end of the 1<sup>st</sup> semester in the 2000-2001 school year.
   d) School approval
   e) Parental approval
   f) High School Transcript
5. **Student Participation**

Students must earn a 2.5 or higher unweighted grade point average at the end of each semester attempted or will be placed on probation. A student on probation is limited to 12 hours per semester and must earn a minimum of a 2.5 unweighted grade point average each subsequent term until the overall unweighted grade point average reaches 2.5.

- **Suspension:** A student on probation who fails to earn a semester unweighted grade point average of 2.5 or higher will be suspended from enrollment in the program for one semester.
- **Students returning after a suspension will be continued on probation as long as they achieve a minimum unweighted grade point average of 2.5.**

6. **Course Offerings**

Courses available to dual credit students consist of standard general studies college courses, exclusive of college preparatory and other forms of precollegiate instruction. Courses will be offered on the high school campus at Choctawhatchee High School, Crestview High School, Ft. Walton Beach High School, and Niceville High School. Courses offered in the high schools may be scheduled on a flexible, rotating, and staggered basis to meet the needs of high school students and to complement the high school curriculum while maintaining the integrity of the college courses.

7. **Transportation**

Students enrolling for college courses scheduled for locations other than the high school in which they are enrolled will be responsible for providing their own transportation.

8. **Credit Limitations**

Students approved for part-time dual enrollment may enroll for a minimum of (2) semester hours each term while full-time dual enrollment students must register for a minimum of fifteen (15) semester hours each term.

9. **Grades and Credits**

Students earning passing grades (A - D) in the high school courses will receive high school units creditable toward high school graduation. Students earning passing grades (A - C) in dual enrollment courses and will earn the appropriate college-level hours. That within ten (10) days of the conclusion of each teaching term the University shall deliver to the School Board grade records for each student enrolled during the previous term.

10. **College Enrollment Classification**

Students enrolling in the college courses under this program will be classified as "High School Dual Enrollment" college students with all the privileges associated with such enrollments. When/if students leave this program, they become subject to the normal admissions requirements, at the time of separation, of TSUFR. This extends to standard registration and lab/special tuition fees.
11. **Course Standards**  
All courses included in the dual program are subject to the academic standards of the college, including but not limited to qualifications of the faculty, time in the classroom, instructional materials and syllabus content. The Academic Chain will monitor the instructional quality of all college courses. Courses offered under the dual program meet or exceed the standards of the Southern Association of Colleges and Schools.

12. **College Transcripts**  
College credits earned under this program will be duly entered on an TSUFR transcript, and such credit will become valid college credit upon the student's graduation from high school.

13. **Public Relations**  
Students and parents will be apprised of the opportunity to participate in the dual enrollment program and the availability of related college course offerings through public news releases, mailings, TSUFR web-site, Okaloosa County web-site and/or announcements made at the schools.

14. **Student Advising**  
Students enrolling in courses under this program will receive academic advising from TSUFR counselors and advisors who regularly visit each high school in the college district. The high school counselors are knowledgeable about college curricula and will also provide personalized academic counseling for these students.

15. **Administrative Responsibility**  
The administrative responsibility for activities occurring in the various public school facilities rests with the principal or designee, who will arrange for appropriate classroom space and make every effort to assure that the scheduled courses are able to function as mutually agreed upon between the college and the high school without interruption by high school activities.

16. **Grade Reporting**  
The college will provide to the principal (via the school district coordinating officer) a report of final grades each term for students enrolled under the provisions of this agreement. Final grades in the college classes will be used by the school district to determine the high school credit(s) and grade points to be assigned to the student.

17. **Student Attendance**  
The attendance of high school students in the dual enrollment college classes will be closely monitored and reported, as required, to the school district for its state funding "audit trail."
18. **Student Withdrawals**
Students who are unable to complete a dual enrollment college class or who believe they will not earn a desirable grade in the class may withdraw from the class or change to audit status in the class any time before the end of the day which falls three (3) days prior to the last scheduled meeting day for the class. Withdrawals or change to audit status require the student to complete an TSUFR Drop/Add form.

19. **Employment of Instructors**
High school instructors assigned to teach courses under this agreement will be fully qualified by virtue of their academic credentials and will be employees of the Okaloosa County School District. TSUFR instructors assigned to teach courses under this agreement will be fully qualified by virtue of their academic credentials to teach college level courses and will be employed by TSUFR for the specific college assignment.

All dual enrollment instructors hired by TSUFR teaching classes meeting in the high schools are paid by the University according to the current TSUFR salary schedule. Since instructors in this program are employed by the college, they will work under the direct supervision of the appropriate TSUFR division director or department chair. For classes meeting in the high schools, it is recognized that administrative responsibilities of the public school facility rest with the principal, with whom the college instructor shall cooperate fully.

20. **Tuition and Fees**
Students registering for courses in this program will be assessed no tuition or fees. The Okaloosa County School Board shall pay TSUFR the amount of $4,000.00 per course section. There shall be an enrollment cap of forty (40) students per course section. A course section may be composed of students from more than one University School site. At such time as any section is filled an additional section of that course shall be offered. This rate shall remain constant without regard to the method of delivery of the instructional services and school site. This fee is all inclusive of the charges and expenses to be paid by the School Board to the University for it's participation in the University School program. The University shall not assess to or collect from students any fees whatsoever. The University shall invoice the School Board at the end of each teaching term for the total charges due for the delivery of instructional services during that term. The University shall provide with its invoice appropriate documentation regarding the course offerings and enrollments for the concluded term.

21. **Instructional Materials and Methods**
The OCSB and TSUFR shall mutually agree upon the instructional methods to be used for each course in the program. Textbooks and instructional materials will be provided to each dual enrollment student by the Okaloosa County School District at no charge to the student, at the beginning of each course. At the end of each course, textbooks and other nonconsumable materials will be collected for return to the appropriate high school inventory. Textbooks not returned by students at the end of the course will be paid for, at the current buy-back rate, by the individual student prior to release of grades for the semester.
22. Use of Facilities
As part of the cooperative efforts between the Okaloosa County School District and TSUFR, neither the public school system nor the University will charge the other for any use of their respective classroom facilities for courses offered under this program.

23. FTE Funding
State revenue for the district and the college will be according to provisions of 236.0810, F.S., which states in part:

"Students enrolled in community college or university dual enrollment instruction pursuant to s.240.116 may be included in calculations of full-time equivalent student memberships for basic programs for grades 9 through 12 by a district school board. Such students may also be calculated as the proportional shares of full-time equivalent enrollments they generate for the community college or university conducting the dual enrollment instruction. Early admission students shall be considered dual enrollments for funding purposes."

24. Course Selections
Course offerings will be coordinated through the office of the TSUFR Regional Director and the Okaloosa County School District University School Coordinator.
*See attached chart.

25. 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.

26. 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 seals 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: Fred Meine, Regional Director
Fred Meine, Regional Director
Troy State University Florida Region
AMENDMENT TO
ARTICULATION AGREEMENT
BETWEEN
THE OKALOOSA COUNTY SCHOOL BOARD
AND
TROY STATE UNIVERSITY/FLORIDA REGION

THIS AMENDMENT, entered into by and between the School Board of Okaloosa, Florida (herein the “School Board”) and Troy State University/Florida Region (herein “TSUFR”), is for the purpose of providing additional terms and conditions to that Articulation Agreement dated May 22, 2000, (herein the “Agreement”) between the parties hereto.

1. Section 6., entitled “Course Offerings of the Agreement,” shall be amended to include the following provisions:

b. TSUFR may offer a summer collegiate academic program independent of the Dual Enrollment Program to be conducted during the school year. Students’ enrollment and participation in the program shall be voluntary and all terms and conditions of such enrollment shall be determined between the student and TSUFR.

Notwithstanding the provision of Section 20 of this Agreement, TSUFR may charge tuition and fees to the student for the summer program.

If the courses offered during a summer program are preapproved by the School Board and meet the Sunshine State Standards, then upon the student’s successful completion of the courses (passing grade A-D), the School Board will award appropriate high school credit.

It shall be the student’s responsibility to request TSUFR to forward to the School Board an official transcript.

No high school credits will be issued until the TSUFR transcripts are received.
2. Except as expressly modified by this Amendment, the original terms and conditions of the Agreement shall remain in full force and effect.

Entered into this 11th day of September, 2000.

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

ATTEST:

By: [Signature]
Walter C. Gordon as Superintendent
And Corporate Secretary

By: [Signature]
Rodney L. Walker as Chairman

TROY STATE UNIVERSITY
FLORIDA REGION

By: [Signature]
Fred Meine, Regional Director
Troy State University Florida Region

THE SCHOOL BOARD OF
OKALOOSA COUNTY, FLORIDA
APPENDIX B

TSU MISSION AND GOALS STATEMENT
UNIVERSITY MISSION STATEMENT

Troy State University is a publicly assisted institution of higher education. The university operates under the direction of a board of trustees composed of the governor, the state superintendent of education, and nine members appointed by the governor with the advice and consent of the Alabama Senate. Administrators, faculty, and students are committed to excellence in education through a shared system of governance.

The university offers associate, bachelor's, master's, and education specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied science, counseling, nursing, and allied health sciences, as well as to its historic role in the preparation of teachers and its outreach partnership with public education. A strong liberal arts core is integral to all undergraduate programs.

Global in perspective, the university is committed to providing undergraduate and graduate education in regional, national, and international communities for both traditional and nontraditional students. Educational programs are delivered by traditional as well as technological means.

Students are encouraged to realize their unique potential and become productive members of society; to the end, the university provides an appropriate academic, cultural, and, social environment. Moreover, the university is responsive to the needs of its diverse student population and the larger community through administrative services, utilization of staff and facilities, teaching, scholarship, creative activities, research, and public service.

Institutional Objectives

- To provide educational programs that enhance students' ability to read, write, compute, speak effectively, and think critically.
- To prepare students to demonstrate competence in their chosen field(s) of study at appropriate degree levels and to encourage excellence in student learning.
- To develop programs to address the needs of constituencies.
- To provide undergraduate, graduate, and continuing education programs for both professional advancement and personal enrichment.
- To encourage and reward excellence in teaching.
- To encourage and provide essential resources for creative activities and research.
- To provide a variety of public services to enhance the well-being of the university and its community.
- To provide leadership and planning for future development.
- To provide equitable opportunities for all students, staff, and faculty, including women, minorities, and individuals with disabilities.
APPENDIX C

ROSTER OF INSTRUCTIONAL STAFF
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<th>Name</th>
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APPENDIX D

FACULTY EVALUATION
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 DEVELOPMENTAL 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 \( \sim (10\%-30\%) \)

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, COURSE, and INSTITUTIONAL EVALUATION

Your opinion of your educational experiences at Troy State University is important. The results will be used to help improve TSU programs.

Class Identification Number

What is your Program level? ○ AA/AS ○ BS/BAS ○ MASTERS ○ OTHER

What is your age? ○ 19 or Less ○ 20-29 ○ 30-39 ○ 40-49 ○ 50-59 ○ 60 and Above

Please mark one.... ○ Female ○ Male

Please mark one.... ○ Asian ○ African American ○ Hispanic ○ Native American ○ White

Using the following scale, use a #2 pencil only
complete your responses to the following statements by filling in the appropriate bubble.
5 = Strongly Agree 4 = Agree 3 = Neutral 2 = Disagree 1 = Strongly Disagree 0 = Not Applicable

SECTION I - Instructor Evaluation

1. The professor was always prepared for class.
2. The professor demonstrated knowledge of the subject matter.
3. The professor presented the subject matter clearly.
4. The professor encouraged class participation.
5. The professor clarified material for the student when requested.
6. The professor showed an interest in student achievement.
7. The professor kept appointments with students, including online DL discussions.
8. The professor reported grades to the students promptly.
9. The professor graded fairly.

SECTION II - Course Evaluation

10. The course was well planned and organized.
11. The objectives and requirements were clearly defined.
12. The assignments increased understanding of the subject matter.
13. The professor was available for assistance outside of class (office hours, phone, fax, e-mail, etc.).
14. Sufficient tests and graded assignments were given to ensure fair evaluation.
15. Audio-visual aids including overheads, videos, and DL online discussion boards, etc., were used well in the teaching process.
16. The text was appropriate for this course.
17. Use of technology (computer applications, Internet research, etc.) was appropriately integrated into this course.
18. Library/electronic research resources were available and accessible to support course requirements.
19. The course was adequately challenging for the level of instruction.

SECTION III - Institutional Evaluation

20. The office staff was responsive to your needs.
21. The TSU advisor was helpful.
22. Library resources and services were beneficial for this course.
23. The TSU Library staff provided useful assistance.
24. The TSU online library services helped you to access materials and information.
25. Information on the TSU Web Site was relevant to this course.
26. The purchase of textbooks was accomplished with ease.
27. Courses for your degree were scheduled when you needed them.
APPENDIX E

ORGANIZATIONAL CHARTS
APPENDIX F

REQUEST TO REVISE THE AA PROGRAM
MEMORANDUM

To: Dr. Fred Viohl, Academic Dean, University College

Through: Dr. Rodney V. Cox, Vice President, University College

From: Dr. Manfred F. Meine, Director, Florida Region

Subject: Okaloosa County University School – Request to Revise the AA Program

May 1, 2001

As the first year of the University School Program draws to a close, we are reviewing not only our delivery of the program, but the AA degree as well. After meeting with School System Officials, we agreed that the AA degree should be modified to be a more traditional AA, instead of the expanded 66 hour program the School System initially asked for to articulate with the maximum number of high school courses. The current 66-hour program with no free electives requires too many faculty resources, and is too costly for the school system to support.

As a result, we recommend revising the AA degree into a single AA program with 42 semester hours of required General Studies courses, and 18 semester hours of free electives. Free electives would provide additional flexibility to the TSU Florida Region and the Okaloosa County School System in what courses might be offered.

After meetings involving the University School Chair, the Florida Region Associate Director for Academics, the Florida Region Assistant Directors for Student Services and Distance and Partner Programs, as well as school officials, it is requested the current AA degree programs for the University School be revised to reflect the following curriculum:

REQUIRED COURSES (42 SH)

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<td>POL 2241 (3)</td>
<td>American National Government</td>
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**FREE ELECTIVES (18 SH)** – The following courses are currently planned to be used in the free elective area, but may change based on faculty availability and school need.

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