

Board of Visitors

Academic and Student Affairs Committee Meeting

April 15, 2025

DRAFT

BOARD OF VISITORS
ACADEMIC AND STUDENT AFFIARS COMMITTEE MEETING
APRIL 15, 2025
MINUTES

1. Call to Order

The Academic and Student Affairs Committee Meeting was called to order at approximately 2:00 p.m. A quorum was established with a 4-0 Roll Call Vote.

Committee Members Present

Mr. Dwayne Blake, Vice Rector
The Honorable James Dyke
Mr. Jay Jamison
Mr. Edwards Sanders

Committee Members -Virtual

Mr. Mike Andrews

Committee Members Absent

Mr. Delbert Parks, Chair

Student Representative to the Board

Mr. Za'Chary Jackson, SGA

Participates- NSU Administrators and Staff

Dr. Javaune Adams- Gaston, President
Bishop Kim W. Brown, Rector
Ms. Pamela F. Boston, University Counsel and
Senior Assistant Attorney General
Dr. Justin L Moses, Vice President for Operations
and Chief Strategist for Institutional
Effectiveness
Dr. DoVeanna Fulton, Provost/ Vice President
for Academic Affairs
Dr. Melissa Barnes, Interim AVP for Enrollment
Management
Ms. Monica Reid, Office of the Provost

Mr. Marshall Thompson, Office of the Provost
Mr. Dennis Jones, Budget
Ms. Mary Banks, Student Affairs
Mr. David Simon, Dean of Students
Dr. Aurelia Williams, Vice Provost for Academic
Affairs
Dr. Dawn Hess, Chief Compliance Officer
Mrs. Derika Burgess, Chief Audit Executive
Mrs. Sharea' Williams, Executive Administrative
Coordinator to the VP of Operations
Ms. Sher're Dozier, Clerk to the President for
the Board of Visitors

2. Recommend Approval of Electronic Participation

Mr. Mike Andrews provided his reason for Electronic Participation. Mr. Jay Jamison motioned, second by The Honorable James Dyke and with a 4-0 Roll Call vote, the Committee unanimously approved the virtual participation of Mr. Mike Andrews.

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- 3. Recommend Approval of February 11, 2025, Academic and Student Affairs Committee Meeting Minutes. The Committee voted and unanimously approved with a 4-0 Roll Call Vote, the minutes for the February 11, 2025, Academic and Student Affairs Committee Minutes, motioned by The Honorable James Dyke, and seconded by Mr. Jay Jamison.**

4. Updates

a. Academic Affairs Update- Dr. DoVeanna Fulton, Provost/ VP Academic Affairs

Dr. Fulton addressed the two items below that would require a Motion.

- Proposed New Degree & Certificate Programs
- Policy Review- BOV Policy 3. Role of Faculty in University Governance

Dr. Fulton provided a review of the Proposed New Degree & Certificate Programs highlighting the goals, mission, and structure.

The Honorable James Dyke motioned to approve the Proposed New Degree & Certificate Programs, seconded by Mr. Jay Jamison and with a 4-0 Roll Call Vote the Board unanimously approved.

Dr. Fulton discussed the Policy Review for BOV Policy 3. Role of Faculty in University Governance.

The Honorable James Dyke motioned to approve BOV Policy 3. Role of Faculty in University Governance, second by Mr. Jay Jamison and with a 4-0 Roll Call Vote the Board unanimously approved.

b. Student Affairs Update- Dr. Leonard Brown, VP Student Affairs

- Dr. Brown invited three senior student representatives (Nina Collymore, Nia Grant, and Zion Asamoah) to share their experiences at Norfolk State University and what their plans are for post-graduation.
- Dr. Brown also introduced Ms. Mary Banks as the Director of International Students.
- Spartan Health Center renovations. Evening appointments offered to commuter students starting Fall 2025.

c. Enrollment Management Update- Dr. Justin L. Moses, VP of Operations | Chief Strategist

- Admitted Student Day was held on Saturday April 5, 2025, with a total of 1407 participants, to include admitted students and their guests.
- Applications and Admitted Students to NSU are trending upwards from 2024.

d. Athletics Update- Dr. Melody Webb, Athletic Director

- Dr. Webb talked about the Gold Standard in sports. Both basketball teams were the regular season champions, MEAC champions, and had NCAA Tournament appearances. The Athletics Department had five championships thus far 2024-2025. NCAA D1 Track and Field. The graduation success for athletes is 89%.
- Will soon be releasing direct payments and benefits to student athletes.
- Ticket surcharge with a 4% increase in sales.
- Increase in sponsorship opportunities from the community.

- 5. Motion- Closed Meeting Pursuant to Section 2.2-3711 (A) 1, 7 and 8 of the Code of Virginia Mr. Jay Jamison read the following motion, seconded by The Honorable James Dyke, with a 4-0 Roll Call Vote the Board unanimously approved.**

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Mr. Vice Rector, I move that we adjourn and reconvene in Closed Meeting pursuant to: Section 2.2-3711(A) 1, 7, and 8 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

(l): To discuss personnel matters, including more specifically, appointment, and/or promotions, to certain university employees, and further, to discuss the evaluation of performance specific employees; and personnel matters regarding the evaluation of performance of specific university departments where such evaluation will necessarily include, more specifically, discussion of the performance of specific departments' operational vulnerabilities and Compliance "Gap" closure activities; and (7) and (8): Consultation with legal counsel regarding specific matters requiring the provision of legal advice pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the university, including more specifically for legal counsel to give a status update on pending and potential litigation of which the Board should be made aware; along with any necessary consultation with legal counsel regarding matters noted in this motion and that any member of the NSU Board of Visitors be permitted to attend virtually, or by phone to participate in the Closed Meeting; and further that the following remain for or attend, when called, the Closed Meeting.

State all that apply:

- President
- Provost
- University Legal Counsel
- Athletic Director

6. Reconvene in Open Meeting

Vice- Rector: Having reconvened in Open Meeting, we will now take a roll call vote on certification that (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Board. Any member of the Board who believes that there was a departure from the requirements as stated above shall so state prior to the vote, indicating the substance of the departure that in his, or her judgment, has taken place.

A motion was made by The Honorable James Dyke and seconded by Mr. Jay Jamison of list Tenure Promotions, with a 4-0 Roll Call Vote the Board unanimously approved.

7. Public Comment

There were none.

8. Information Items

There were none.

9. Adjournment

There being no further business, Mr. Dwayne Blake adjourned the meeting at 3:13 p.m. The Committee voted and unanimously approved with a 4-0 Roll Call Vote. Motioned by The Honorable James Dyke and seconded Mr. Jay Jamison.

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BOV POLICY # 03 (2014) Faculty Role in University Governance

Policy Title: Faculty Role in University Governance

Policy Type: Board of Visitors

Policy No.: BOV Policy # 03 (2014)

Approval Date: March 19, 2021

Responsible Office: Division of Academic Affairs Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Academic Affairs

POLICY STATEMENT

The Board of Visitors of Norfolk State University (hereinafter, the “Board” or “BOV”) wishes to formally recognize the role and contributions of faculty in the governance of the University in accordance with Comprehensive Standard 10.4 of the Principles of Accreditation (2018) of the Southern Association of Colleges and Schools Commission on Colleges. Subject to the legal obligations of the University and the approval of the Board, the faculty has an important responsibility in shaping and discharging actual instruction under the direction of the President. Consistent with the [Statement of Governance](#) (adopted by the Board on December 13, 2013, and amended in 2016), the BOV values the role of faculty in providing input on administrative policies that guide students, faculty, and staff of the University.

Authority for governance of the University is vested by statute in the Board of Visitors of Norfolk State University. All bylaws, handbooks, policies, regulations, and procedures for faculty, staff, students, administration, alumni, and other organizations of the University must be consistent with, or subordinate to the Bylaws and Policies of the Board of Visitors of Norfolk State University.

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DEFINITIONS

Faculty Representative Body: Refers to the representative body of the faculty consisting of members elected from each of the colleges and schools of the University and is known as the Faculty Senate.

University Governance: For purposes of this policy, University Governance consists of the groups or individuals listed in the following order of approval authority:

1. Board of Visitors

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2. President

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3. Provost and Vice President for Academic Affairs

4. Vice Presidents

5. Faculty Representative Body

6. Student Representative Body

Refer to Statement of University Governance in Board Policy # 01 (2014) [Creating and Maintaining Policies](#) and [Statement of Governance](#) (adopted by the Board on 12/13/2013).

ROLE AND RESPONSIBILITIES RELATED TO ACADEMIC AFFAIRS

Board of Visitors

The role and responsibilities of the Board (or its designee) related to Academic Affairs, as specified in the *Code of Virginia*, include but are not limited to: the selection and appointment of the University President, the university's chief executive officer; adopting regulations or policies for the employment and dismissal of professors, teachers, instructors, and other employees; appointing, and fixing the of salaries of professors; adopting regulations and policies for the acceptance and assistance of students, and for the conduct of students; and fixing the rates charged to students for tuition, mandatory fees, and other necessary charges.

The BOV prescribes the duties of the President, who is the chief executive officer of the University, and has delegated certain authority and responsibilities to the President. The President has delegated certain of these responsibilities related to academics to the Provost and Vice President for Academic Affairs and to the University faculty. The delegation of certain responsibilities and necessary authority is not a process of abdication; responsibility for overall performance and outcomes remains with the delegator.

President of the University

The President is the chief executive officer of the University and responsible for the principal administrative direction and management of the institution subject to the authority of the Board of Visitors. The President has certain authority and responsibilities delegated to him/her by the Board as defined by the Board Bylaws, as from time to time amended. Generally, all communication of an official nature directed to the Board of Visitors shall be channeled through the Office of the President and subsequently forwarded to the Board of Visitors within a reasonable time.

University Faculty

The University faculty has the right to select a representative body for efficiency of operation to facilitate the participation, communication, role, and responsibilities of the faculty at the University. The faculty may also provide the Provost and Vice President for Academic Affairs advice and counsel on other academic matters.

Faculty have primary responsibility for fundamental academic areas such as curriculum, subject matter and methods of instruction, research, faculty recruitment and status, degree requirements, and the aspects of student life that relate to academic progress. The University faculty recommends approval of the establishment of new degree programs and major modifications to existing degree programs.

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Through its representative body, the Faculty Senate, and designated committees, faculty will participate in other matters that concern the operation and welfare of the University and have reasonable opportunity to participate in the process for recommending amendments to the Teaching Faculty Handbook.

A member of the University faculty will be selected by the Board from a list of three faculty members elected by the faculty to serve as an advisory, non-voting member to the Board in all open session meetings. The Faculty Senate will oversee the process and provide the list of faculty and their supporting biographical information to the Provost and Vice President for Academic Affairs and the President no later than 14 calendar days prior to the first meeting of the Board of Visitors. The selected faculty member serves a term of not less than one 12-month period, which shall be coterminous with the fiscal year. The faculty representative may attend and participate in a non-voting capacity in all open session meetings; and, in accordance with BOV Bylaws, may participate in closed meetings only as requested by the Board. A substitute is not permitted. University faculty member may serve on BOV committees upon request by the Board of Visitors; or on University committees by request of the President, Vice Presidents, or other administrative officer of the University.

Through all of these mechanisms, University faculty share their expertise and insights on academic matters with the members of the Board of Visitors, President, Provost and Vice President for Academic Affairs, and Vice Presidents. Nothing prohibits the Board of Visitors from excluding the faculty representative from discussions of faculty grievances, faculty or staff disciplinary matters, or salaries, or other matters. *See Code of Virginia § 23.1-1300(I).*

EDUCATION AND COMPLIANCE

Faculty will be required to take a mandatory Awareness's MOAT review of this policy. Upon reading this policy, each faculty will be required to sign an Acknowledgement Form. Both documents are contained within Norfolk State University MOAT Vault. To reinforce understanding of this policy, the policy will be shared with new faculty/staff during orientation.

Tracking will be utilized to ensure compliance with completing the Acknowledgement Form in MOAT. Failure to comply with this requirement will be reported to the employee's supervisor. Additionally, failure to comply with this requirement will result in OIT revoking access to NSU's email, electronic doors, networks, and student systems. The reinstatement process requires a reinstatement form to be completed and signed by a supervisor and could take several days for the process to be completed.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of Board approval; and
3. Educate and train all stakeholders and appropriate audiences on the policy's content.

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Failure to satisfy procedural requirements does not invalidate this policy.

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REVIEW SCHEDULE

Next Scheduled Review: March 2024

Approved by date: Board of Visitors, March 19, 2021

Revision History: April 27, 2016; May 8, 2015; May 6, 2016; August 28, 2017; September 15, 2027

Supersedes: None

RELATED DOCUMENTS:

[BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#)

[Board Bylaws](#)

[Statement of Governance](#) (adopted by the Board on 12/13/2014)

[Policy Library](#)

Code of Virginia § [23.1-1300\(G\) and \(I\)](#) regarding faculty representatives to the boards of visitors.

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Respectfully Submitted,

Dewayne Blake, Vice- Rector

Sharea' Williams, Executive Administrative Coordinator
for the VP of Operations

Dr. Justin Moses, VP of Operations| Chief Strategist

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Item	Mr. Delbert Parks (Chair)	Mr. Mike Andrews	Mr. Dwayne Blake	The Honorable James Dyke	Mr. Edward Sanders	Mr. Jay Jamison	Totals
Quorum	Absent	Virtual	Yes	Yes	Yes	Yes	4-0
Recommendation Approval of Electronic Participation	A	V	Yes	Yes	Yes	Yes	4-0
Approval of Minutes	A	V	Yes	Yes	Yes	Yes	4-0
New Degree Program & Certificate proposals	A	V	Yes	Yes	Yes	Yes	4-0
BOV Policy 3 Review	A	V	Yes	Yes	Yes	Yes	4-0
Motion to Close Session	A	V	Yes	Yes	Yes	Yes	4-0
Motion of Tenure Promotions	A	V	Yes	Yes	Yes	Yes	4-0
Adjournment	A	V	Yes	Yes	Yes	Yes	4-0