

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
November 28, 2023**

Attendance: Tom Cervone, David McKinley, Robert Kreisberg

Unable to Attend: Rich Lucas, Jenna Maguire

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

1. Call to Order/Roll Call

Tom Cervone called the meeting to order at 9:02 AM.

2. Approval of Minutes

October 3, 2023

On a motion by Robert Kreisberg and seconded by Tom Cervone, the minutes of October 3, 2023, were approved.

3. Update-Dual Enrollment Pilot Education (Grow Your Own), Nursing and Social Services-Cathy Monteroso

Cathy shared an update on the 3 three pathway pilot programs. She noted that we have 463 registered for Spring for a total of 1,389 credit hours billed at \$75 each. Last Spring we had 244 enrolled. It's estimated that 78% of these students go on to higher education.

4. 5-year Program and Annual Review -Cathy Monteroso

Cathy shared the 5-year program review template that our chairs will receive. The process for student learning outcomes has not changed at all. The Program Review Committee has been meeting on a regular basis.

Student data is part of the review, but that data is gathered through the Business Office. The form shared today is only information that the chairs need to complete. Everything else is completed through the Office of Institutional Research or the Business Office.

***On motion by David McKinley and seconded by Tom Cervone, it was unanimously approved by the Academic Affairs Sub-Committee to approve the proposed program review template.**

Cathy shared a 5-year program review timeline.

An Annual Review planning document was shared. The Annual Review is due February 1st and the budget is due March 1st. This annual planning process is new to HEPC. They have formed a committee that Cathy volunteered to be a part of to help with refining what the annual review process will look like.

CLA will be calculating the cost of delivery. Discussion continued on the annual review process. As soon as data is pulled, we'll get it posted as census data.

***On motion by Tom Cervone and seconded by David McKinley, it was unanimously approved by the Academic Affairs Sub-Committee to approve the Annual Program Review Template.**

Cathy shared that the Program Review Committee members are Lori Hudson, Laura Musilli, Tammy McClain, Cathy Monteroso, Sarah West, Emily Lamberti, Jeffrey Grubbs, and Tom Cervone. Cathy requested approval of the committee members.

Discussion took place on the Cost of Delivery. Cathy noted that the committee will pull all information together and send to the board. Paperwork is due from Chairs by February 1st, it will be shared at the March BOG meeting, and is due to HEPC by May 31st.

***On motion by Tom Cervone and seconded by David McKinley, it was unanimously approved by the Academic Affairs Sub-Committee to approve the committee members as listed.**

5. **2024-2025 Academic Calendar**

We're looking to start one week later on August 26th. Cathy noted that the Academic Calendar isn't due until March. She asked to consider changing the procedure because changes through March could impact financial aid and many other things. Cathy would like to see the procedure changed so that the calendar is due sooner than March. She will be submitting this recommendation to Faculty Senate. We are still working to create the Academic Calendar 5 years out.

6. **Policy 227 Update**

Policy 227-Emeritus Appointment was presented to Faculty Senate last week. There was discussion on moving years from 20 to 10 years to Emeritus Appointment. This was tabled and sent back to the Policy Committee. This should be discussed again at the February meeting.

7. **Policy 250 Update**

Policy 250 was out for review and comments were received, so this was sent back to the Distance Education Committee.

Cathy noted that the Faculty Senate only meets 6 times per year, so that does slow down the approval process.

8. **Other Discussion Items:**

Robert noted that students are struggling in the classroom. It seems that there's a reading comprehension problem for many students. Robert hasn't seen this problem at this rate in his classes. Additional help from the student success center could be helpful and an expanded staff, but he isn't sure that students are using the center to their benefit. Tim mentioned that pre-screening might be helpful.

Robert also asked if we can confer degrees before students receive their diploma.

We confer at the end and the picture is taken before the degree is conferred so the tassel is on the wrong side when the photo is taken. Dr. Borchers noted that he will look into what is done at other universities.

9. David McKinley motioned to adjourn the meeting with a second from Tom Cervone.

The meeting adjourned at 9:51 AM.

Minutes submitted by: Cyndi Galloway