



BOARD OF TRUSTEES

Academic and Student Affairs Committee

October 12, 2022

Minutes

Arno Maris Gallery, Room 201, Ely Campus Center

And via Zoom in accordance with Massachusetts Gov. Charlie Baker’s Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

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

MEMBERS PRESENT: Committee Chair Dr. Gloria Williams, Vice Chair Chloe Sanfacon, Secretary William Reichelt, and Trustee Lydia Martinez-Alvarez

MEMBERS PARTICIPATING REMOTELY: Trustee Madeline Landrau

TRUSTEE GUESTS PRESENT: Trustees Melissa Alvarado, Theresa Jasmin, Dr. Robert Martin, Chris Montemayor, and Ali Salehi

Also present and participating were Westfield State University President Dr. Linda Thompson; Dean of Students Maggie Balch; Director of Student Activities, Involvement, and Leadership Matt Dellea; Provost Dr. Juline Mills; Dean of Assessment and Accreditation Dr. Brian Jennings, and Professors George Ramirez and David Shapleigh, Chair, of the Art Department.

The meeting was called to order at 11:55 AM by Committee Chair Williams. A roll call was taken of the committee members participating as listed above and it was announced that the meeting was being livestreamed and captured as recorded.

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to approve the minutes of the June 28, 2022, meeting.

There being no discussion, ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

Student Engagement, Presence App. Dean Balch stated that life on campus is starting again, and they welcomed over 750 families on family weekend. Student Affairs connected with students once a week through the summer. Developmental theories were shared with the Board on ways to create a holistic student. The pandemic created fractures in the University community which are affecting student engagement.

Mr. Dellea stated he attended a student engagement summit of all Massachusetts State Universities and learned great opportunities to bring back to campuses. There is more interest in student leadership and skill development results and reflective statements from the Leadership Academy, a weeklong leadership development program, were shared. The new *Presence* app for student engagement has been rebranded to *NestWork*, which a) gives the ability to manage, track, assess, and engage students and organizations in one place, online, 2) was used to track new student orientation and capture fast facts of who was on campus, and 3) provide engagement data for the month of September, all of which were shared with the committee.

Provost Mills and Dean Jennings shared data points for the following topics as presented in the material provided to the committee.

Registered Student Enrollment Summary Full-time, Part-time, and Graduate Fall 2022. Part-time and graduate students are now categorized that way to align with IPEDS reporting instead of being counted as part of continuing ed as in the past. Summaries were provided for enrollment of all registered students -- undergraduate full-time is down by 10.8%; part-time students approximately the same as last year; and graduate enrollment increased by 9.5%.

Graduation Data. There were 1,478 degrees awarded last year with 1,321 projected graduates for this academic year.

Enrollment Summaries by School. Total students graduate and undergraduate enrolled in each school were shared:

School of Business, Mathematics, Computing and Sustainability – 682 students

School of Criminology, Psychology, Social Justice and Public Policy – 1,267 students (which includes undeclared or exploratory students)

School of Education, Art, Communication and Humanities – 904 students

School of Health, Natural Sciences and Human Services - 1,143 students

Credit Hour Generation. As enrollments have decreased, we have generated a 7% less credit hour to keep in line and use resources better.

Seat Utilization Summary. The undergraduate percentage remains in the 90th percentile, and across the schools we are working to align course offerings to improve efficiency. There has been a 20% increase in seat utilization over the prior year mostly due to better scheduling for graduate courses.

Commuter and On-Campus Residents for Fall 2022. Of our students, 59% are commuters and 41% live on campus, which include 13 part-time and 9 graduate students.

Chair Martin stated that a good formula is dividing the credits by the number of students to get the average course load for each student, which is a reflection on whether there are enough courses available for them to carry a full load. It should be between 12-15 credits per semester. President Thompson commented that she has heard from several students who would like to live on campus after graduating while they continue their post-graduate courses to be ready to teach. Provost Mills stated this is being explored further.

Motion – Bachelor of Fine Arts in Graphic Design. Provost Mills – will bring new programs at each Board meeting this year. Prof. Shapleigh stated the current program is a Bachelor in Art (BA), with concentrations if desired, which requires over 70 credits. External accreditation groups categorize a Bachelor of Fine Arts (BFA) as 70+ credits. There is currently a need in the area for this program and we can offer it by relabeling the current program and adding and deleting some classes. There are no additional needs for the program

except for some better equipment. The department will be looking for some innovation funds. The Bachelor of Arts could be moved into interdisciplinary arts. A BFA expands career opportunities as there is a broader spectrum of fields. Graphic designers are in high demand. President Thompson stated there is a need for these graduates and it would be a perfect strategy to get skills funding from state delegation for equipment. Professor Ramirez stated that when entering the career field, a BFA is very powerful.

MOTION made by Trustee Reichelt, seconded by Trustee Martinez-Alvarez, to approve the Bachelor of Fine Arts in Graphic Design.

There being no discussion, ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

There being no further business, **MOTION** made by Trustee Reichelt, seconded by Trustee Martinez-Alvarez, to adjourn.

There being no discussion, ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

Meeting adjourned at 12:44 PM.

Attachments presented at this meeting:

- a. June 28, 2022, meeting minutes
- b. Student Engagement Presentation
- c. Academic Affairs Presentation
- d. Registered Student Enrollment Fall 2022
- e. Graduation Data
- f. Enrollment Report School of Business, Mathematics, Computing and Sustainability
- g. Enrollment Report School of Criminology, Psychology, Social Justice and Public Policy
- h. Enrollment Report School of Education, Art, Communication and Humanities
- i. Enrollment Report School of Health, Natural Sciences and Human Services
- j. Credit Hour Generation School of Business, Mathematics, Computing and Sustainability
- k. Credit Hour Generation School of Criminology, Psychology, Social Justice and Public Policy
- l. Credit Hour Generation School of Education, Art, Communication and Humanities
- m. Credit Hour Generation School of Health, Natural Sciences and Human Services
- n. Undergraduate Day Seat Utilization Report by School
- o. Continuing Education Seat Utilization Report by School
- p. Graduate Seat Utilization Report by School
- q. Commuter Data Fall 2022
- r. Motion – Approval of Bachelor of Fine Arts, Graphic Design
- s. Massachusetts Department of Higher Education, Notice of Intent for BFA in Graphic Design