

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
January 28, 2025**

Attendance: Robert Kreisberg, Tom Cervone, Jenna Maguire, Will Turani

Unable to Attend: Katie Kacmarik

Administration/Faculty/Staff/Guests: Tim Borchers, Cathy Monteroso, Sarah West, Cyndi Galloway

1. Call to Order/Roll Call

Tom Cervone called the meeting to order at 9:00 AM.

2. Approval of Minutes

December 3, 2024

On a motion by Robert Kreisberg and seconded by Jenna Maguire, the Academic Affairs Committee minutes of December 3, 2024, were approved.

3. Learning Management System

The transition to Canvas is underway, with full implementation scheduled for Fall 2025. The PA/Doctorate program will begin using Canvas in the summer. Cathy shared a link where the training schedule can be accessed. All faculty have received training and have been provided with a sandbox environment for practice.

On April 17th, a dedicated Canvas training day will take place to assist faculty in moving courses and finalizing preparations. There was some discussion about the transfer of materials from Sakai to Canvas. While there is confidence that files will transfer successfully, they may be located in different areas than faculty are accustomed to.

4. Registrar Search Update

The search for a new registrar is progressing well and is nearing completion. Four candidates have been interviewed, and the institution is close to making an announcement regarding the position.

5. Program Review

Data preparation with CLA is ongoing. CLA has provided data to Cathy, and she plans to meet with them this week to clarify specific data points. She has some questions regarding the provided information.

Adjustments have been made to Procedure 10, with budgeting and planning now combined. A standardized form has been created to ensure consistency in the submission process, and all department chairs have received it. The original deadline for submissions was February 1st, though there is some flexibility.

All programs remain on track to submit their five-year program reviews by February 1st. Sarah West has already received a few submissions.

6. Micro-Credential HEPC

The committee is working on finalizing definitions and processes for micro-credentials. This information will be presented to the Faculty Senate in February.

7. Other Discussion

Dr. Borchers provided an update on ongoing external funding efforts. Meetings with state legislators are scheduled to discuss deferred maintenance and various funding needs. Next week, Dr. Borchers will meet with Senator Justice's Chief of Staff in Washington, as well as representatives from Senator Capito's office and Riley Moore's office, to address external funding opportunities. Key funding priorities include the healthcare center, classroom updates, campus police equipment upgrades, and renovations to Blatnik Hall.

Adjournment: Robert Kreisberg motioned to adjourn the meeting with a second from Jenna Maguire. The meeting adjourned at 9:31 AM.

Minutes submitted by: Cyndi Galloway