

ACADEMIC AFFAIRS COMMITTEE MEETING MINUTES

Date: Thursday, December 15, 2022

Time: 3:00 p.m.

Location: Boyd Conference Room

Committee Members:

Dr. Deirdre Guyton, Chair | Bill Cole – conference line | Mike Lilly | Mike Hastings | Rebecca Peterson - Absent

Guests:

Dr. Ted Lewis - Provost

The meeting was called to order at 3:00 PM by Dr. Guyton. Dr. Guyton turned the meeting over to Dr. Lewis.

Dr. Guyton made a motion to adjourn. The meeting was adjourned at 3:56PM.

No.	Item
1	Spring Enrollment: <ul style="list-style-type: none">• Up 8.81 % as of 12/15/2022• Provisional is the strongest growth area.
2	Fall 2022 Grades <ul style="list-style-type: none">• 1311 Students• A-C (including P): 80.25%• D, F, W: 19.75%• M. Hastings requested grades by schools and professor
3	MBA Program Update: <ul style="list-style-type: none">◦ 24 Students
4	Intercession: <ul style="list-style-type: none">◦ 27 courses – 164 students

No.	Item
5	<p>Post Tenure Review:</p> <ul style="list-style-type: none"> • Review of criteria • Review of process <ul style="list-style-type: none"> ○ 11 of the most senior tenured faculty (along with all tenured faculty in the Cole School of Business per BOG decision) are scheduled for post-tenure review in 2023 ○ November 1, faculty are notified that they will be considered for post-tenure that year ○ March 15, faculty submit their post-tenure portfolio to their dean ○ April 15, the provost submits his recommendation to the president • Questions: <ul style="list-style-type: none"> ○ ML – Those granted tenure without a terminal or doctorate - Will they be grandfathered in? Will they need to receive this criteria within 2 years? <ul style="list-style-type: none"> ▪ TL – they will need to demonstrate competence and that they are continuing to learn and grow ▪ DG – Faculty members need to stay abreast and update to date in their field of study. ▪ BC – no grandfathering in. They need to be exceptional as a teacher – students deserve the best.
7	<p>Pre-Professional Programs:</p> <ul style="list-style-type: none"> • Fall 2023, in addition to Nursing, Radiologic Technology, and Teacher Education, Business and Engineering Technology will implement pre-professional programs • MH – what is the status on the Mining Program? MH to send name of individual interested in teaching – 3 days a week. <ul style="list-style-type: none"> ○ TL – finalizing in the next few weeks. Should begin Fall 2024

Attachments: Post -Tenure Evaluation Rubric, Pre-Profession Program Evaluation Rubric

Bluefield State University
Pre-Professional Program Evaluation Rubric

The following programs are Professional Programs that have special admissions requirements:

- Business Administration
- Engineering Technology
- Health Services Management
- Nursing
- Radiologic Technology
- Teacher Education

TIMELINE

- March 1 Applications Due (Some programs may require different application deadlines e.g. Nursing & Rad Tech, Teacher Edu.
- April 1 Applicants are notified of their admissions status

Applicant's Name: _____

Name of Reviewer: _____

Criteria	Does Not Meet Criteria	Meets Criteria	Not Applicable	Comments
Complete at least 12 hours				
Earn a "C" or better in ENGL 101				
Earn a "C" or better in MATH (MATH101/109 or GNET 115)				
Earn a "C" or better in Technical Literacy (COSC 102, BUSN 130 or MEET 111/112)				
Earn a "C" or better in BSCS 100 if applicable				
Demonstration of distinctive professional and scholarly activities and recognition				
Have at least an overall GPA of 2.5 (some programs require higher GPAs-Nursing 2.8, Teacher Education 2.75)				
Letter of recommendation from a high school/university counselor, a faculty member, or employer				
Completed Statement of Purpose, to include: a. Why applicant chose Bluefield State University b. Why applicant wants to enter this program, and what he/she plans to do with this degree c. What/who influenced applicant's career decision d. Several examples of how applicant volunteers in the community, and what has motivated him/her to do so				
Any other additional requirements (list)				

Bluefield State University
Post-Tenure Evaluation Rubric

TIMELINE

- November 1 Faculty are notified that they will be considered for post-tenure that year
- March 15 Faculty submit their post-tenure portfolio to their Dean
- March 31 Deans submit their recommendations to the Provost
- April 15 Provost submits his recommendation to the President

Applicant's Name: _____

Name of Reviewer: _____

Criteria	Does Not Meet Criteria	Meets Criteria	Exceeds Criteria	Comments
Provide one paper copy of portfolio & PDF file				
Authorization to release information				
Curriculum vitae				
Exceptions to current criteria				
Demonstration of excellence in teaching <ul style="list-style-type: none"> • Student evaluations for last four semesters • Faculty yearly self-evaluations • Syllabi and lesson plans for last four semesters • Classroom evaluation 				
Demonstration of distinctive professional and scholarly activities and recognition				
Demonstration of adequate accessibility to students <ul style="list-style-type: none"> • Course Schedule for last four semesters • Posted office hours for last four semesters 				
Demonstration of adherence to professional standards of conduct				
Demonstration of effective service to the University, college, school and department				
Demonstration of active promotion of his or her field of study;				
Demonstration of active recruitment of students for his or her field of study;				
Demonstration of significant service to the community and the people of West Virginia;				
Demonstration of exemplary experience in higher education and at the University;				
Demonstration of possession of an earned doctorate, the highest earned degree in the faculty member's field or a special competence earned from professional experiences				
Demonstration of continuing professional growth.				
Shows evidence of meeting requirements for post-tenure status.				