



BOARD OF TRUSTEES

Academic and Student Affairs Committee Minutes

President's Boardroom, The Horace Mann Center
October 10, 2019

MEMBERS PRESENT: Committee Chair Martin, Secretary Magovern, Trustees Neves and Sullivan

MEMBERS EXCUSED: Trustees Martinez-Alvarez and Hill

TRUSTEE GUESTS PRESENT: Trustee Queenin

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

Committee Chair Martin stated at 8:30 AM that he would begin discussion informally while waiting for a quorum of the committee to be present. He welcomed the guests and Ms. Thalita Neves, the new student Trustee, and Dr. Gloria Lopez, Vice President for Student Affairs. Committee Chair Martin stated he had met with Dr. Lopez and Dr. Diane Prusank, Provost and Vice President for Academic Affairs to plan the committee meeting agendas for the year. In December there will be an update from Dr. Lopez on Title IX changes and a focus on residential life and engagement for students. In February the college structure will be discussed and Dr. Prusank and the deans will highlight program development. In April there will be presentations on promotion and tenure and a focus on engaging commuter students. In June *The Westfield State Experience* will be addressed. It was also requested to highlight students and faculty at the full Board meetings.

The meeting was called to order at 8:40 AM by Committee Chair Martin.

MOTION made by Trustee Magovern, seconded by Trustee Sullivan, to approve the minutes of the June 20, 2019 meeting. **Motion passed unanimously.**

Committee Chair Martin welcomed Dr. Prusank and Dr. Lopez to give updates on their divisions. Dr. Lopez started by stating the beginning of the semester was difficult with an untimely death of a student. She stressed the value of the collaboration with Academic Affairs, cabinet, faculty, staff, public safety and students and the resources utilized to help the campus community. Student Affairs, Academic Affairs and the Counseling Center have strategized about ways to increase resources and growth outside the classroom.

Dr. Diane Prusank gave the following updates on Academic Affairs:

- Programs and partnerships to connect us to our community:
 - Years one and two of the *The Westfield State Experience* is being implemented this year.
 - Solidifying and expanding the *Westfield Promise*. Over \$300,000 was received from the state to expand the program. Plans are being made to include West Springfield and Agawam schools in the future.

- Community College partnerships include the RN-to-BSN with Holyoke Community College, Biotechnology and Urban Studies agreements with Springfield Technical Community College, and Holyoke Medical Center leadership training.
- The Economics and Management department is reconfiguring their programs.
- Policy changes are being implemented with the college structure.
- Revisions to the common core continue to be discussed.
- The departments with an external accreditation review last year were Music, Nursing, and Computer Science. All reviews were successful.
- The departments to be reviewed by external accreditors this year are Physician Assistant and Education.
- Personnel:
 - Fourteen tenure track faculty were hired this fall.
 - We are searching for ten tenure track lines this year.
 - A year-long faculty orientation process was started for this year.
- Academic Affairs Budget:
 - The budget was reconstructed to include the college structure.
 - The operating budget, not including full-time faculty, is just over \$8 million, with \$5 million attributed to the three colleges.
 - The goal this year is to identify equipment and their life cycle.
- Parenzo Hall:
 - There is excitement and energy surrounding the project as this building will be about our academic programs and how the renovation will provide new opportunities for faculty, staff and students.

Dr. Gloria Lopez gave the following updates on Student Affairs:

- Transition:
 - Dean of Students search: The search committee is hoping to have a replacement ready to start in January.
 - Director of Residential Engagement search: A candidate has been identified and will be offered the position soon with the hope of having them start in the next month. Available funds have been reallocated to support both the Director of Residential Engagement and Director of Housing Operations positions. There was no budget increase in creating the two positions.
 - There are employment openings in Student Activities and Residential Engagement.
 - Planning to build a culture of excellence and accountability with staff.
- Programming & Services:
 - This semester, Counseling Services is following a model used at Brown University to reduce the wait list by providing same-day appointments, which has been successful. The “sandwich model” provides same-day service at the beginning (first three weeks) and end of the semester. Between that time, students can get into a same-day appointment but it may not be with the same counselor. Appointments with the same counselor can typically be made in the same week. The clinical hour has been changed from 50 minutes to 25, but longer appointments are still available if requested.
 - Resident Director schedules have been shifted to better align with student support needs on campus, with more presence in the evening when other offices may not be open in order to create a better environment of support.
 - Residential Engagement has started a programming model in the residence halls where residential assistants pick from a menu of topics to engage residents in social activities and community building.
 - Additional outreach and support for commuter students has begun.

- The Westfield State Experience has developed a tri co-chair model to lead which includes leadership from Enrollment Management, Student Affairs and Academic Affairs. With activities such as creating a group of student leaders in the first year and having faculty in residence to focus on first- and second-year students, the goal is to reinforce the supports for students to improve retention.
- An online orientation module will take care of student information before they arrive on campus in the fall so that the on-campus experience is more community building.
- Professional Growth & Development:
 - Dr. Lopez wants to continue to help staff to develop and engage more with national associations to learn from other institutions' student success and retention efforts.
- Assessment:
 - The Student Affairs team is doing a good job getting students to activities and is full of energy and pride. We are working on developing student learning outcomes measures in the coming year.
 - Dr. Lopez has the goals of strengthening the Division with training, recruitment, and retention as well as Student Affairs' programming and services, with partnerships across campus to support the whole student experience.

Dr. Diane Prusank provided an introduction to Academic Program Review and Accreditation by showing a PowerPoint presentation:

- Assuring the quality of our programs is standard and derives from a larger accreditation process consisting of self-study, external analysis and comprehensive review of both.
- Our standards are based on our regional accreditor, New England Commission of Higher Education (NECHE).
- Our academic programs are reviewed every seven years unless there is an outside accreditation. The cycle and timeline for Westfield State were reviewed.
- The content of the review and the process of the site visit were discussed. As part of the review, departments will create an action plan including how the University can assist them in achieving their goals.
- Because of time restraints, the remainder of the presentation will be given at the December meeting. That part of the presentation will focus on how the deans work with department chairs, faculty and external reviewers as well as the specialty and instructional accreditation for Westfield State.

There being no further business, **MOTION** made by Trustee Sullivan, seconded by Trustee Neves, to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:30 AM.

Attachments presented at this meeting:

- a. Minutes of June 20, 2019 Meeting
- b. Academic and Student Affairs Updates PowerPoint