

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MEETING MINUTES**

Thursday, February 7, 2019

**CALL TO ORDER**

Ms. Pamela Currey, Committee Chair, called the meeting of the Virginia State University (“VSU”) Board of Visitors (“Board”) Academic and Student Affairs Committee to order in the Board Room in Virginia Hall on the campus of Virginia State University at 2:33 pm.

**ROLL CALL**

A quorum was present to include per code and motion,

*Committee Members Present:*

Ms. Pamela Currey  
Dr. Daryl Dance  
Mr. Charlie Hill  
Mr. Xavier Richardson  
Mr. Gregory Whirley  
Mr. Huron Winstead, Rector  
Dr. Zoe Spencer, Faculty Representative

*Absent:*

Mr. Wayne Turnage  
Miss. Gabrielle Wilks, Student Representative

*Administration Present:*

Dr. Makola M. Abdullah, President  
Dr. Donald Palm, Provost/Vice President for Academic Affairs  
Dr. Letizia Gambrell-Boone, Vice President, Student Success and Engagement  
Mr. Hubert Harris, Vice President of Administration  
Dr. G. Dale Wesson, Vice President, Research and Economic Development  
Mr. Rodney Hall, Asst. Vice President, Enrollment Management  
Dr. Jame’l Hodges, Associate VP, Student Success and Engagement  
Dr. Sabin R. Duncan, Executive Director, Academic Center for Excellence  
Mr. Osubi Craig, Special Asst. to President for Strategic Initiatives/Dir., Government Relations  
Dr. Annie C. Redd, Special Assistant to the President and Board Liaison

*Legal Counsel Present:*

Ms. Ramona L. Taylor, University Legal Counsel Board of Visitors

*Other Attendees:*

Ms. Cynthia D. Baker, Student Success and Engagement

*Other Attendees: (Continued)*

Dr. Kimetta Hairston, ACE Fellow  
Mrs. Tanya Simmons, HR Director  
Chief David Bragg, Chief of Police  
Acting Major Jackson, VSU Police Department

**AGENDA APPROVED**

The Committee approved the agenda with a change in the order of presentations/reports. The Division of Administration would report first and the Division of Academic Affairs would report prior to the closed session.

**APPROVAL OF PREVIOUS MINUTES**

The Committee approved the minutes from the November 7, 2018 Committee meeting.

**PRESIDENT'S REMARKS**

The President deferred his remarks to Mr. Osubi Craig who updated the Committee on current General Assembly actions. Mr. Craig explained that there is action pending which would remove financial aid from the Governor's budget and replace it with incentive funds to not raise tuition. However, those institutions that capped tuition rates will be penalized while those that previously raised tuition will benefit from this action.

**REPORTS AND RECOMMENDATIONS**

**Enrollment Management**

Mr. Rodney Hall led the joint presentation with Dr. Letizia Gambrell-Boone and Dr. Donald Palm. He presented the Strategic Enrollment Funnel which showed the stages of the student enrollment process from prospects to graduation, i.e., Prospects, Applicants, Admits, Deposits, Registered/Validated, Term to term progress, Current Students, Graduated, and Alumni. Discussion followed regarding the fall 2019 undergraduate admissions and transfer students.

Discussion followed on steps the Admissions Office is taking to eliminate short falls in enrollment as well as retention. Mr. Hall spoke on being more deliberate in recruiting by using the Common Black app, Royal App, and Web App and shifting strategy from out-of-state students to more on in-state undergraduate admissions. Hall stated that the Admissions Office is now communicating with admitted students earlier. If a full admissions package is submitted to include transcripts, the Admissions Office gives an answer to the student within 5-10 business days.

Mr. Hall explained that validation means to be financially cleared before attendance at Virginia State University. Discussion followed regarding validation, resources for recruitment, and competition for students across the Commonwealth.

Dr. Gambrell-Boone spoke on VSU Retention, Persistence, and Graduation Relay Team. Retention is determined from fall to fall; the rate of students returning from the freshman fall year

to the sophomore fall. Persistence is determined by the rate of students that return from the Sophomore to Junior year, Junior to Senior year, and Senior to Graduation.

The Academic Center for Excellence (ACE) at VSU is designed to move along the Student Success Continuum which includes five stages: 1. Aware, 2. Develop, 3. Practice, 4. Optimize, 5. Leading. At this point, ACE is in the practice and optimize stages where Student Success initiatives and infrastructure are continuously refined and central to the organization (practice) and Student Success strategy and capabilities are at the core of the institution's function (optimize). To eliminate student shortfalls, ACE has implemented monitoring and intervention practices.

Dr. Gambrell-Boone spoke on the Enrollment Vulnerability Score Card and understanding Student Engagement Behavior and Academic Performance. Initiatives include the *Each One Reach One Initiative* where the Division deepens relationships with first time in college freshmen, enhanced student tracking by monitoring individual student data, and the *Smile and Dial Campaign*. In addition, the Cross Campus Student Success Committee meets weekly to discuss concerns, review early alerts, and identify campus barriers to student success. Board member(s) commented that they were delighted about the Committee and interested in learning the results from these meetings.

President Abdullah stated that the administration would develop enrollment targets and present them to the Board. Due to time constraints, Dr. Gambrell-Boone postponed the remainder of her presentation until the full Board meeting.

#### **Division of Administration:**

Chief David Bragg presented the VSU 2018 Crime Data Statistics to include the YTD Crime Statistics. He further spoke on Virginia Public Colleges Crime Statistics from 2013-2016 from the U.S. Department of Education Campus Safety and Security and the Virginia Public Colleges Crime Statistics from 2013-2016 per 5,000 Students.

Chief Bragg gave updates regarding VSU Police Community Policing Programs such as the Active Shooter Training and Rape Aggression Defense (RAD), which are FREE training programs. Chief Bragg stated that flyers are posted on campus with assistance from the Division of Student Success and Engagement and that the department submits social media and electronic announcements. Officers participate in Parent and Student Orientations, along with Community Policing-Collaborative programs with local, state and federal partners, public safety advisory Committees.

Chief Bragg stated there was one action item for board approval which was the adoption of the Crisis and Emergency Management Plan (CEMP). The Code of Virginia 23.1-804 requires public institutions of higher education to conduct a comprehensive review and revision of its CEMP and that the Board of Visitors approves it every four years. The Committee agreed to recommend approval of the CEMP to the full board at the February 8<sup>th</sup> meeting.

#### **Academic Affairs:**

Dr. Palm addressed the Board on Academic Affairs, noting the following:

- SACS Reaffirmation: VSU was reaffirmed for another 10 years in December 2018 at the SACSCOC Annual Meeting in New Orleans, LA.

- VSU Strategic Plan: The Strategic Plan development consisted of stakeholders, faculty, staff, students, alumni, and boosters. Dr. Palm thanked everyone for their support and efforts noting that the Plan had 100% input from the Board of Visitors. Dr. Palm then spoke on the SPOT (Strengths, Problems, Opportunities, and Threats) Analysis.

Dr. Palm presented the Resolution for Approval of the Strategic Plan. After discussion, the Committee agreed to recommend the resolution to the full Board for approval with the understanding that metrics and targets will be presented at the April Board meeting.

Dr. Palm stated that he would present action items for approval at the April 2018 meeting that include a plan for the expansion of teacher education preparation programs at VSU, establishment of new master's degrees, new bachelor's degrees, data analytics, tenure and promotions, and sabbatical leave recommendations.

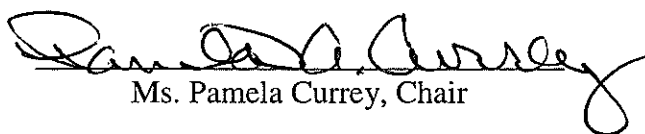
Dr. Palm introduced Dr. Oliver Hill, Interim Dean for the College of Natural and Health Sciences, Dr. Boyd, Jaheed Wilson, and Shakara Miles who were scheduled to conduct a demonstration using virtual reality. Due to time constraints, President Abdullah invited them to make the presentation at the Board Committee meeting slated for April or prior to the meeting.

#### **CLOSED SESSION**

In accordance with Section §§ 2.2-3711(A)(1) and (A) (19) of the *Code of Virginia*, Dr. Redd read the motion (on behalf of the Chair) to move that the Board convene a closed meeting at 5:33 p.m. for discussion of performance on departments of the University where such discussion will necessarily involve the performance of individual employees. Most specifically, to discuss the September 2018 Faculty Senate Listening Session Survey and related data collected on opinions involving University management. The motion provided that President Makola M. Abdullah; Dr. Donald Palm, Provost, Dr. Annie C. Redd, Board Liaison; and Ramona Taylor, University Legal Counsel, attend the closed meeting because their presence in the closed meeting is deemed necessary, and/or their presence will aid the Board in its deliberations. The Board reconvened in open session at 7:00 p.m. accordance with §§ 2.2-3712(D) of the *Code of Virginia*. Dr. Redd conducted the poll in which all board members certified that the Board only discussed business matters lawfully exempted from open meeting requirements and which were identified in the motion authorizing the closed session, were heard, discussed, or considered in closed session. All board members present certified compliance with the Virginia Freedom of Information Act.

#### **ADJOURNMENT**

There being no further business, the Chair adjourned the meeting of the Committee at approximately 7:05 pm.

  
Ms. Pamela Currey, Chair

4-24-19  
Date