



BOARD OF TRUSTEES

Academic Affairs Committee

October 11, 2023

Minutes

President's Boardroom, Horace Mann Center

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Committee Chair Dr. Robert Martin, Vice Chair Dr. Gloria Williams, Secretary William Reichelt, and Trustees Daniel Currier, George Gilmer, Madeline Landrau, and Board Chair Ali Salehi, ex-officio member

TRUSTEE GUESTS PRESENT: Trustee Chris Montemayor

Also present and participating were Westfield State University President Dr. Linda Thompson, Provost Dr. David Caruso, and Associate Provost Dr. Brian Jennings.

Committee Chair Martin called the meeting to order at 11:05 AM and it was announced that the meeting was being livestreamed and recorded.

MOTION made by Trustee Reichelt, seconded by Trustee Landrau, to approve the minutes of the June 6, 2023, meeting. There being no further discussion, **Motion passed unanimously.**

New general education program implementation. Provost Caruso presented status updates on the following issues. The Special Committee on Reforming General Education (SCORE) has made significant progress with plans to implement the new curriculum in fall 2024. The work has been exceptional, and the Gen Ed program will differentiate Westfield State from other institutions. The key component is that instead of being designed for the goals of the major, every experience is woven into the whole system to meet the goals of the Gen Ed program, which can be measured to verify the success for student learning. The new model has more high-impact learning (active v. passive) and is building specific learning outcome assessments. It was requested to have the SCORE team present at a future meeting.

Status of new academic program development and academic master plan. It is the goal to expand the number of programs being offered to attract students and then keep them here with our existing resources. Dr. Jennings stated the Campus Academic Master Plan (CAMP) Committee has gathered ideas from the Academic Affairs division for future direction, which were synthesized into five themes. During review, the larger themes will be structured into strategic goals which will be narrowed down to create concrete strategic initiatives. The committee will outline data benchmarks to track over the course of the plan. Measurements to judge whether the plan is successful:

- The plan will have specific strategic goals with action steps to accomplish each goal so the plan can be measured step-by-step over its life.
- Performance indicators will be incorporated in at least the first, third, and fifth year.

- Resources need to be included into the plan with a cost benefit analysis for the institution.
- A broad range of minors, concentrations that address stem issues, and development of certificates and micro badges will be integrated. The committee will be updated on those below-degree level programs at the next meeting.

Summary of fall 2023 registered student enrollment data and faculty FTE by department. Current enrollment figures for all students compared to last year were provided, breaking out data by schools and faculty. These data guide the faculty in determining the increase or decrease of programs and faculty needed. The new Gen Ed program is 42 to 44 credits and some advanced courses in majors will meet both the major and Gen Ed requirements. Departments and faculty review the numbers of students in each major on a continuous basis and need to work with Enrollment Management to recruit those targeted students.

Fall 2023 student retention summary. Data show that Westfield State is doing consistently better among our sister institutions and far above the national average in six-year graduation rates. The data provided do not include transfer numbers, which are even better. Being among the top 5% nationally needs to be marketed.

Strategy to rebuild effective and efficient management of Graduate and Continuing Education (GCE). Some offices supporting GCE will continue to be combined with the day school operations (student accounts, admission, registrar's office), but the management of academic components of GCE has to be brought back to central management with responsibilities clearly defined. It is planned to put an interim dean in place to oversee a separate college within the University, supported by two associate deans. It was requested that at the December meeting the committee be provided with the necessity of the associate deans, what the plan will cost, and where the resources will come from, together with the funds that GCE provides to the University. President Thompson added that this is a growth opportunity to create 2 + 3 and 3 + 3 programs, which we are behind in compared to our competitors.

There being no further business,

MOTION made by Trustee Landrau, seconded by Trustee Currier, to adjourn. **Motion passed unanimously.**

Meeting adjourned at 12:15 PM.

Attachments presented at this meeting:

- a. Draft Minutes of June 6, 2023
- b. Academic Program (Undergraduate and Graduate)
- c. Registered Student Enrollment (Data)
- d. Registered Student Enrollment (Schools)
- e. Registered Student Enrollment (Faculty)
- f. Retention Summary (Chart)
- g. Graduate and Continuing Education (Chart)