



Board of Trustees

Academic and Student Affairs Committee

8:30 AM

June 20, 2019

President's Boardroom, The Horace Mann Center

- | | |
|--|--|
| 1. Call to Order | Trustee Martin |
| 2. Approval of Minutes:
April 24, 2019 | Trustee Martin |
| 3. Items for Information
a. Westfield State Experience | Vice President Susan LaMontagne
Dean Enrique Morales-Diaz |

Attachment(s)

- a. Minutes 04-24-19
- b. Go2 Initiative Document



BOARD OF TRUSTEES

Academic and Student Affairs Committee Minutes

President's Boardroom, Horace Mann Center
April 24, 2019

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

Edward Sullivan – Abstained

Robert Martin – Yes

Cameron Swan – Yes

Lydia Martinez-Alvarez – 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:

Dr. Andrew Hafner	Education
Dr. Jennifer Hixon	Health Sciences
Dr. Rebecca Morris	Economics and Management
Dr. Alice Perry	Criminal Justice
Dr. Jamie Rivera	Nursing

To approve the granting of tenure with automatic promotion, effective September 1, 2019, to:

Dr. Felicia Barber	Music
Dr. Steve Bou ghosn	Computer and Information Science
Ms. Rebecca Brody	Library
Dr. Brian Chen	English
Dr. Robin White	Biology

ROLL CALL VOTE taken:

Robert Magovern – Yes	Edward Sullivan – Yes
Robert Martin – Yes	Cameron Swan – Yes
Lydia Martinez-Alvarez – 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	Psychology
Dr. Stephanie Grimaldi	Education
Dr. Sonya Lawson	Music
Dr. Jorge Reyes	Psychology
Dr. Sophia Sarigianides	English
Mr. David Shapleigh	Art
Dr. Tarin Weiss	Chemical and Physical Sciences

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

Dr. Heather Brown	Political Science
Dr. Joan Kuhnly	Nursing
Dr. Hugo Viera	Language and Culture Studies

ROLL CALL VOTE taken:

Robert Magovern – Yes	Edward Sullivan – Yes
Robert Martin – Yes	Cameron Swan – Yes
Lydia Martinez-Alvarez – 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

Edward Sullivan – Yes

Robert Martin – Yes

Cameron Swan – Yes

Lydia Martinez-Alvarez – 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

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees Academic and Student Affairs Committee meeting held on April 24, 2019.

Robert Magovern, Secretary

Date

BE A GO-2!

As part of the Westfield State Experience, we are planning to partner an Administrative Go-2 with each First Year Only (FYO) course. A Go-2 is simply what we all know it to mean – a resource that would be available to students from the first day; their first connection to someone on campus who can be available to answer questions, provide resources and direct students to the right places throughout the first semester and beyond. We know that making connections is critical to keeping student at the university. As a Go-2, you can help students to become engaged in campus life!

Goals:

- 1) To provide first-year students with an immediate and lasting administrative connection/resource on campus.
- 2) To get first-year students to engage in campus life in and out of classroom.

Responsibilities (flexible pilot):

Definite

- 1) One-on-one meeting with each student in your section (approximately 25). If not possible, small group meetings (5 per meeting) could also work.
- 2) Definite - Provide strategic nudges during critical times of the term (i.e. advising and registration, housing sign ups, Alcohol Edu/Haven requirement, campus events) and encourage students to get engaged in their academic and student life.

Possible

- 3) One group/social event planned and facilitated by the Go-2.
- 4) Attendance at or facilitation of two out-of-class workshops that involve a first-year success topic such as time management, conflict management, study skills, or other critical topics for first year.
- 5) Ideas brought forward as a result of faculty/administrator partnerships
- 6) Others???

Compensation:

Although this is a volunteer position, we will be able to offer a small incentive in the form of professional development. A budget has been set aside to fund up to \$400 per volunteer for professional development activities.

Training:

Late August- early September bring FYO instructors and administrators together for training and planning discussion. Over summer, assign partners for communication as encouraged.

WESTFIELD STATE EXPERIENCE



Board of Trustees- June 20, 2019

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Recap of April BOT Discussion

Background

- National View of Student Engagement
- Overall Goals

Unique Westfield Features

- Immediate Connections
- All Access- Ties to Strategic Goals
- True Collaboration- Academic and Student Affairs Equal Partnership
- Variety- Emphasis on “Owning Your Experience”

FIRST YEAR CONNECTING AND ENGAGING

MAJOR INITIATIVES

- College Convocations
- First-Year Courses with Go-2 Initiative
- First Year Academic Engagement
- Emerging Leaders Program/Residential Curriculum Program (faculty in residence)
- Career and Academic Advising (who, what, where, when, why, how)
- “The First Six” (calendar of first six weeks of school)
- Westfield Promise to Westfield State Experience
- Alpha Lambda Delta Honor Society

SECOND YEAR AFFIRMING DECISIONS

MAJOR INITIATIVES

- Sophomore Transition Ceremony
- Emerging Leaders – NSLS Model/Honor Society
- Second Year Residence Curriculum (faculty in residence)
- Academic Planning to Career Readiness Series of Workshops – Faculty in Career Center
- Career Spot – Online Course/CGCE
- Professional Readiness Conference and Pilot Micro-Internships
- Employee/Department Advisory Boards

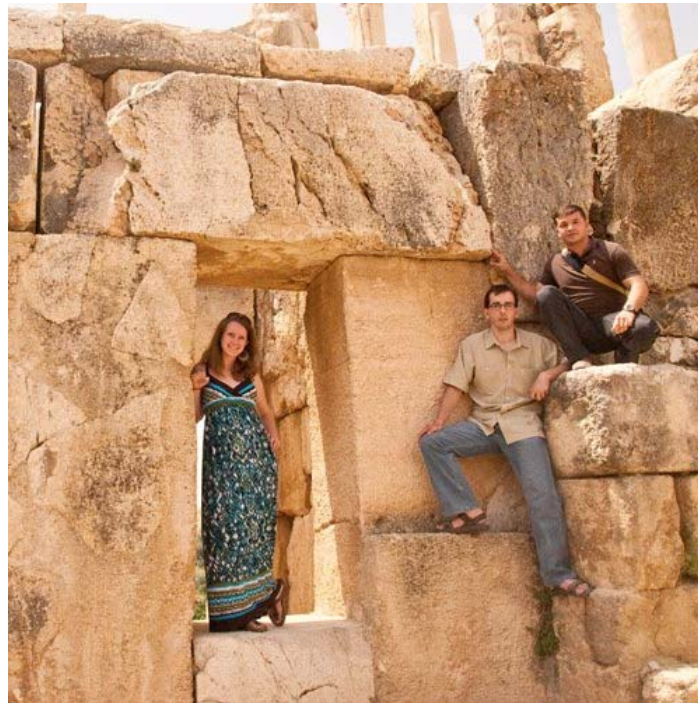
Progress Since April

- Alpha Lambda Delta Honors Induction- 90 first-year students / 10 University honorees
- National Society of Leadership and Success (NSLS)- 130 sophomore students
- American Association of State Colleges & Universities (AASCU)
 - Emerging Leaders Conference- June 2019
- Orientation Launch
- BOT Questions/ Concerns Addressed
 - Mentor to Go-2
 - Meetings with UE, Trio, and Banacos

Next Steps

- Faculty Involvement Confirmed
- Continuing Communication and Partners Across Campus
- Fall 2019 Implementation
- Development of 3rd and 4th Year – CURCA, Internships, Experiential Learning, Community Service, Study Abroad, Civic Engagement, Philanthropy
- Assessment and Evaluation Plan

Q&A



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