

**West Liberty University
Board of Governors**

**Academic Affairs Committee
Minutes
September 30, 2025**

Attendance: Tom Cervone, Katie Kacmarik, Will Turani, Robert Kreisberg, Luke Sweat

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

Unable to Attend: Cathy Monteroso

1. Call to Order/Roll Call

Tom Cervone called the meeting to order at 9:03 AM.

2. Approval of Minutes

July 29, 2025

Katie Kacmarik motioned to approve the minutes of July 29, 2025. Tom Cervone seconds the motion. Minutes approved.

Program Review: The meeting began with a discussion on the Program Review process. A link to the five-year program review matrix was shared, and it was noted that each program undergoes review every five years. Programs scheduled for review this year will be evaluated, and the task force will make recommendations to the Board of Governors at the April meeting regarding any changes. Tom inquired about incorporating external perspectives in the review process, and Sarah West clarified that programs without accreditation will undergo a peer review by an expert in the field.

Focused Review: A new initiative for this year is the Focused Review, which targets programs identified in the agenda that meet specific criteria for an in-depth evaluation aimed at improving enrollment, contribution margins, and overall performance. This process will mirror the five-year review, with the Assessment Committee reviewing findings before forwarding them to the Cabinet and BOG. Programs on the focus review list have been notified and must submit their documents by December 1. The subsequent steps following these reviews are still to be determined. For the five-year review, documents are due in February, and the Assessment Committee will compile a summary report for the AA Committee, Task Force, and BOG. Robert raised questions about the committee's role in the focused review process, which remains under consideration. The focused review provides programs an opportunity to make improvements before major decisions are finalized.

Learning Management System (Canvas): Canvas is now fully implemented, and Luke reported positive feedback from students, citing enhanced features compared to Sakai. However, some challenges remain, such as the imperfect migration of materials. Attendance tracking issues have largely been resolved, and faculty are using YouTube for guidance. Dr. Borchers added that additional training is planned and will be provided.

Retention Software: Andrew Lewis and his team are monitoring attendance. Sarah West shared that training for Watermark has concluded, and faculty piloting the system have provided feedback leading to improvements. The software offers useful features such as note-taking for faculty and easier transcript access, along with direct text alerts for students. The pilot phase with Department Chairs and Program Directors is ongoing, with full implementation planned for Spring 2026.

MS Counseling: The proposed MS Counseling Program will go to Faculty Senate next month and is scheduled for BOG approval in December. This program addresses a significant need and requires minimal investment, with a potential start date in Fall 2026.

Micro-Credentialing: The goal is to develop four credentials this year using Accredible for badging. A Workforce Connection meeting with HEPC is scheduled for November 18 to assess workforce needs, and RISE participants may be invited to contribute.

Online Programs: Psychology and Criminal Justice were launched this year. A WL representative visits WVNCC monthly to strengthen relationships and recruit students for Criminal Justice, ensuring a clear online degree pathway.

Program Removals were also discussed, which will appear on an upcoming BOG agenda. These include:

- Psychology 3+3 Bachelor of Science/Master of Clinical Psychology
- Master of Arts in Clinical Psychology
- Master of Science in Criminology
- Graduate Certificate in Healthcare Management
- Biology 3+2 Bachelor of Science/Master of Science

In Other Discussion, Robert raised concerns about the Student Success Center assuming registrar-like responsibilities. Dr. Borchers explained that tasks previously handled by the registrar should actually fall under SSC, and students should consult advisors before dropping courses. Robert also asked about the Bright App, which gamifies student engagement and allows students to report issues directly to SSC.

Dr. Borchers concluded by noting that the institution moved up to #4 in U.S. News & World Report's ranking for social mobility among southern institutions, an improvement from #5 last year.

Adjournment: Will Turani motioned to adjourn, seconded by Katie Kacmarik.
The meeting concluded at 9:47 AM.

Minutes submitted by: Cyndi Galloway