

**BOARD OF VISITORS**  
**Academic Affairs Committee Meeting**  
December 12, 2008

**MINUTES**

Mr. Wade W. Perry, Jr., Chairperson, called the meeting to order at 8:00 a.m. Roll call indicated that the following Committee members were in attendance and that a quorum was present.

Committee Members Present:

Mr. Wade W. Perry, Jr.  
Ms. Judith L. Rosenblatt  
Mr. Peter Decker

Other Board Members Present:

Mr. Bobby Vassar  
Mr. Willie Brown

Members of NSU Staff Present:

Dr. Carolyn W. Meyers, President  
Dr. Y. T. Shah, Provost  
Dr. Clarence Coleman, Office of the Provost  
Dr. Nuria Cuevas, Office of the Provost  
Mrs. Margaret Massey, Interim Dean School of Extended Learning  
Dr. Edward Hill, School of Extended Learning  
Mr. Courtney Mitchell, School of Social Work  
Dr. Page Laws, Dean, Honors College  
Mrs. Paula Thompson, President's Office  
Mrs. Terricita Sass, Interim Executive Director of Enrollment Management  
Mrs. Pam Boston, General Counsel  
Ms. Page Tommaso, General Counsel's Office  
Dr. Joseph Hall, Office of Research  
Dr. Ronald Thomas, Faculty Senate President (Acting)  
Dr. Curtis Wall, Faculty Senate President (Incoming)  
Ms. Anita Y. Cutler, Office of the Provost

**1. CALL TO ORDER**

Mr. Wade W. Perry, Jr. announced the newest member of the Academic Affairs Committee, Mr. Peter Decker. The body welcomed him.

Mr. Wade W. Perry, Jr., chairperson, asked for approval of the minutes from the August 29, 2008, Academic Affairs Committee meeting. The minutes of the August 29, 2008, meeting were approved.

**2. DISCUSSION ITEMS**

Dr. Shah shared with the Committee the following discussion items:

- There are recommendations for an Honorary Degree for the December 2008 namely Ms. Naomi C. Earp and the May 2009 Commencement namely Mr. Julien G. Patterson
- Fee Structure for Distance and e-Learning

The University is developing and increasing its activity in the distance and electronic (E) learning areas. In order to accomplish this strategy, an adjustment to the current distance/E-learning fee is necessary. The university administration is recommending the elimination of the current per course fee and replacing it with the regular per credit hour fee structure. It is recommended that standard fee for distance/E learning should not be less than in-state undergraduate tuition only. However, the fee may be less if market conditions dictate.

- Fee Structure for Contract Courses

The University offers courses to business and community agencies based upon a contract amount. For example, the Norfolk Public School System offers coursework through NSU for teacher re-certifications. In order to retain and grow NSU's ability to engage in contract coursework with local public school systems and other agencies it is recommended that the university administration be allowed to negotiate this rate with the understanding that it is not less than the in-state tuition only rate for on-campus courses. For off-campus the rate should follow the off-campus, distance learning model to gain competitive market advantages. The Fee Structure for Distance and e-Learning as well as Fee Structure for Contract Courses will be presented under the Finance and Business Committee for action.

Dr. Shah stated that action on fee structure for Distance and e-Learning and fee structure for Contract Courses would be decided in the Finance and Business meeting. Shah's concern was whether this was a strategy issue or a legal issue.

Mr. Vassar commented that until this issue was cleared, in the interim NSU should continue the way it is currently doing.

- **School of Extended Learning Presentation**

Mrs. Margaret Massey gave a powerpoint presentation on School of Extended Learning outlining the purpose, the planned growth, the video conferencing project, the organizational chart, the customer care project and the programs at the Virginia Beach Higher Education Center. The primary purpose of the School of Extended Learning is to work with academic and administrative units leveraging existing expertise and resources of the University to offer coursework through distance education, continuing education, and certificate programs. To Grow the Curriculum and Enrollment.

Mr. Willie Brown asked about increasing NSU's student base. Dr. Shah responded that we will be monitoring student grade hours. Mrs. Massey commented that there are 1600 students registered for online courses. Dr. Shah further stated that NSU must be in the business of saving and capturing all the student population.

Mr. Bobby Vassar asked if this meant that students can take courses at home. Mrs. Massey responded, yes, along with other deliverables such as iPod and CD.

Dr. Shah shared that whatever deliverables are used NSU must work within SACS guidelines. Mr. Wade Perry added that NSU must also work within SCHEV guidelines. Mrs. Massey informed the committee that it is confirmed (as of yesterday) that NSU can offer undergraduate courses at Virginia Beach Higher Education Center.

- **Honors College Presentation**

Dr. Page Laws outlined the purpose of the Honors College with a powerpoint presentation. She gave the benefits of being an Honors College student. Additionally, she presented the new initiative: New Lyceum Speakers' Series. The main purpose of Honors College is to raise the level of academic standards; provide an enriched and challenging program; improve the university's ability to attract, matriculate and graduate such scholars; to enrich the entire university community.

Mrs. Rosenblatt asked how we market. Dr. Shah responded website, advertisements, billboards, advisors, etc. He also stated that School and College Deans should have an Advisory Board and faculty must be engaged.

Mr. Perry commented that the number of students receiving graduate or professional degrees after graduating from DNIMAS is low. Dr. Laws stated that she got this information from the NSU website. Dr. Shah further stated that a large percentage of our students go into the workforce once they receive the undergraduate degree, then return for graduate work.

Mr. Vassar asked what the primary concentration of study is for honor students. Dr. Laws responded mostly Science, Technology, Engineering and Math (STEM). Mr. Decker asked the percentage of students that transfer. Dr. Laws responded that she did have that data.

### **3. ACTION ITEMS**

The Committee voted on the following action items:

The Committee approved the recommendation to bestow the Doctor of Humane Letters Honorary Degree to Ms. Naomi C. Earp during the December 2008 Commencement and the

Doctor of Humane Letters Honorary Degree to Mr. Julien G. Patterson during the May 200 Commencement. Mr. Perry would recommend this action to the full board.

#### **4. INFORMATION ITEMS**

- Dr. Shah state the FTE Students to Full-Time Faculty results for the Fall 2008 is 18:1. Mr. Decker asked if this number was high or low compared to other public universities. Dr. Shah responded that this number is in line with other public universities. He further stated that the student faculty ratio had grown even in light of these economic times.
- Full-time versus Part-time Teaching Faculty figures are preliminary data. The faculty figure is the same as Fall 2007. The part-time teaching faculty rate should be lower next semester.
- SACS Update – Dr. Nuria Cuevas discussed the actions of the Annual meeting of Commission on Colleges(COC) of the Southern Association of Colleges and Schools(SACS) that was held December 6-9, 2008 in San Antonio, TX as related to Norfolk State University. The actions were:
  - A. Reaffirmation of Accreditation (no follow-up or monitoring reports)
  - B. Substantive Changes approved (no further action required)
  - C. Fifth –Year Interim Report due March 2014
    - a. Abbreviated Compliance Certification
    - b. Impact Report of the QEP

Dr. Cuevas further stated that NSU was one of twelve universities presented at SACS as a sample of best practices.

- Dr. Shah informed the committee of his Five Point Plan Metrics which included updates on the following:
  - a. Enhancing the Collegial Environment - Convenes a meeting with Faculty Senate at least every two months
  - b. Enrollment Growth in Quantity and Quality – All academic areas have been charged to grown in numbers while maintaining good quality
  - c. Improving freshman to sophomore retention rate by at least 15% and increase six-year graduation rated from 31% to 60% - Dr. Shah stated that when retention is increased, the dollars and graduation rate would automatically be affected in a positive manner
  - d. Implementing Teacher/Scholar Model for the faculty – Dr. Shah encourages all faculty to do research
  - e. Implementing Performance Based Management Model – Dr. Shah stated that overall good/excellent performance should be rewarded

f. Dr. Ronald Thomas, President of Faculty Senate reported the following:

1. Introduction

Thank the Rector, the President, BOV, and Provost for this opportunity to address the board.

Thank Joseph Hall for dynamic leadership of the Faculty Senate this year.

Thank Cassandra Newby Alexander, Secretary and Obertha Giboney-Williams, Treasurer

2. Faculty Senate Officers 2009: (Elected during Called Meetings 12-2 and 12-9-08)

President – Curtiss Wall

Vice President - Archie Earl

Secretary – Walter Golembiewski

Treasurer - Colita Fairfax

3. Provost Retreats were held on September 20<sup>th</sup> (Saturday) and November 7<sup>th</sup> (Friday evening). These retreats allowed Faculty Senators and Administrators to dialogue on issues of concern related to the forward advancement of the university. Senators expressed strong support for these meetings and thanked the Provost for sponsoring these gatherings. The meetings were discussions of issues such as the election of department chairs, pending budget cuts, tenure and promotion standards related to the Brockport Teacher/ Scholar Model, and Multi-year and Adjunct faculty positions. Many of these issues are addressed in the Faculty Handbook.

4. Faculty Handbook Status

On December 2<sup>nd</sup>, the Faculty Senate voted to hold a Called Meeting on December 9<sup>th</sup> to approve amendments to the handbook on which there was consensus. There was significant support for all the proposed amendments. The handbook with the approved amendments will be sent to the Provost for review. We anticipate that the amended document will be ready for action by the BOV at your March meeting.

5. Faculty Senate Working Groups

A. University Committee on Governance

The Governance Committee presented at the Mary Washington University's Conference on University Governance on October 24, 2008. The committee found significant commonality with other universities on issues of shared governance.

The committee has met with President Meyers and Provost Shah on November 20, 2008. They discussed the issues related to the University Ombudsman, 360 degree evaluation of Deans and Vice Presidents, implementing a comprehensive approach to administrative accountability, and implementation of recommendations in the report related to teaching faculty. The President and Provost agreed to adhere to the guidelines in the 2007

Handbook regarding the composition of Search Committees for Deans. At present the Search Committee in the College of Liberal Arts is not in compliance. It is anticipated that it will become compliant this month. There was tentative agreement to host panels/forums on university governance in 2009.

**B. Salary Inequity Issue**

Dr. Hall reports that the issue of salary inequity among faculty has been accepted as a valid issue by the Administration and that the Provost has been charged to resolve this issue. It is anticipated that a new committee will be formed in 2009 to make recommendations from the Faculty Senate on how to proceed in light of current budgetary restraints.

**C. Faculty Evaluations Committee**

At present, the Faculty Evaluation Committee reports that a mandate, by the Provost, to have all departments submit their standards for tenure and promotion in compliance with the Brockport Teacher Scholar Model by December 1, 2008 has not been achieved by all departments.

**6. Concluding Remarks**

The Faculty Senate 2008 has had a very successful year in making recommendations to the Provost related to issues of concern to faculty. The Provost retreats are laudable. Nonetheless there is a growing frustration in the Senate that the Provost has been hampered in the implementation of these recommendations that have been accepted by the Administration by resistance among Administrators (the Old Guard) who have been reluctant to make the infrastructure changes necessary to move the university forward. Without a resolution of this impasse, accountability and trust are eroded.

**7. Announcements**

At this time I would like to introduce Dr. Curtiss Wall, President-Elect of the Faculty Senate of Norfolk State University.

**5. OTHER BUSINESS**

Mr. Perry queried the Committee for additional business. There was no additional business. The meeting adjourned at 9:00 a.m.

Respectfully submitted,

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Y. T Shah, Provost

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Wade W. Perry, Jr., Chairperson