MEMBERS PRESENT: Committee Chair Martin, Secretary Magovern, and Trustees Hill (entered at 8:37 AM), Martinez-Alvarez, Sullivan and Swan.

MEMBERS PARTICIPATING REMOTELY: Committee Vice Chair Slakey.

TRUSTEE GUESTS PRESENT: Trustees Landrau (entered at 9:24 AM) and Queenin.

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

The meeting was called to order at 8:30 AM by Committee Chair Martin, who stated that Trustee Slakey was participating remotely and that all votes would be by roll call. He then asked for a motion to approve the minutes of the February 7, 2019 meeting.

**MOTION** made by Trustee Magovern, seconded by Trustee Swan, to approve the minutes of the February 7, 2019 meeting.

**ROLL CALL VOTE** taken:
- Robert Magovern – Yes
- Robert Martin – Yes
- Lydia Martinez-Alvarez – Yes
- Edward Sullivan – Abstained
- Cameron Swan – Yes
- Linda Slakey – Yes

**Trustee Sullivan abstained from voting and Motion passed unanimously.**

Committee Chair Martin welcomed Dr. Diane Prusank, Provost and Vice President of Academic Affairs, who stated that it was an honor to present the candidates, who have been evaluated each year as faculty at Westfield State and rigorously evaluated at several levels over the entire academic year of their tenure. Westfield State has high standards for its faculty as they proceed through promotion and tenure with many constituents on campus taking part in observations of classes and review of scholarship and involvement in community. The difference between tenure and tenure with automatic promotion was explained due to the state contract recently allowing both tenure and promotion to be presented at the same time. The individuals for “tenure only” came in before the change in the contract or might have brought years of teaching from another institution. Dr. Prusank presented the candidates for tenure and tenure with automatic promotion, giving a brief statement about each candidate.

Trustee Hill entered the meeting at 8:37 AM

**MOTION** made by Trustee Martinez-Alvarez, seconded by Trustee Sullivan, to approve the granting of tenure, effective September 1, 2019, to:
To approve the granting of tenure with automatic promotion, effective September 1, 2019, to:

Dr. Felicia Barber  
Dr. Steve Bou ghosn  
Ms. Rebecca Brody  
Dr. Brian Chen  
Dr. Robin White  

**Music**  
**Computer and Information Science**  
**Library**  
**English**  
**Biology**

**ROLL CALL VOTE** taken:
Robert Magovern – Yes  
Robert Martin – Yes  
Lydia Martinez-Alvarez – Yes  

Edward Sullivan – Yes  
Cameron Swan – Yes  
Linda Slakey – Yes  

**Motion passed unanimously.**

Dr. Prusank presented the candidates for promotion to the rank of associate and full professor, the latter being the highest level of attainment. She shared accomplishments of each candidate.

**MOTION** made by Trustee Swan, seconded by Trustee Magovern, to approve the granting of promotion to the rank of Professor, effective September 1, 2019, to:

Dr. Joseph Camilleri  
Dr. Stephanie Grimaldi  
Dr. Sonya Lawson  
Dr. Jorge Reyes  
Dr. Sophia Sarigianides  
Mr. David Shapleigh  
Dr. Tarin Weiss  

**Psychology**  
**Education**  
**Music**  
**Psychology**  
**English**  
**Art**  
**Chemical and Physical Sciences**

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2019, to:

Dr. Heather Brown  
Dr. Joan Kuhnly  
Dr. Hugo Viera  

**Political Science**  
**Nursing**  
**Language and Culture Studies**

**ROLL CALL VOTE** taken:
Robert Magovern – Yes  
Robert Martin – Yes  
Lydia Martinez-Alvarez – Yes  

Edward Sullivan – Yes  
Cameron Swan – Yes  
Linda Slakey – Yes  

**Motion passed unanimously.**
Committee Chair Martin thanked the Provost, deans, chair, faculty and everyone who participated in the evaluation process, stating that the Trustees' role should reflect what the institution values. The following procedural matters were discussed:

- The process reflects Westfield State's mission. It starts when a faculty member begins at the University, saving all their material and tethering their entire work over the span of all their years of teaching. Our chairs are deeply connected to our faculty and the process works well, even though it is difficult.
- Faculty receive feedback during the annual evaluations through conversations and written documents provided by the chair, Peer Evaluation Committee (PEC) and dean on suggestions for improvement, which are provided every year. There is also a variety of professional development offered. If there are persistent issues, the PEC, chairs and deans will flag these during the evaluation process.
- There is a relationship between the contract and the tenure and promotion process. The contract specifies the areas in which faculty are evaluated and dictates who does the evaluation and when it is done. There is some constraint with that process.

Committee Chair Martin brought forward the next agenda item, a presentation on the Westfield State Experience by Ms. Susan LaMontagne, Interim Vice President of Student Affairs, Dr. Enrique Morales-Diaz, Interim Dean of Faculty, and Provost Dr. Diane Prusank.

- The program incorporated the student experience into Academic Affairs and examples of faculty who bridged the gap between Student and Academic Affairs were shared. The Westfield State Experience working group members were recognized with a handout of the names of those members.
- Trustee Landrau joined the meeting at 9:24 AM.
- The development of the National Survey on Student Engagement (NSSE) helps understand student engagement, which is the key driver for retention and produces benchmarks. It links their learning with their living. A NSSE survey was conducted and data received in 2013 and 2016, but it barely broke a 20 percent response rate from freshman and seniors.
- President Torrecilha brought the concept of the Westfield State Experience to the University, suggesting expanding access for all students.
- We have an implementation plan for the first and second year students this year and an implementation plan for the third and fourth year students next year.
- The Experience is marketed to every student through their classes. Urban Ed, the Banacos Center, and Trio will play a much more expanded role in the Student Success and Engagement Center. The Experience builds on existing programs and all the pieces need to be integrated.
- Trustee Hill left the meeting at 9:48 AM and returned at 9:50 AM.
- Mentors from faculty and staff will be a connection point and resource for 800 students in first-year courses, but will not be able to develop a significant mentorship. It was suggested to use a name other than mentor, as that carries a lot of weight and expectation.
- We have both professional and faculty advisors and the advising process will be worked on next year.
- Trustee Martinez-Alvarez left the meeting at 9:53 AM and returned at 9:55 AM.
- The Experience is a center of gravity to hold students in, which is hard to do today.
- A parent orientation is also being launched and marketed.
President Torrecilha shared that on Monday an announcement was made that in June we’ll be welcoming Dr. Gloria Lopez as the Vice President for Student Affairs and that the quality and diversity of the pool was incredible.

There being no further business, Committee Chair Martin asked for a motion to adjourn.

**MOTION** made by Trustee Hill, seconded by Trustee Magovern, to adjourn.

**ROLL CALL VOTE** taken:
- Robert Magovern – Yes
- Robert Martin – Yes
- Lydia Martinez-Alvarez – Yes
- Edward Sullivan – Yes
- Cameron Swan – Yes
- Linda Slakey – Yes

**Motion passed unanimously.**

Meeting adjourned at 10:00 AM.

Attachments presented at this meeting:
- a. Minutes of February 7, 2019 Meeting
- b. Motion: Tenure
- c. Tenure- Recommendations & Justifications
- d. Motion: Promotion
- e. Promotion- Recommendations & Justifications
- f. Handout: Westfield State Experience Working Group Members