

**WINSTON-SALEM STATE UNIVERSITY**  
**Office of the Provost**  
**Academic Affairs Division**

**MEETING MINUTES**

**Academic Affairs Committee of the Board of Trustees**

**March 20, 2014**

Committee members present: Dr. Vivian Burke, Dr. Karen McNeil-Miller, Mr. Predeep Sharma, Mr. Charles Wright, Dr. Brenda Allen, ex-officio. A quorum was present.

Staff members present: Dr.Carolynn Berry, Dr. Justin McKenzie, Dr. Denise Pearson, Dr. Christina Placilla, Dr. Donald Julian Reaves, Dr. Jamie Slater, Dr. Kathy Stitts, Dr. Corey D.B. Walker, Ms. Tonia Walker, Ms. Letitia Wall.

1. Dr. Karen McNeil-Miller called the meeting to order at 11:54am.
2. Ms. Letitia Wall completed the roll call. A quorum was present.
3. Mr. Sharma motioned and Dr. Burke seconded the motion to approve the revised agenda. The motion was approved.
4. Dr. Burke motioned and Mr. Sharma seconded the motion to approve the minutes from the December 5, 2013 meeting. The motion was approved.
5. This quarter, the Division of Academic Affairs focused on strategic goal 1: academic success.
6. Presentation from the Faculty Senate  
Dr. Christina Placilla, Chair of the Faculty Senate highlighted two outstanding faculty members from the School of Business and Economics, Dr. Monica Guillory and Dr. Zagros Madjd-Sadjadi. Both are making great contributions to students and the Winston-Salem community.
7. Proposed Organizational Restructure  
Dr. Allen presented a proposed administrative restructure in academic affairs that would merge the School of Education and Human Performance and the School of Business and Economics with the College of Arts and Sciences to become the College of Arts, Sciences, Business and Education. The administrative structure would then be one Dean of the College and two Senior Associate Deans. This restructure would include zero program eliminations, zero accreditation threats, and centralize assessment and advising to realize a savings of approximately \$1.2m, that could be reinvested in the units.

Dr. Corey Walker, Dean of the College of Arts and Sciences updated proposed restructure implementation strategies that will be initiated if the proposed action is approved. The actions include assembly of a strategic realignment task force, comprised of faculty representation from all of the impacted units; the goal of this group will be to prepare a white paper that outlines the goals and purpose of the restructure, the impact and the alignment with the WSSU strategic plan. Another strategy that will be implemented includes leadership planning, a communications plan and ongoing curriculum renewal throughout the next few academic years.

8. Summer Faculty Institutes

There are several initiatives this summer that will continue to guide faculty and staff towards achieving academic success with our students. Two summer faculty institutes on advising and teaching to the seven general education outcomes will provide additional training (with incentives) for faculty. The goal is to have all faculty members trained incrementally over the next few years.

9. Increasing Accountability

Dr. Allen discussed the priority in Academic Affairs to increase accountability by first providing reliable information to end users to make informed decisions. The goals are to clean all data files and to program BANNER functions towards maximum use. The priority units are: Admissions; Registrar; Financial Aid; UCaLL; Faculty Affairs. The tasks will be to distinguish data issues from BANNER issues, create and implement strategies to clean data, and finally to employ a BANNER consultant to tackle programming priorities.

10. Approval Items

There was a motion by Mr. Sharma, seconded by Dr. Burke to recommend acceptance of the proposed administrative reorganization of the current academic structure to the full board.

Additionally, there were twelve policies total that were recommended for approval on the consent agenda. The policies were: Undergraduate Independent Study Policy, Graduate Student Policies (Certificate Programs, Credit by Examination, Denial of Enrollment, Directed Study, Extension of Time, Independent Study, Internships, Official Method of Communication, Permission to Register for Graduate Credit, Selected Topics, Standards of Scholarship) The policies were moved by Dr. Burke and seconded by Mr. Wright recommending approval to the full board.

11. Mr. Sharma motioned and Dr. Burke seconded a motion to adjourn the meeting. The motion was approved. The meeting adjourned at 1:20pm

12. Respectfully submitted: Letitia Cornish