

Committee Meeting Minutes - December 12, 2003

DRAFT

**BOARD OF VISITORS
Academic Affairs Committee Meeting
December 12, 2003 – 1:15 p.m.
Board of Visitors Conference Room**

MINUTES

Dr. Jacquelyn Y. Madry-Taylor called the meeting to order at 1:15 p.m. The following individuals were in attendance:

Committee Members Present:

Dr. Jacquelyn Y. Madry-Taylor, Chairperson
Mrs. Teresa Carrington
Mr. Colvin D. Gibson
Dr. Caspa Harris, Jr.
Mr. Donald H. Patterson, Jr.

Members of Norfolk State University (NSU) Staff Present:

Dr. Elsie M. Barnes
Dr. Dorothy L. R. Jones
Dr. Sandra DeLoatch
Mr. Marvin Prince

1. CALL TO ORDER

Dr. Jacquelyn Y. Madry-Taylor asked for the approval of the minutes from the August 29, 2003, meeting. The minutes of the August 29, 2003, meeting were approved with one correction. On page 3, the word "percent" was changed to "percentages."

2. DISCUSSION

Dr. Barnes introduced Dr. Sandra DeLoatch and Mr. Marvin Prince of the School of Science and Technology. Dr. DeLoatch gave a presentation on the Dozoretz National Institute for Mathematics and Applied Sciences (DNIMAS) Program.

Highlights from the presentation--

• Graduation Statistics

- The first class of 11 students graduated in 1990.
- The program has 211 graduates.
- The cumulative graduation rate for (through 2002) is 74%. The cumulative rate includes students who earned degrees, but not as DNIMAS scholars.
- More than 50% of graduates have earned advanced degrees.
- More than 28% of graduates are currently enrolled in graduate or professional school.

• Internship Sites

- NASA
- Medical College of Hampton Roads

- Virginia Institute of Marine Sciences
- Fermi Laboratories
- Jefferson Lab
- Lucent Technologies
- Massachusetts Institute of Technology
- Harvard University
- University of Pittsburgh Medical School
- Battelle Northwest Laboratories
- University of Tennessee College of Medicine
- Georgia Tech

• **Fellowships**

- Awarded \$2,452,128 in fellowships
- Examples of programs/foundations:
- Graduation Education for Minorities (GEM) Program
- Packard Foundation
- A T & T Foundation
- National Physical Sciences Consortium

• **Future Plans**

- Increase the program enrollment to 200 students
- Diversify student population with regard to gender and academic major
- Establish stronger ties with the public schools in Virginia to enhance recruitment efforts
- Identify a science scholar to help strengthen the mentoring and research components of the program

During the presentation, the Committee members asked various questions. Queries posed:

- What factors contribute to the graduation rate not being higher? Do these students transfer to other institutions?
- What are some of the constraints of the program?
- If money were not a problem, what would be the maximum number of students that can be admitted into the program?
- What percentage of students is male? Female?
- How is the program funded? State? Grant? Internal? External?
- What percentage of these students supports the institution financially?

Dr. DeLoatch and Dr. Barnes answered each question successfully and indicated that they would research the percentage of DNIMAS alumni contributors. Mr. Gibson reiterated the need to improve the technological infrastructure and connectivity to attract and retain this caliber of student (the honor student who is being heavily recruited by top research institutions).

The Committee thanked Dr. DeLoatch for her informative presentation, provided a few suggestions for funding sources, and encouraged her to make sure this shining “gem” is marketed appropriately and included in the RISE Center initiative.

Dr. Barnes indicated that she would continue to profile at least one program or unit at each committee meeting. She continued to discuss the following items:

• **Discontinuance of Degree Programs. Four programs are being recommended for discontinuance:**

- B.S. in Administrative Systems Management
- B.S. in Consumer Services

- B.S. in Personnel & Industrial Relations
- M.A. in Communication

• **Approval of New Certificate Programs. Four new certificate programs are being recommended:**

- African and African Diasporan Studies—designed for those students interested in the making of cultures of persons of African decent. The histories of the Caribbean, Latin America, Africa, and North America are key elements of this program. It is also designed to prepare teacher candidates for the new multicultural curriculum at elementary and secondary schools.
- Not-for-Profit Accounting—designed for persons needing an elementary understanding of non-profit accounting.
- Logistics Management—designed to prepare individuals for management careers in the integrated process of transportation, distribution, warehousing, materials management, and purchasing.
- Paraprofessional Education—designed to meet the “No Child Left Behind” Act. It is designed to prepare currently employed persons or other individuals who desire to be paraprofessional educators in Pre-K through 12.

• **Status of Funeral Service Certificate Program.** The Funeral Service Certificate Program has received accreditation by the American Board of Funeral Service Education, October 2003.

• **Separate Exercise Science from Physical Education and apply to State Council for Higher Education in Virginia (SCHEV) for independent status for Physical Education.** Dr. Barnes indicated that this request is being made because of accreditation reasons. Health and Physical Education is a teacher education preparation. Exercise Science is a therapeutic and rehabilitation preparation.

• **First-Year Experience Proposal.** An Office of the First-Year Experience has been established through the realignment and reallocation of several offices that are currently established. Dr. Barnes shared with the committee a comprehensive overview of the function of this office. A detailed presentation will be made at the March meeting.

A few highlights from the presentation can be garnered from the summary of the Office charges:

- Assist students in making the transition to Norfolk State University
- Provide a coordinated, seamless advising program and support services for the first year of undergraduate coursework to incoming freshmen and transfer students
- Support the scholastic, social, and personal development of students through classroom experiences and extracurricular activities (i.e., develop programs and activities that combine advisement, instruction, interventions, and experiential learning that will provide a more cohesive college experience)
- Integrate experiential learning that will provide a more cohesive college experience
- Ensure all first-year students (incoming freshmen and transfer students) meet with a faculty adviser to plan the first year of coursework
- Track and monitor the academic progress of first-year students
- Ensure students are completing general education core requirements as designed by the curriculum
- Develop a foundation for student persistence, retention, and success
- Work with faculty to reexamine and rethink the general education core curriculum and

pedagogy in order to meet the needs of incoming freshmen and transfer students

• **Ratio: Full-time Faculty to FTE Students.** The ratio of full-time faculty to FTE students has increased by 1. The ratio is now 17:1, up from 16:1.

• **Ratio: Full-time vs. Part-time Faculty.** For Fall 2003, there are 299 full-time faculty and 147 part-time faculty. Dr. Barnes reminded the Committee that this number is the headcount. She stressed that these numbers do not reflect credit hours. Part-time faculty teaches only 22 to 25 percent of credit hours; full-time faculty teaches 75 to 78 percent of credit hours.

• **Southern Association of Colleges and Schools Reaffirmation (SACS).** NSU's reaffirmation year is 2008. Dr. Barnes provided a brief overview of the Quality Enhancement Plan (QEP) and reminded the Committee that she will continue to involve the committee in this process.

Some items highlighted—

• **What is a QEP?**

- A carefully designed and focused course of action that addresses a well-defined topic or issue(s) related to enhancing student learning.
- The QEP should complement the institutions ongoing integrated institution-wide planning and evaluation processes.

• **What is the Timeline?**

- Varies from institution to institution
- May take a two-year development period or longer
- The institution must allow time to determine an appropriate focus that allows for extensive investigation, discussion, and refinement

3. ACTION ITEMS

Dr. Jacquelyn Y. Madry-Taylor presented the following items for action:

• **Discontinuance of Degree Programs:** The Committee agreed to support the discontinuance of four degree programs—B.S. in Administrative Systems Management, B. S. in Consumer Services, B.S. in Personnel & Industrial Relations, and M.A. in Communication—and to present the recommendation to the full Board for approval.

• **New Certificate Programs.** The Committee agreed to support the approval of four new certificate programs—African and African Diaspora, Not-for-Profit Accounting, Logistics Management, and Paraprofessional Education—and to present the recommendation to the full Board for approval.

• **Separate Exercise Science from Physical Education.** The Committee agreed to support the separation of Exercise Science Program from the Physical Education Program and to present the recommendation to the full Board for approval.

• **Request Independent Status for Physical Education.** The Committee agreed to support the request for independent status for physical education and to present the recommendation to the full Board for approval.

4. INFORMATION

Dr. Barnes reminded the Committee that the Faculty Senate President's report and the Academic Affairs Accomplishments at a Glance 2002-2003 booklet were included in their notebooks.

Mr. Gibson asked Dr. Barnes about the targeted audience for the AA booklet? He encouraged the division to use it as a recruiting tool.

Dr. Madry-Taylor queried the Committee for additional business. Mr. Gibson indicated that he is always interested in the status of the state-mandated competencies, especially the Writing Exit Examination. Dr. Barnes shared the status and indicated that an official update would be provided at the May meeting.

5. Adjournment

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Elsie M. Barnes, Vice President for Academic
Affairs

Jacquelyn Madry-Taylor, Chairperson