Division of Academic Affairs

2023 - 2024

Projects & Priorities

Academic Affairs Projects & Priorities

- Provide clear, **weekly communication** with faculty and staff.
  - Weekly messaging from the Office of the Provost
- Create market-targeted **weekly updates from Academic Affairs and Colleges** for students, faculty, staff, and the public on rotation.
- **Academic Restructuring:** June through mid-August
- **Academic Prioritization:** July through November 9
- **Revenue Generating Projects**
  - Streamline course offerings, support our collaborative efforts to generate and revise 2+2 agreements, meet with leaders of regional community colleges, and explore external partnerships to generate new opportunities.

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Academic Affairs Projects & Priorities

Associate Dean for Student Academic Enrichment

- Improved Advisor-Student Outreach
- Work with Student Success Center as Faculty Liaison for Beacon
- Examine Inequities in Advising and Offer Solutions
- Enhance Tutoring Support
- Career Services

- Transfer Pathways
- Exploratory Majors
- Website Updating
- Improvements to Athletic Advising
- Improvements to Summer/Winter Registration and Orientation

Academic Affairs Projects & Priorities

Assistant Vice President for Academic Affairs:

Strategic Planning and Institutional Effectiveness

- Oversee and coordinate activities affiliated with ongoing University-level accreditation efforts.

- Institutional contact to the National Council-State Authorization Reciprocity Agreement (NC-SARA) and the West Virginia Higher Education Policy Commission (WV-HEPC).

- Coordinate the Shepherd University Academic Program Planning process and the Program Review process.

- Collaborate with key leaders to implement the University's Strategic Plan and to translate the University's Strategic Plan into the comprehensive fundraising campaign.

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Academic Affairs Projects & Priorities

Associate Provost

Fall 2023

1. Sabbatical Policy and Interfolio Template updates/revisions

2. Classroom observation policy in process

3. Constitutional updates (all the committees) - approval from ELT

4. Managing the Promotion and Tenure process

5. Managing the Course Evaluation process

6. Short-term and long-term plans for academic classroom and office updates (with IT and Facilities)

7. Closing of Martinsburg Center

8. Mentoring program (if possible)

Academic Restructuring Timeline
(distributed in weekly communication)

June 5 – 9   Three structural models started in Interim Provost's office. Models have budget numbers attached to them.

June 14   Deans examined adjunct and overload numbers, reassigned time projected costs, and Academic Affairs leadership costs

June 14   Deans were sent the three models of restructuring.

June 15 - 30   Deans were given two weeks to:

- Examine all personnel receiving reassigned time and stipends associated with a variety of roles.

- Use the restructuring models to plug positions in to the structure and provide brief narrative for the purpose of those positions.

July 14 - 31   Interim Provost collaborated with faculty, Deans, VP for Finance, Office of Provost staff, and the President on the college structure, re-assigned time, and stipends.

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Academic Restructuring Timeline

(distributed in weekly communication)

July 14	Revised College Structure models and budgets were sent out to faculty for feedback.
July 18	Revised College Structure models and budgets were sent out to faculty and staff for feedback to prepare for Board of Governors endorsement in on August 18, 2023.
July 20 at 4:30 PM	Deadline to receive feedback to the Office of the Provost from the college deans.
July 31	The proposed new Academic Affairs structure, with its cost savings was presented to the university community.
August 18	Revised Academic Affairs Structure and cost savings was presented to the Board of Governors for discussion and endorsement.

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Academic Restructuring

Final 3-college model with combined departments

- Fewer academic unit heads, adjusted stipends, lowered release time.

- Three colleges with three deans.

- Ten chairs of academic units

	Fall release hours	Spring release hours	Approx. Adjunct Cost to cover release hours (Cr. Hours X $759)	Base stipend	Stipend + 13.65% (F&B)	Total cost (adjunct cost + stipends w/F&B)
Adjusted 3-college model	141	125	$201,894.00	$204,505.00	$232,471.06	$425,257.06
4-college structure	216	207	$321,057.00	$282,728.35	$321,391.45	$642,448.45
Savings	**75**	**82**	**$119,163.00**	**$78,223.35**	**$88,920.39**	**$217,191.39**
	FTE	**157 release time hours, divided by 24 = 6.54**			**FTE savings**	**6.5**

Academic Restructuring Summary

Expense Reduction:	Projected FY24 Savings
Academic Affairs Reorganization	$217,191
Martinsburg Center Operations	$ 82,784
Total Academic Affairs Reduction	**$299,975**

Academic Program Prioritization

What is Academic Prioritization and how are we doing it at Shepherd University?

- Strategic examination of *all* academic programs being offered at Shepherd University, using criteria developed by the West Virginia Higher Education Policy Commission (HEPC).

- Prior to this year, program reviews were conducted on a five-year rotation.

- In 2022-2023, HEPC gathered representatives from each institution of higher education in the State of West Virginia to develop a *revised* Program Review process, requiring institutions to report on the status of their programs on an annual basis.

- The new review process encourages universities to analyze their programs more frequently and creates more opportunities for timely adaptation according to resource allocation and trends.

Academic Program Prioritization

What is Academic Prioritization and how are we doing it at Shepherd University?

- Not focused solely on contraction, but also where to reinvest our resources now and in the future.

- This exercise will be conducted every five years at institutions in West Virginia.

- This exercise has not been conducted here in this way in recent memory.

- The process is data-driven. We are also referring to reports from Emsi, a company that gathers and integrates economic, labor market, demographic, education, profile and job posting data from dozens of government and private-sector sources, to create a comprehensive and current dataset that includes both published data detailed estimates with full United States coverage.

Academic Program Prioritization Timeline
(distributed in weekly communication)

July 17, 2023

First team meeting: Scott Barton, Jason Best, Sara Maene, Richie Stevens, and Robert Tudor

July 17 – August 15

Information gathered and synthesized for full-university programs review/prioritization.

August 15 – September 1

Team will review data, refine, share information with deans, and prepare documents to disseminate to departments. Initial feedback will be provided to the Academic Prioritization Team at this time.

September 1

Program data analysis will be provided to academic units along with key questions about program review.

September 1 – October 1

- If needed, academic units will schedule time to meet with their dean to discuss data and their response. Academic units should communicate with their deans on inquiries, which often yields answers to questions that can help other units within each college. This helps streamline communications.

- Deans will schedule time to meet with the Interim Provost to discuss data and their rankings.

Academic Program Prioritization Timeline
(distributed in weekly communication)

October 1

Responses will be due to the Office of the Provost from academic units.

October 1 – October 15

- Deans will meet with the Interim Provost to discuss their rankings. Special attention will be given to those programs whose rankings require actions of **(3)** continue at a reduced level or consolidation, or **(4)** discontinue (with teach-out plan).

- Deans and Interim Provost will meet with programs whose rankings require actions of **(3)** continue at a reduced level or consolidation, or **(4)** discontinue (with teach-out plan).

October 15

The Office of the Provost will inform the University of the results of the feedback and status of the programs. Status of programs will be to **(1)** continue at its current level, **(2)** continue but with specific action, **(3)** continue at a reduced level or consolidation, or **(4)** discontinue (with teach-out plan).

October 15 – November 3

Deans and Interim Provost will outline the impact on faculty for Academic Year 2024-2025 and beyond.

November 3

Final recommendations from Academic Prioritization will be forwarded to the President and Board of Governors

November 9

Recommendations from Academic Prioritization will be discussed at the Board of Governors' Meeting for decision.

Questions