

**Academic Affairs Committee Meeting Minutes**

**Date:** Thursday, October 24, 2024

**Time:** 2:00 p.m.

**Location:** Boyd Conference Room

**Members Present:** Jack Sheffler, Chair – late arriving; Bill Cole; Mike Hastings; Rebecca Peterson; Ed Toman

**Guests:** Dr. Sarita Rhonemus, Interim Provost; Darrel Malamisura, Faculty; Brent Benjamin, EVP

**Call to Order:**

In Chair Sheffler’s absence, Dr. Rhonemus called the meeting to order at 2 PM and began with the Academic Affairs report.

**Updates: Dr. Sarita Rhonemus, Interim Provost**

- **Enrollment:**
  - Increase in 15 students over Census reported on 10/15
  - Dual Enrollment Liaison position
    - To ensure they continue education at BSU
  - Readmits
    - Down – had 300 to 400 before loss of program
    - Need staff to concentrate on recruiting readmits
    - Loss TRIO government grant 2 years ago
      - Need to reapply
  - FTE’s up 3.32% - Headcount up 4.65%

**Fall 2024 – Full-Time Equivalency (FTE)**   
(10/22/2024)

Overall Total	Fall 2023	Fall 2024	Difference	% Change
Continuing	560.66	550.06	-10.86	-1.93
Graduate	16.00	15.00	-1.00	-6.25
New	202.26	209.40	7.14	+3.53
New Transfer	113.13	131.13	18.00	+15.91
Provisional (Dual Credit)	61.53	87.06	25.53	+41.49
Readmit	79.93	59.20	-20.73	-25.93
Special Teacher Cert	5.80	22.13	16.33	+281.55
Transient	.20	0.00	-0.20	-100.00
<b>Total</b>	<b>1,039.49</b>	<b>1,073.96</b>	<b>34.47</b>	<b>3.32%</b>

**Fall 2024 – Total Headcount**   
(10/22/2024)

Overall Total	Fall 2023	Fall 2024	Difference	% Change
Continuing	623	598	-25	-4.01
Graduate	20	23	+3	+15.00
New	216	219	+3	+1.38
New Transfer	133	148	+15	+11.27
Provisional (Dual Credit)	153	206	+53	+34.64
Readmit	106	79	-27	-25.67
Special Teacher Cert	17	55	+38	+223.52
Transient	1	0	-1	-100.00
<b>Total</b>	<b>1,269</b>	<b>1,328</b>	<b>+59</b>	<b>4.65%</b>

- **Program Updates:**
  - **College of Arts, Education and Social Sciences**
    - Teacher Education
      - WVDE Teacher Education Grant to Address Teacher Shortages
        - Online Teacher Certification
        - Paraprofessionals & Aides
        - Special Education
      - Criminal Justice
        - Crime Scene Investigation Competition at the HS Level
        - Simulation Lab
      - Discussion about scheduling next meeting to visit the simulation lab
    - **College of Arts, Education & Social Sciences**
      - Humanities
        - Revised curriculum
        - Revamped ENGL 101 and 102 to address AI usage in the classroom
      - Social Sciences
        - Reinstated the Suicide Prevention Club
    - **Paul Cole Jr. College of Business**
      - Big Blue Biz Bash
        - Netted ~ \$43K
          - Business Simulation Suite
          - Scholarships
      - Revamping Marketing Curriculum to include Digital and Social Media
      - Installed a Wall Street Ticker
      - Working with International Studies to develop Business Abroad Partnership
      - Baker Tilley Accounting Group has expressed an interest in meeting with Cole College of Business
      - Expanding Micro-Credentials
        - Microsoft Suite
        - Electronic Communications
    - **College of Health Sciences**
      - Open House at the Medical Education Center (MEC) in December
      - Nursing is only program moving at this time (Phase I)
      - Respiratory Therapy Program (Commission on Accreditation for Respiratory Care - CoARC)
        - Cannot advertise until accreditation is approved
    - **College of STEM**
      - Reapplying to HLC to offer a Master of Science in Engineering Technology
      - Placing more Emphasis on Micro-Credentials
        - CISCO
        - IBM
        - Siemens
        - Red Hat Academy – Tech Support for the Linux Platform
      - TNT-Hydrogen Partnership
      - Working on an Entrance for College of STEM
      - Secure WV Conference

- **Policy Updates:**
  - AI Policy and Use of Electronic Devices in Classroom and other Learning Environments
    - Passed through the General Assembly Faculty General Assembly
    - Add to Board of Governors Agenda for approval
  - Attendance Policy
    - Discussed was placed in pending status
    - More discussion required
- **Faculty Accountability:**
  - No formal training has been available
  - Meeting on 11/5 as workday
  - Manual will be created to cover below topics
    - Understanding Accountability in Academia
    - Setting Clear Expectations
    - Performance Evaluation
    - Addressing Underperformance
    - Handling Misconduct and Violations
    - Professional Development and Support
    - Communication Strategies
    - Legal and Ethical Considerations
    - Closing the Accountability Loop
- **Adjournment**
  - Meeting was adjourned at 2:48 PM

Minutes submitted by: Jeanne Moricle, Board Liaison