



Board of Trustees

Academic and Student Affairs Committee

8:30 AM

October 10, 2019

President's Boardroom, The Horace Mann Center

- | | |
|---|---|
| 1. Call to Order | Trustee Martin |
| 2. Approval of Minutes
June 20, 2019 | Trustee Martin |
| 3. Items for Information
Academic Affairs Updates
Student Affairs Updates
Academic Program Review and Accreditation | Dr. Diane Prusank
Dr. Gloria Lopez
Dr. Diane Prusank
Dr. Christina Swaidan |
| 4. Items for Discussion | |

Attachment(s)

- A. Minutes, 06/20/2019



BOARD OF TRUSTEES

Academic and Student Affairs Committee Minutes

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

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

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 June 20, 2019.

Robert Magovern, Secretary

Date

Westfield State University
Academic and Student Affairs Updates

Academic Affairs Updates

- Programs & Partnerships
- Personnel
- Academic Affairs Budget
- Parenzo Hall

Student Affairs Updates

- Transition
- Programming & Services
- Professional Growth & Development
- Assessment

Westfield State University
Academic Program Review and Accreditation

Program Review / Accreditation

Purpose: Assuring Academic Quality

Three part process:

- Faculty driven self-study
- External analysis
- Comprehensive review of both

Sample Standards (NECHE)

- Mission and Purpose
- Planning and Evaluation
- Organization and Governance
- The Academic Program
- Students
- Teaching, Learning, and Scholarship
- Institutional Resources
- Educational Effectiveness
- Integrity, Transparency, and Public Disclosure

WSU Program Review

- [Cycle and Timeline](#)
- Content of the review
- Process of site visit
- Outcomes of the review

Cycle and Timeline

Fall Semester	Dean meets with chairs scheduled for review for discussion of process/procedures
Fall Semester	Academic Affairs, Institutional Research, DGCE, Registrar and Admissions provide data to assist departments in review
Fall through Mid Spring Semester	Department conducts self-study using WSU Program Review Guidelines; submit to Dean and VPAA
Early Spring Semester	Dept. Chair and Dean work to derive list of possible external reviewers from professional organization; VPAA selects reviewers in consultation with Dept. Chair and Dean
Mid Spring Semester	Site visit by evaluator; 1-2 days including exit interview
Late Spring Semester	Program Evaluator submits written report
Summer or early Fall of next AY	Dept. submits response to report and identifies priorities
Fall of the next AY	VPAA and Dean meet with Dept. to review materials and establish action plan
Mid Course in Review Cycle	Submit written update on action plan to VPAA; discussions as needed

WSU Program Review

- Cycle and Timeline
- [Content of the review](#)
- Process of site visit
- Outcomes of the review

Content of the Review

	TOTAL CREDITS	DIFF EQ	REAL ANALYSIS	ABSTRACT ALGEBRA	CALCULUS-BASED STATISTICS	GEOMETRY	PROGRAMMING
Westfield State University							
BA	54						
BA- certification	54			x	x1	x	x
Bridgewater State University							
BS	40		x	x			
BS Pure Mathematics	46+11	x	x	x			x
BS Statistics	46+11		x		x		x
BA Teaching	40		x	x	x	x	x
UMASS Amherst							
Actuarial	50+12				x		x
Applied	48	x					x
Mathematics (individual)	48						x
Mathematical Computing	48			x	x		x
Pure Mathematics	48		x	x			x
Statistics	48			x	x		x
Certification	48	x		x	x	x	x
Salem State University							
Mathematics (general)	45+18	x	x	x	x	x	x
Certification	45	x	x	x	x	x	x
Framingham State University							
Mathematics (general)	45+18	x	x	x	x	x	x
Certification	45	x	x	x	x	x	x
Worcester State University							
Traditional	24+18	x	x	x			x
Certification	24+18		x2	x2	x	x	x
Statistics and Modeling	24+18		x		x		x
Western New England University							
Traditional Math	42	x	x				x
Certification	42		x		x	x	x
Statistics and Modeling	42		x		x		x

WSU Program Review

- Cycle and Timeline
- Content of the review
- Process of site visit
- [Outcomes of the review](#)

Outcomes of the Review

Action Plan

- For the next 5-10 years, we plan to:
- Expand SERVICE LEARNING AND CIVIC ENGAGEMENT. Every ENVS graduate participates in at least 50 hours of service learning and relevant community service
- Establish long-term research or monitoring projects with partners
- Align our research with the new Center for Undergraduate and Creative Work
- Interact more with student groups at other campuses
- Do more to work with honors students
- Improve Assessment
- Improve Student Access to professional-grade field and lab equipment

To help us achieve these goals, the University can:

- Memorialize the additional release the ENVS chair receives to 3 credits per semester, until such time as the number of ENVS faculty is large enough that the contract requires this, or more release
- Increase the number of ENVS faculty
- Provide funding for the Westfield River Environmental Center, including funding for Bob Thompson as part-time coordinator
- Provide written guidance on purchasing with ESTF funds
- Facilitate van rental as an option to using the leased University vans, when they are not available
- Create a travel form for near-term travel not involving expenditures other than van usage.
- Increase the staffing in Academic Affairs
- Reduce turnover in Academic Affairs; fill positions with permanent, long-term employees, not interim, in order to provide constant leadership
- Have more reasonable time expectations on chairs and faculty
- Provide consistent vision, goals, and leadership

Program Level Accreditation

- Content of the review
- Process of site visit
- Outcomes of the review

NECHE (formerly NEASC)

- Regional Accreditor
- Decennial Review Cycle with Midterm Report
- From our five-year interim report submitted in 2017: NEASC requests the self-study prepared in advance of spring 2022 evaluation give emphasis to the institution's success in
 - ✓ Implementing its strategic plan
 - ✓ Assessing its common core program
 - ✓ Narrowing the student success achievement gap
 - ✓ Developing and implementing plans to address deferred maintenance

NECHE Timeline

Visit is scheduled for spring of 2022

- Spring 2020: Committees formed
- Summer 2020: Collection of data and materials
- Fall 2020: Review of data, campus discussions
- Spring 2021: Drafts of standards circulated on campus for feedback
- Summer 2021: Revisions to the draft self-study
- Fall 2021: Final drafts circulated
- December 2021: Self-Study submitted

Accreditation in the News

- State Systems and Accreditors
- Proposed Regulations