



## BOARD OF TRUSTEES

### Academic and Student Affairs Committee Minutes

President's Boardroom, Horace Mann Center  
October 12, 2017

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Board of Trustees committee members in attendance: Committee Chair Slakey, Vice Chair Martin, Secretary Magovern, Trustees Sullivan, Hill and Swan.

Excused absence: Trustee Martinez-Alvarez.

Trustee guests present: Trustees Queenin, Marcus (joined the meeting at 8:50 AM), and Hagan (joined the meeting at 9:29 AM)

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

The meeting was called to order by Committee Chair Slakey at 8:31 AM.

Trustee Slakey brought forward the Minutes for approval from April 4, 2017 and noted that the Academic and Student Affairs Committee did not meet in June because there was no time-urgent business to discuss and the other committees were bringing substantial agendas before the board.

**MOTION** was made by Trustee Martin, seconded by Trustee Magovern, to approve the minutes of the April 4, 2017 meeting. There being no discussion, Trustee Swan abstained from voting and the **Motion passed unanimously**.

Committee Chair Slakey moved on to Items for Information and welcomed Dr. Parviz Ansari, Provost and Vice President for Academic Affairs, and Dr. Carlton Pickron, Vice President for Student Affairs, to the table who shared a power point presentation entitled "A Comprehensive Plan for Student Success." A snapshot was given of our current undergraduate student demographics, and retention rates from first to second year were discussed as well as those students most at risk. We are on par or above the other state university rates. The 4-year graduation rates for day students was discussed and it was agreed that a 50.6% graduation rate means there is still work needed in this area. This figure doesn't count transfer students. Our leaver rate is 2% points lower than the other comprehensive institutions. Eighty-five percent of students who come to Westfield State say they want to graduate from here. Commuters and undeclared students are the most likely to transfer out.

Trustee Marcus entered the meeting at 8:50 AM.

Academic and Student Affairs have developed a centralized system in the Center for Student Success and Engagement, which will combine a new Office of Retention and Engagement to work with the Westfield State Experience council and the Support Services council to track and ensure that all students have an opportunity to succeed. The number of special admit students has increased and there is a need to support these students. A new Success Report Sheet will be implemented for students and advisors, and *Starfish* and *Westfield 360* are early alert systems to monitor students. Our number of students has grown, but our advising staff has not kept up with that growth and there are high numbers of students needing extra support. About 30 percent of each class is undeclared which equals three advisors for 300 students. The Career Center has four staff members that are booking appointments two weeks out. Counseling Services has a staff of five with a 37-student waiting list. There is a need to find room for additional staffing in the budget. The peer advising program is very active and has been utilized for ten years.

Committee Chair Slakey then welcomed Dr. Shelley Tinkham, Dean of the College of Graduate and Continuing Education, to the table. Dr. Tinkham handed out a report updating enrollment and program development. She stated that they have rolling admissions in the fall, spring and summer and have many non-traditional students. Their headcounts and seatcounts are up slightly from 2016 in both matriculated undergraduate and graduate students. The Westfield Promise has enrolled 91 students from Westfield, Holyoke and Springfield public schools and has received good feedback. The Master of Social Work program in Worcester has enrolled 18 students this fall. A third site for the RN-to-BSN program will be added at Greenfield Community College in Northampton in the fall of 2018. The Physician Assistant program has 24 students starting in spring 2018. Revenue and expenses are tracking the same as last year and revenue will increase when the Physician Assistant students start.

Trustee Marcus left the meeting at 9:19 AM.

Committee Chair Slakey continued and handed out a draft charter for this committee explaining goals and responsibilities. It is very specific in what the committee wants to accomplish and also reflects on what we are doing to promote student success. Chair Slakey suggested that charters should be reviewed annually and can change as the culture of higher education changes. It was discussed that the granting of faculty and staff emeriti, honorary degrees, and admissions standards could also be included in the Teaching/Learning/Evaluation Process bullet point. Committee members were directed to communicate any suggestions and comments to Trustee Martin by October 27 so a final draft can be brought forward as a motion at the next meeting.

Trustee Hagan joined the meeting at 9:29 AM.

It was then discussed what should be presented to the full board meeting later in the afternoon.

There being no further business, Trustee Magovern made the Motion to adjourn the meeting, which was seconded by Trustee Martin. **Motion passed unanimously.**

The meeting was adjourned at 9:34 AM.

Attachments presented at this meeting:

- a. Minutes of April 4, 2017 Meeting

- b. A Comprehensive Plan for Student Success Power Point
- c. A Comprehensive Plan for Student Success Executive Summary
- d. Draft Academic and Student Affairs Committee Charter

Handouts:

- e. Report from the College of Graduate and Continuing Education
- f. Revised Academic and Student Affairs Committee Charter