

1. **Name of Branch campus:** Florida State University Panama City, 4750 Collegiate Drive, Panama City, Florida 32405

2. **Date Established:** 1982

3. **Program(s) Offered:**

Name of Program	Number of Program Credit Hours	Credential Awarded
Accounting	54-57	B.S.
Business Administration	42	B.S.
Professional Communication	36	B.A. or B.S.
Computer Science	52; 60	B.A.; B.S.
Elementary Education	63	B.S.
Social Science Education	69	B.S.
Computer Engineering	105-106	B.S.
Electrical Engineering	105-106	B.S.
Civil Engineering	105	B.S.
Psychology	36	B.A. or B.S.
Public Safety and Security	48	B.S.
Recreation, Tourism, and Events	60	B.S.
Interdisciplinary Social Science	42	B.A. or B.S.
Social Work	50	B.S.W.
Corporate and Public Communications	33	M.S.
Elementary Education	32	M.S. for already certified in Elementary Education;

	51-53	M.S. for students seeking certification
Reading Education and Language Arts	Course type: 32 Thesis Type: 30	M.S.
Electrical Engineering	Thesis Program: 30 Non-thesis Program: 33	M.S.
Psychology/Applied Behavioral Analysis	39	M.S.
Social Work	61	M.S.W.
Underwater Crime Scene Investigation	12	Undergraduate and Graduate Certificate
Event Management	12	Graduate Certificate

4. **Fall 2013:** 970, unduplicated headcount, 624.1 FTE.

Characteristics of the Campus

Since 1982, Florida State University has operated a permanent branch campus at Panama City, Florida. The campus is located near the Gulf of Mexico on St. Andrew’s Bay. It serves approximately 1,000 students, most of whom are undergraduates. This number does not include distance learning students enrolled at the university, but located at Panama City, Florida. The inclusion of distance education students brings the total to an unduplicated headcount of 1,660. Typically a little more than 5% are from out-of-state. Overall, a little less than 20% are minorities. The campus provides a comprehensive, public education throughout the year, having fall, spring and summer semester classes. The campus houses the College of Applied Studies which offers three undergraduate, one graduate degree, and three certificate programs. It offers another 11 undergraduate and 5 graduate degree programs in concert with the main campus. Several online programs are offered in a hybrid format at the campus. The Panama City Florida branch campus hires and is administrated by its own staff of

approximately 108 full-time employees. The Florida State University Panama City branch has an annual budget of \$9 million.

Compliance with SACSCOC Policy and Principles of Accreditation - specifically address locus of control characteristics defined above

The FSU Panama City branch campus complies with the Principles of Accreditation and Commission policies. The Off-Site Committee did not identify any areas of noncompliance with the core requirements, comprehensive standards, or federal requirements. FSU has a Board of Trustees that governs the entire university regardless of mode of delivery or campus location. As required by the Florida Constitution, a thirteen member board of trustees administers the university and the Florida Board of Governors establishes the powers and duties of the individual university boards of trustees. The Florida Board of Governors exercises its constitutional authority primarily through regulations and has established the powers and duties of the university boards of trustees. This regulation delegates each of the university boards of trustees' powers and duties to the board as a whole, including the quasi-legislative power to adopt university regulations. A section of this regulation provides that the university president serves as the chief executive officer of the Board of Trustees (BOT) and is responsible to the BOT for all operations of the university. FSU's chief executive officer is responsible for the entire university regardless of mode of delivery or campus location. The dean of the FSU Panama City campus reports through the provost to the university president.

Personnel – brief description of faculty, staff, and administrators at the branch campus

The Florida State University Panama City branch campus is staffed on a continuing basis by approximately 108 full-time employees. The campus has 32 resident faculty, 73 staff, and 3 administrators. In addition, the campus is served by numerous faculty and staff from the Tallahassee campus. For example, staff members from the Tallahassee Admissions Office visit Panama City frequently to coordinate and consult on university activities. Similar, faculty members from Tallahassee help deliver programs in Panama City and offer classes on the Panama City campus every week. During the fall 2012 and spring 2013 semesters there were 160 instructors of record at the Panama City campus, excluding graduate student appointments. Of these, 32 were residential faculty members. The remaining 128 instructors of record were: 1) part-time local adjuncts appointed by the Office of the Dean in Panama City, 2) part-time adjuncts appointed by their respective colleges in Tallahassee, or 3) faculty members with overload appointments from their academic departments. The number and nature of the faculty was approved by the respective academic department chairs and/or academic deans. The student faculty ratios are consistent with national benchmarks and program practices.

The Dean of the campus has served in this capacity for several years, has an Ed.D. in Mathematics Education, and is a past president and current treasurer of the National

Association of Branch Campus Administrators. Each of the Associate Deans has extensive experience with the university and holds a doctorate.

Administrative support services are provided at FSU Panama City campus primarily by full-time campus based personnel. These range from police and maintenance to financial and personnel activities. Adequate staffing is insured by periodic reviews of university services and workloads.

Physical Facilities - brief description of facilities that support educational programs and services offered at the branch campus and scope of safety/health measures taken at the branch campus

FSU Panama City maintains 220,000 square feet of building space. The Panama City, Florida, campus is comprised of 8 major buildings and associated structures located on St. Andrew's Bay including the Barron Building, Technology Building, an Office Building, Bayside Building, Auditorium, Administrative Services, Bland Conference Center, and the Holley Academic Center. There are 8 classrooms in the Bayside Building, 10 classrooms in the Technology Building, and 33 classrooms or labs in the Holley Academic Center. There are 2 interactive TV classrooms used to connect students and faculty from the main campus to FSU Panama City.

The branch campus has its own Department of Finance/Facilities Operations and Maintenance. In January 2009, the new Holley Academic Center was opened to the public. The new structure contains classrooms, labs with upgraded power supplies and workstations, a virtual library, and faculty offices. When added to the space provided by the new physical plant, the square footage of the campus has more than doubled in the past five years. The Facilities Operations and Maintenance unit within Finance and Administration is responsible for maintaining the campus's physical facilities. All facilities were designed, engineered, and constructed using the main campus' guidelines and their standard operating procedures.

All the space on campus was designed to meet the educational program needs of the campus as outlined in the FSU master planning documents. Additional facilities were completed in 2007 and 2009 to provide engineering labs, additional classrooms, facilities and maintenance operations, and the police department. The campus' Director of Finance and Administration has responsibility for buildings, maintenance and inventory. He reports directly to the Assistant VP for Finance and Administration on the main campus and provides information regularly of progress and needs from the campus. The branch campus controls all its physical facilities.

The campus has a public safety department consisting of a lieutenant, four police officers, and one security personnel. They are on duty during regular business hours of the campus. The officers are easily accessible to the students. The campus uses a text message alert system to alert students if an incident occurs. There are also security cameras in place for monitoring and retrieval.

Library resources – brief description of library services and personnel that support educational programs offered at branch campus

The FSU Panama City campus' library facility has 6,300 square feet, including seating for 119 within a study space and a classroom. Sixty-one computer workstations and 5,200 volumes are available for student use. A full-time librarian and several support staff offer a wide range of standard library services including reference services, instruction, research consultations, course reserves, interlibrary loan, and the like. Book collections are housed at the library of Gulf Coast State College which is located adjacent to and within walking distance of the FSU Panama City campus. The branch campus has had a contract with the college for over 30 years. The campus librarian works closely with faculty to ensure that physical holdings at Gulf Coast State College library are meeting student and faculty needs. Books from the Tallahassee campus libraries are delivered four times per week.

With use of their FSU ID cards, all students and faculty have full access to FSU's scholarly resources through the FSU Panama City Library and Learning Center. They have access to about 3 million physical books, 1.1 million e-books, and 80,000 e-journals. FSU Panama City patrons may request express delivery of physical books or journal articles housed remotely in the FSU Libraries. Same-day delivery is available Monday-Thursday.

FSU Panama City employs a qualified librarian, a qualified assistant librarian, and several assistants. All of these employees are available to help patrons when they come into the Library and Learning Center. The librarian and assistant librarian are often asked to provide specialized presentations to specific academic classes. This is often done in the computer teaching lab within the Library and Learning Center. The library is open from 8 a.m. to 9 p.m. M-Th, 10 a.m. to 4 p.m. on Friday, and 12 p.m. to 4 p.m. on Saturday and Sunday. The campus has not had any student requests for additional library hours.

Technology – brief description of technology resources, services, and personnel that support educational programs offered at branch campus

All students have access to technology through the Library and Learning Center in the Holley Academic Center, computers outside the Student Affairs Offices, computer labs, and specialized academic labs. Through FSU accounts, students have access to the Internet through the many wireless access points on campus. Students access the FSU Student Central system along with the Blackboard Learning Management System for many of their administrative and course-related needs. During the mandatory orientation, all students are provided training on how to access the system, register for classes, etc. Students are also provided training by individual faculty who require students to upload assignments, participate in on-line discussions, etc. For most students, computers, projectors, and smart boards are the primary forms of technology. For disciplines such as engineering, there are many specialized forms of technology

used such as oscilloscopes, generators, etc. FSU Panama City has a Technology Director and 4 staff that supports faculty and classroom needs. The director has held this position for 15 years and has experience in networking, network security, servers, and computers.

According to the 2011-12 Instructional technology survey, the campus had 96 in-classroom computers and related technology; 103 non-classroom computers used exclusively by students, 38 non-classroom computers used exclusively by instructors, and 10 remotely accessible computers used for instruction. More have been added since the last survey. Recently student technology fees have supported the addition of equipment such as two teleprompters and a camera for students in the Communications degree program. The campus maintains interactive television equipment and numerous software packages to which there is remote access. Of the hundreds of computers on campus, 36 are in the Library and Learning Center, 30 are in the Library and Learning Center Classroom, 30 are in the Technology Classroom, 40 are in the Electrical and Computer Engineering labs, and 16 are in the Civil and Environmental Engineering labs.

Financial – annual operating budget (adequacy of budget) for the branch campus

The FSU Panama City operating budget totals approximately \$9 million. The academic affairs budget is allocated to the Dean of FSU Panama City and the finance and administration budget is allocated to the Director of Finance and Administration. The academic affairs budget is \$6,866,132. The finance and administration budget is \$2,195,040. There are 9 staff in campus Finance and Administration in addition to the Director. The Director was previously chief financial officer for the Bay County District schools and has a bachelor's degree in Accounting and Business Administration.

Eighty percent (\$5,498,125) of the academic affairs budget goes toward salaries and 20% (\$1,316,007) is used for other personnel services and expenses. Sixty percent (\$1,307,740) of the finance and administration budget goes toward salaries, 19% (\$422,300) is used for other personnel services and expenses, and 21% (465,000) is used for utilities.

Access to student support programs, services, and activities that promote student learning and enhance the development of students at the branch campus

The Divisions of Student Affairs and Academic Affairs in Tallahassee collaborate with faculty and staff to offer an extensive variety of support services for students both on the Tallahassee campus and Panama City Florida. More than 43 separate student support services are offered at the campus.

Admissions and Records: Process undergraduate and graduate admissions documents, non-degree seeking student applications, readmissions, residency, course and space scheduling, drop/add, grade processing, first day attendance, and textbook compliance.

FSU Panama City provides on their website an FSU Panama City Registration Guide that provides the academic calendar by semester. This link is shared with students during orientation. Grading policies are shared within the syllabi of classes. All information related to tuition and fees, refunds, are clearly listed on the website.

Student Affairs: New student orientation, financial aid, veterans affairs, student disability services, academic advising, FSU ID card processing for students, faculty, staff, withdrawals, immunization reviews, judicial affairs, test proctoring. Services such as financial aid are shared with prospective students through our recruiters/admission officers while they are visiting high schools and state colleges and during Open House. The two Open House functions, which occur in fall and spring, provide parents and students a chance to meet faculty, obtain financial aid training, and learn about the different academic program offerings.

During "Preview," students can meet representatives from their respective colleges or schools and explore their prospective curricula with their future academic advisors. Mandatory summer orientation provides an additional pre-matriculation experience with academic support services being a key element of the various orientation activities. At the undergraduate level, all students are assigned and introduced to their respective academic advisors during orientation. Advising, parent information and academic program sessions are all designed to answer immediate questions and to introduce the many services available to FSU students that facilitate long-term academic success and emotional welfare. It's All Academic, a publication that covers a broad range of student activities as well as university policies and procedures, is given to students at this time. At FSU Panama City, faculty members and a full-time professional advisor are jointly responsible for undergraduate advising. Advisors have access to several tools in order to provide assistance and guidance. Advising sessions are used to reinforce university policies, tracking of student progression and other developmental advising approaches that secure timely advancement and graduation.

Financial aid is coordinated by the university Office of Financial Aid working on-line, over the phone and face-to-face. Students have access to SeminoleLink, Florida State University's free on-line management system for job listings, on-campus recruiting schedules; resume books, career events and mentorship database. SeminoleLink connects students and alumni with employers.

The campus has a fully functioning student government. The Student Government Council (SGC) of FSU Panama City has a budget of approximately \$150,000/year. Their budget is based on the activities and service fees that are part of the FSU Panama City students' tuition and fees package. The SGC provides support for many student activities to include registered student organizations. The more active organizations include: Communication Club, Black Student Union, Garnet Key Honor Society, Psychology Club, Scuba Hyperbaric and Recreational Club, Students Pursuing Electronic Applications in Robotics, the Signal – The Society of Journalism (student electronic newspaper), and the Veterans of America Club. The president, senator, and representatives appropriate the available funds throughout the year. All FSU Panama City students are encouraged to participate in the various student organizations and

activities on campus to enhance their overall student experience. Students have other services available, often through the main campus. For example, counseling services are available from the University Counseling Center and the Psychology Clinic.

Some services are provided through collaboration with the local community. There are several kinds of support activities that occur throughout the year. Local community leaders engage in mentoring engineering senior design projects, provide information about financial institutions, describe how to become an entrepreneur, etc. As part of the lectureship series, national speakers are brought in to provide information to our students.

The programs mirror and conform to the standards established by the university, generally. If students have complaints then they are treated in the same fashion as within the university at large. Student complaints are reviewed and then allocated to the appropriate departments for action. For example, if the student is complaining about a grade received in a class, the Student Affairs Office will contact the student to assist them in the grade appeal process. Additionally, the campus has several suggestion boxes around campus if they do not want to use the more formal process outlined on the university web site. The Student Affairs Office insures complaints are logged and resolved in a timely fashion.

Institutional effectiveness – brief description of IE efforts at the branch campus

In concert with the academic departments, learning outcomes are developed, assessed and reviewed for improvement for all educational programs offered at FSU Panama City. As applicable, the expected outcomes mirror those on the main campus. The outcomes, standards, results, and planned improvements are entered in the university's institutional effectiveness system annually. The outcomes for each program at FSU Panama City are included along with those from the main campus and the FSU – Panama branch campus in the university's institutional effectiveness portal. The performance of undergraduate and graduate students at the university branch campus compares favorably with that on the main campus, in general. Faculty and administrators review and approve entries in the IE system annually. The university reports the status of its IE system annually to the Florida Board of Governors which mandates such assessment by each university for each baccalaureate degree offered.