

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
March 14, 2023**

In Attendance: Sydney Burkle, Mark Schulman, Tom Cervone, Jack Adams, Sarah West, Cathy Monteroso, Rich Lucas, Cyndi Galloway

1. Call to Order/Roll Call

Mark Schulman called the meeting to order at 9:01 a.m.

**2. Approval of Minutes
November 29, 2023**

On motion by Tom Cervone and seconded by Jack Adams, the West Liberty University Academic Affairs Committee unanimously approved the minutes of November 29, 2023.

3. Program Review-Mark Schulman

Mark mentioned that we need to review each of our programs and look at their academic value and beyond. Quantitative analysis will also be crucial. We need to find a way to fund an external firm to complete a high-level program review.

Cathy Monteroso discussed HEPC requirements. HEPC changes were made to Series 10 & 11 as far as program review. Our program review must be submitted in 2024. They'll be looking at cost of delivery, external demand, and learning outcomes.

HEPC process is a 5-year review process. Series 10 gives us the opportunity to do annual reviews. We need to figure out what we're planning for and look at all programs to make sure that we're operating efficiently. Cathy added that another advantage of an annual review process is that we can follow up on adjustments and increased level of responsibility.

Sarah West noted that four programs were reviewed this year-MBA, Business (undergraduate degree), Music, Social Science (Social Sciences is a large program that covers multiple majors). Cost of program, needs, job opportunities, etc. were reviewed. Sarah also discussed yearly internal reviews and how those should help build into the 5-year HEPC reviews.

Jack Adams added that he has heard about classes being held with a professor and only 2-3 students. Cathy responded that we are looking at making all programs at 120 hours and reviewing program structure to help eliminate the small class sizes. There are small classes in the upper-level courses, and we'll be working to address this. Tom Cervone noted that liberal arts classes do tend to be small, normally, and wanted to be sure this is taken into consideration. Cathy added that our faculty are a valuable resource, and we need to be sure we're using them efficiently.

Tom asked about the cost of a full program review. Cathy is currently searching for outside resources to cover the cost. We don't have an estimate yet. As soon as she receives estimates, Cathy will share with the committee.

The HEPC posted recorded trainings on program review if BOG members are interested in training credit.

Mark wants to note that a program review was brought to the attention of the academic affairs committee. The committee will be notified of any updates.

Mark Schulman motions to adjourn with a second from Tom Cervone.
Meeting adjourned 9:26AM

Minutes submitted by: Cyndi Galloway