FAIRMONT STATE UNIVERSITY™

May 2023 Academic Affairs Committee Meeting Agenda

May 22nd, 2023 2:00pm - 4:00pm EDT
219 Hardway and WebEx

Attendees: Dr. Oxley, Dr. Heath Howard, Frank Lafone, Wendy Adkins, Deborah Prezioso, Dianna Phillips, Kenneth Fettig, Jon Dodds, David Goldberg, Jay Puccio, Trish DeNoon

Committee Members Not in Attendance: Jason Pizatella, Richard Austin, Gina Fantasia

A. **Call To Order**
   - the meeting was called to order at approximately 2:03p.m. by Wendy Adkins

B. **Intent to plan - M.S. in Environmental Science – Timothy Oxley**
   Submitted in Boardable
   - This will be a 30 hour program – 9 elective hours 21 core hours
   - The program will be synchronous and asynchronous and marketed toward a working adult
   - The proposal will come back to the Academic Affairs committee once it has been approved, this is just to inform the committee of what is being planned
   - This proposal will need to be submitted to the HLC
   - There has already been proforma submitted
     o The proforma is the same as what has been being used for other programs for the past year
   - Dr. Ross and Dr. Oxley have discussed external demand and currently this degree is no in high demand
     o More information will be provided on the reason for the program and what the details of the external demand are
   - Wendy asked how this masters program would be staffed and whether additional faculty would be needed.
     o Dr. Oxley stated that they are not asking for one until year 3 once they get revenue and the enrollment grows. Until then currently faculty will be used to teach the courses
   - Dr. Phillips stated that this is supporting the institutions idea of having faculty research and review ideas for new programs
     o Dr. Phillips also stated that is good to have faculty looking for new programs and using the new proforma
       ▪ The new proforma is a good formula
       ▪ There is interest on campus but the committee needs to demonstrate there is an external demand
   - Wendy asked about external demand since weekend lab is targeted to those in the workforce. Are they planning to look to the DEP and other outside agencies to help fill and support the program?
     o Dr. Oxley stated that he has an acquaintance who has done this type of work in the past so, he does believe that they will work with outside agencies in the same manner
   - Wendy asked what the Academic Affairs Committee needed to do anything with this Intent to Plan at this point

- o Dr. Oxley asked if the committee was okay with moving this information on to the full Board
- o All of the committee members agreed that they were fine with moving it on as long as it is only informational

C. **Series 10 Program Review Criteria – Timothy Oxley**
- Dr. Oxley started this section by stating that the title for it should have been Series 10 Program Review Update not Series 10 Program Review Criteria
- Dr. Oxley provided a detailed overview on what Fairmont State University's proposed plan to meet the new Series 10 criteria will be via shared screen
  - o At this point the document shared is for informational purposes only
  - o It outlined the general timeline, the Evaluative Component, and the proposed measures
  - o Series 10 requires that we report on programs we intend to plan as well as programs that we intend to alter
- Dr. Oxley informed the attendees that this is to keep everyone apprised as to what is happening in keeping compliant with Series 10
  - o There has been a lot of work being done and more individuals will become involved as we move forward
- For programs due for review in Fall 2023, Fairmont State University will use our current process for program reviews, due to the fact that we will not have all of the components ready that we will use starting Fall 2024
  - o Part of the reason for waiting until Fall 2024 to being using the new criteria is that we are awaiting information from HEPC
- There have been 56 metrics identified that we are currently able to retrieve from the system
- Proposed metrics are:
  - o External Demand
    - We can use several sites to gather job demand
    - For job placement, we know it's a great metric, but we realize that getting this data may be a bit difficult
  - o Quality of Outcomes (student outcomes)
    - This is obtainable, but may also be difficult to gather the data
  - o Cost of Delivery
    - Will also be difficult because of how the budgets are currently set up
    - A method on how we apply funds to a program will need to be developed
  - o Internal Demand
    - This is a metric that we are placing in the review and is not a part of the Series 10 criteria
    - We are choosing to provide this information because there could be programs with low enrollment, but they provide services to other units on campus
      - An example of this would be English
        - There are not many English majors and there is a high amount of faculty teaching this, but this is a course that students from all majors have to take
  - o While attending the conference at Stonewall, it was reiterated that we need to be holistic in our approach
- Dr. Oxley stated that it will be a couple more months before being able to have a confirmed plan
- Dr. Phillips stated that Dr. Howard and Frank have been working with Dr. Ross on this process
  - o Dr. Phillips would like Christa, CFO, and Ken VP of Student Success to be more involved in the process as well so that everyone is as knowledgeable as possible about the process
    - These individuals are a part of how successful the programs are as well as faculty and their areas play a big part

- Wendy asked what was needed by June 2023 in order to meet the deadline
  - Dr. Oxley stated that we just need to provide a plan on how we will implement the new criteria
  - Dr. Phillips stated that we are already pretty compliant with Series 10, but we need to address what the process will be
- Wendy stated that we have a Program Review Council but asked if the metrics would be a separate track
  - Dr. Phillips informed the attendees that the two will merge
  - Dr. Oxley explained that this will allow us to put programs on a plan of improvement if needed sooner than it is now
    - Currently programs are reviewed every 5 years and that is a long time to wait. With this new process we can identify the issues each year and make plans so that when they go through the 5-year Program Review cycle the program will be stronger
  - Wendy agreed that this will be a good change and help improve programs sooner
- Dr. Phillips stated that there has been a transition of the Interim Vice Chair of Academic Affairs which has slowed down the implementation of Series 10, but Fairmont State has kept moving forward with the planning
- Dr. Oxley informed the group that we are where we are because of the strength that Dr. Howard and Frank has provided us
- Wendy congratulated everyone on their success
  - A year ago, there was not a lot of accountability and having verifiable data, but that has changed
- Dr. Oxley mentioned that if the committee felt that this information should be shared with the full board he could provide it to them. He also stated that he could provide a condensed version if that would be more suitable
  - Wendy stated that it would be imperative to keep everyone informed of this process and she would like to be able to provide the full board a condensed copy of what was shared by Dr. Oxley
- David stated that with the fiscal cliff that is coming in 2026, having this information will be valuable and makes us good stewards
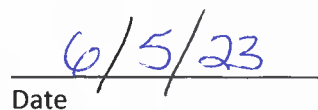
D. **Open Forum**
- Dr. Phillips informed the attendees that she has received notice that the Architecture program is now fully accredited
  - We are the only fully accredited Masters Architecture program in the state
  - We received a 3-year accreditation with very minimal items to change
  - We are now in the process of looking at Marketing Plans, Recruiting Plans and Conferences
  - This accreditation is retroactive
- Dr. Oxley mentioned that we have received the feedback from HLC
  - We met all of the criteria and just need more integration of Strategic Planning which we were already aware of
  - We will need to report again in 2 years

E. **Adjournment**
- Wendy adjourned the meeting at approximately 2:41 p.m.

Wendy Adkins, Committee Chair   6/5/23

Wendy Adkins, Committee Chair   Date