

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
May 27, 2025**

Attendance: Robert Kreisberg, Tom Cervone, Katie Kacmarik

Unable to Attend: Will Turani, Jenna Maguire

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

April 1, 2025

No quorum established. Unable to approve.

3. Learning Management System Update

The Canvas Learning Management System has been successfully implemented in the Doctoral Program during the Summer I session, and early feedback indicates that users are adapting well. Implementation for the Physician Assistant (PA) programs began in June, and full campus-wide implementation is planned for Fall 2025.

4. Program Review Timeline and Focus Areas

Program directors will receive formal notification by August regarding the upcoming internal program review. Submissions to the Program Review Task Force will be due by December 1st. The programs included in this review cycle are: Theater, Communications, Community Education, Music, Social Sciences, Data Science, Exercise Physiology, MBA, and MS in Speech-Language Pathology. It was noted that Music and Theater will undergo independent reviews separate from each other.

5. Focused Program Review Criteria

Programs will be evaluated based on three primary criteria:

1. Size of the program (using IPEDS data)
2. Percentage decrease in enrollment
3. Contribution margin
 - o A 33% contribution margin is the target benchmark
 - o Programs showing a reduction greater than 15% will be closely evaluated

Micro-Credentials and Badging

The Higher Education Policy Commission (HEPC) is supporting the purchase of *Accredible* for digital badging. This initiative will come at no cost to West Liberty University.

Adjournment:

Tom Cervone motioned to adjourn the meeting with a second from Katie Kacmarik.

The meeting adjourned at 9:09 AM.

Minutes submitted by: Cyndi Galloway