



## BOARD OF TRUSTEES

### Academic and Student Affairs Committee Minutes

President's Boardroom, The Horace Mann Center  
June 20, 2019

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**MEMBERS PRESENT:** Committee Chair Martin, Vice Chair Slakey, Secretary Magovern, Trustees Hill, Martinez-Alvarez, Sullivan (entered at 8:36 AM) and Swan.

**TRUSTEE GUESTS PRESENT:** Trustees Landrau, Marcus (joined at 9:05 AM), and Queenin.

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

The meeting was called to order at 8:32 AM by Committee Chair Martin.

**MOTION** made by Trustee Magovern, seconded by Trustee Swan, to approve the minutes of the April 24, 2019 meeting. The wording of 800 mentors was questioned and it was asked to change the minutes to reflect 800 students, not mentors. **Motion passed unanimously to accept the April 24, 2019 minutes as amended.**

Committee Chair Martin stated that at the Westfield State Experience (WSE) presentation would be continued from the April 24, 2019 committee meeting.

Ms. Susan LaMontagne, Interim Vice President for Student Affairs, recapped the highlights from the last meeting concerning student engagement and how it affected retention. She shared the benchmarks in closing the achievement gap and the goals of the WSE in attaining those benchmarks.

Dr. Lisa Plantefaber, Dean of Institutional Research and Assessment, stated that the National Survey of Student Engagement (NSSE) was administered in 2013, 2016 and will be administered again this year. The survey has established research protocols for all first-year students and graduating seniors, but our response rate has been very low. Collaboration is needed across campus to advertise the survey.

Dr. Enrique Morales-Diaz, Interim Dean of Faculty, highlighted the engagement between the divisions of Academic Affairs and Student Affairs, many of which have brought additional families onto campus during the students' first and second year. Westfield State Experience rack cards highlighting first year incentives was handed out.

Ms. LaMontagne shared information on the new Go-2 program and stated the goal is to recruit 40 Go-2 volunteers for the first year. Pairing Go-2s with first-year faculty has started and there will be training in August for the Go-2 volunteers and first-year faculty.

Trustee Sullivan joined the meeting at 8:36 AM

The Urban Education, TRIO, and Banacos staff have been given information on the Westfield State Experience and the leadership of all three programs feel positive they can utilize the WSE to help get their students engaged.

Dr. Morales-Diaz stated the WSE needs to be looked at as an initiative with faculty, staff and administration working together. He shared his work with engaging faculty into the initiative this past year.

Challenges to the initiative are:

- Genuine collaboration across Academic Affairs and Student Affairs has deepened. In the year ahead, Academic Affairs and Student Affairs will continue to develop an ethic of collaboration.
- Ownership. Extend beyond the organizing committee to the whole University staff through small departmental groups so more constituents can own the activities.
- Reach. Make sure it extends to every student.
- Resources. The Westfield State Experience was integral to the Strategic Plan and there have been investments in the program.

Trustee Marcus joined the meeting at 9:05 AM

Assessment and evaluation of the WSE initiative – a possible software tool presented by Dr. Plantefaber:

- Students prepare a document to help serve as a resume builder, listing leadership roles on campus, research projects, and series of prompted responses.
- Gives the institution a body of data to look at using rubrics to analyze how much and what students are doing and if they are achieving goals they are setting.
- Add an assessment at orientation to determine whether the launch of the WSE was successful.
- Revisit this topic at the February or April 2020 meeting for a progress report with data, from the different initiatives of the program, even if only in participation rates.

Highlights from the second year of the Westfield State Experience were shared, which include affirming career decisions, advising, use of the Career Center by faculty, Professional Readiness Conference and Micro-Internships.

There being no further business, **MOTION** made by Trustee Magovern, seconded by Trustee Martinez-Alvarez, to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:29 AM.

Attachments presented at this meeting:

- a. Minutes of April 24, 2019 Meeting
- b. Go2 Initiative Document
- c. Handout: Rack Card for Westfield State Experience First Year Incentives