

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
March 15, 2022**

Attendance:

Jack Adams, Alexandria Black, Arlene Brantley, Thomas Cervone

Unable to Attend:

Rich Lucas, Jason Metz

Administration/Faculty/Staff:

W. Franklin Evans, Monique Akassi, Mary Ann Edwards, Maureen Golick, Jason Koezler, Cathy Monteroso

1. Call to Order/Roll Call

Chair Brantley called the meeting to order at 9:00 a.m. with a roll call.

2. Approval of Minutes

A. August 4, 2021

B. November 16, 2021

Chair Brantley asked if there were any comments or corrections to the August 4, 2021 and November 16, 2021 minutes. There being none, both stand approved as distributed.

3. Program Reviews

Dr. Monteroso stated that a Program Review Committee was created this academic year to help review documents and make sure they are in line with Policy. Mr. Cook, Dr. Akassi and Dr. Monteroso met yesterday to review policy and put recommendations in the document distributed this morning. Multiple programs were reviewed, including accredited and non-accredited programs, and making sure the assessment is done in line with BOG and HEPC policies.

The accredited and non-accredited programs were reviewed. The Master of Arts in Education (continuation of the program recommended), Social Work (continuation of the program recommended), and Athletic Training (the undergraduate of which is being discontinued with the masters degree beginning in the fall of 20220. Also reviewed were Community Education (continuation of the program recommended), Communications (continuation of the program with review), and Theater (continuation of the program with review). The last page of the information packet is a schedule matrix for program reviews. In addition to this schedule, the committee also discussed internal program reviews so we have a better idea of what programs are being submitted with a more robust review every five years. Dr. Evans encouraged some type of annual assessment be done to build upon instead of waiting five years to pull together information. This way each year is already prepared to be pulled together and make your judgement. A brief discussion followed with regard to external consultants, lack of student to professor ratio, and the various instruments of measure.

4. Strategic Plan

Dr. Akassi stated that the Strategic Plan update is going very well. An ad hoc committee has been formed and met a total of three times, as well as virtual meetings. Keeping with transparency, a draft of what has been approved to date has been submitted to students, staff, and faculty. We have expanded upon the mission with visions, goals and outcomes. This is an ongoing process and hope to have the final revisions made by March 18th. We will then seek final approval and prepare the document to publicize with an eBook that will be available online. All is being completed in preparation for the next BOG meeting.

5. Commencement

Dr. Monteroso stated that commencement will be held May 7, 2022 at 11:00 a.m. We will meet again next week with plans coming together to hold one event outside, weather permitting. Dr. Evans stated that last year we held four separate commencements due to COVID. This year we will have everybody together and not limit the number of guests if we're able to hold the event

outside. If the weather doesn't cooperate we will need to modify the number of attendees. The ASRC can only accommodate so many people, limiting each graduate to a certain amount of attendees.

6. HLC Update

Dr. Monteroso stated that the institutional update is due March 28th. Dr. Saurbier is working on that report. The assurance document is due May 2nd and the five team members have been working on that document. Dr. Evans noted that several will be attending the HLC annual conference held April 1-4, 2022 in Chicago. This will be Dr. Evans first time at the HLC in person, along with Dr. Monteroso and Dr. Saurbier. Ms. Golick will need to be in attendance next year.

7. Institutional Effectiveness and Reports

Ms. Golick stated that she and Dr. Akassi have been looking at what's been done in the past to move forward, starting with standardizing many items, regardless of whether they are accredited or not. Previously, programs were only reviewed that were not accredited by either regular or national accrediting bodies. Education, Nursing, and Social Work, therefore, we internally were not reviewing content or anything like that and assumed all was fine, which didn't make sense from a business perspective. We are now making checklists of things we want to know, regardless of accreditation status. We will start meeting with deans, program directors, and department chairs to get them on the right page and what we expect moving forward. Dr. Evans shared his concern that he wants the office of Institutional Effectiveness to be the office to disseminate information across campus. We should be consistent with one person and one office that houses information. Reports with data do not go off the campus without Ms. Golick's blessing and the information coincides with her information. A brief discussion followed regarding sharing information and data, along with making sure the data posted on the website is current.

8. Library Services

Dr. Monteroso stated that the library lost an employee in December, Alan Ramsey, who handled the interlibrary lending borrowing services. We will be replacing that position, and the library and manager of the library have streamlined the library loan to run more effectively.

9. Online/Distance Education

Dr. Monteroso stated that the Director of Distance Learning, Lucy Kefauver, has resigned to go to work for the HEPC. We hope that she will be able to assist WLU through their office. We are currently evaluating if we need another distance education member for course design. We are functioning with three people and will see how this plays out.

Chair Brantley asked the percentage of students who took an online class or have registered for an online course, and how it translates into the revenue stream for the university. We have many students in online programs, both graduate and undergraduate, but we will need to get those numbers. Online courses help with scheduling conflicts and have removed the need for courses by arrangements; it allows some flexibility. Dual enrollment programs are measured separately, but currently do not have any 100% online. We are working with a few county schools to increase and use our faculty to hold classes remotely.

Dr. Evans noted that with enrollment decreasing and the number of faculty positions having increased, we are well aware that people know we need to make some cuts. One of the things we are paying an enormous amount of money for is adjuncts; \$600,000 annually. In addition to some faculty not teaching a lot of students, we're still paying an enormous amount of dollars for people coming in to teach our classes and we are significantly over budget. We have enough full-time personnel who ought to be able to teach courses; full-time need to teach a full load.

WLU has received a grant for the nursing program in the amount of \$1,000,000. The Governor committed \$48 million to be used in the State of West Virginia for hospitals and a portion was earmarked for nursing programs. The money will come directly to us and has to be spent by September.

10. Adjournment

The meeting was adjourned at 9:53 a.m.