



Academic Affairs Committee Meeting Minutes

Date: Thursday, February 19, 2026
Time: 2:00PM
Location: Boyd Conference Room, Conley Hall

Members Present: Ms. Cathy Deeb, Mr. Mike Hastings, Dr. Sarita Rhonemus, Mr. Jack Sheffler, Mr. Anthony Tolley, Mr. Ed Toman (Virtual)

Absent: Mr. Bill Cole

Guests: Mr. Josh Grubb

1. Call to Order:

Dr. Sarita Rhonemus called the meeting to order at 2:12 p.m.

2. HLC Upcoming Site Visits

- HLC Substantive Change Site Visit for the proposed master's program in Engineering Technology is scheduled for **March 9–10, 2026**. Site team of two will be on campus to evaluate BSU's readiness to offer this program.
- HLC Comprehensive Site Visit is scheduled for **April 13–14, 2026**. A totally different team of five will be on campus both days. A working lunch with the BOG (a group or the entire Board) will be on Monday, April 13, 2026 from 12:00 – 12:50 p.m. A later session with full Board on BSU's Administrative Structures and Collaborative Processes is tentatively scheduled for 4:00 p.m. Virtual participation will be available.
- Board members were encouraged to complete the HLC Self-Assessment for prepare for questions during the visit.

Discussion also addressed how board governance and communication have evolved since earlier site visits, emphasizing improved communication, clearer roles, and a more positive institutional direction.

3. Academic Affairs and Direct Report Updates

Updates were provided on compliance, reporting, and administrative processes.

Key points included:

- Federal and HLC reporting requirements continue to increase and require significant staff time and coordination.
- Missing deadlines or data errors in required federal reporting can result in substantial penalties.
- The college is currently listed on the **College Affordability and Transparency Explanation Form (CATEF)** due to multiple tuition increases following several years of

flat tuition. An explanation is being prepared, with the expectation that the institution may be removed from the list if tuition remains flat.

- The Institutional Status Report (ISR) needs to be completed for HLC. This form will include updated retention, graduation, and Composite Financial Index (CFI) information.

3. Data Collection

- The Integrated Postsecondary Education Data System (IPEDS) – Validated federal reporting of enrollment, outcomes, financial aid, HR, and finance data. The reporting process involves multiple surveys throughout the year and requires accurate, multi-year data.
- The Admissions and Consumer Transparency Supplement (ACTS) – Admissions criteria and recruitment practices align with public disclosures.
- College Affordability and Transparency Explanation Form (CATEF) – Transparent explanation of tuition/fee changes and cost drivers.
- Institutional Status Report (ISR) – Annual accreditation disclosure of governance, compliance, and operational updates. This form has to be completed for HLC.

4. Enrollment Update – Spring 2026

Spring 2026 enrollment figures were presented. Enrollment headcount increased by 10.78%. This is an increase of 133 students compared to Spring 2025.

Full-time equivalent (FTE) enrollment increased by 7.53%. This is an increase of 75 students compared to Spring 2025.

Degree-seeking student enrollment increased by 7.41%. This is an increase of 72 students compared to Spring 2025.

5. Administrative and Process Improvements

A Transcript Release and Financial Hold Administrative Policy was discussed. When institutional debt remains unpaid, the University may place a financial hold on the student's account. A financial hold may restrict release of official or unofficial transcripts, posting of grades, registration or schedule changes, conferral of degrees or certificates, release of diplomas, participation in commencement and access to selected University services.

The Committee reviewed approved curriculum revisions:

- International Studies: addition of **INTL 390** and **INTL 490** (special topics courses).

- Honors: revision to **HON 210** course description (speech and debate).
- Criminal Justice: creation of **CJ 153 Health and Wellness** specific to the program.
- STEM/Mathematics: revision to **MATH 110 (Trigonometry)** prerequisite to require **MATH 109 or 109L** rather than placement scores.
- Criminal Justice minor revised to include one required core course (**CJ 151**) and more flexible elective options at the 200-, 300-, and 400-level.

Student Satisfaction Survey – Spring 2026

The survey opened on Wednesday, February 18 and will close on Wednesday, February 25, 2026. Results will be analyzed and contrasted with prior years to gauge improvement.

Attendance Verification Process

The committee reviewed a new attendance verification model.

- The process now uses a three-part “triangulation” approach:
 1. Student intent to attend
 2. Faculty confirmation of course engagement
 3. Financial aid verification
- This approach is intended to reduce confusion and repeated enrollment changes that occurred under the prior process.

A statement will be sent to faculty reinforcing the requirement to follow and enforce attendance policies.

With no other business to discuss, Mr. Ed Toman made a motion to adjourn the meeting at 2:40 p.m.



With no further business, the meeting adjourned at 2:45 p.m.