

**Minutes of the Meeting of the Massachusetts College of Liberal Arts  
BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE  
Tuesday, October 11, 2016  
87 Blackinton Street**

**Members in attendance**  
  
Lisa Chamberlain, Chair  
John Barrett III  
Denise Marshall

**Others in attendance**  
Dr. James Birge, President  
Dr. Cynthia Brown, Vice President of Academic Affairs  
Dan Colonno, Director of Public Safety/Chief of Police  
Dr. Cathy Holbrook, Vice President of Student Affairs  
Ginger Menard, Clerk

Trustee Chamberlain called the meeting to order at 8:30 a.m.

**Program Development Update**  
Vice President Brown shared updates on new programs and new program types for the College.

Two new programs/majors that are in process are Community Health Education and Health Science. The Biology Department has been very supportive of these and is working with Academic Affairs to determine the curriculum and advance them via College governance. New majors require an outside evaluation which should be complete by the end of the semester. Once the evaluations are complete and approved through governance they will be presented to the Board for approval and then sent to the Board of Higher Education (BHE) for final approval. The target date is the March BHE meeting. This would allow for implementation in fall 2017 and active recruitment for these majors could begin for fall 2018. Admissions and marketing materials will be developed as the process progresses so that they are ready for the 2018 admissions cycle.

The addition of a Community Health Education major will provide an option for students with a dual interest in health science and education which can applied in a non-clinical setting. This is in response to a growing need for professionals to provide education and/or advocacy in the health services fields. Trustee Chamberlain inquired about the option to include Geriatric health/advocacy as part of the program as this is also a growing need in Berkshire County and beyond.

A new program type being developed is the accelerated three-year Business Degree. This would include courses/internships throughout the summer sessions as well as full time enrollment during the academic year. The Business Department is working with Academic Affairs to finalize the curriculum and marketing and admissions materials are being created so recruitment can begin as soon as possible. The benefits of a three- year program include both cost savings due to the accelerated timeline, and earlier entrance into the workforce. This will also benefit transfers and students entering college with previous credit. Following the roll out of this program the College will also look at the possibility of adding an 18 month MBA program as well so that a student could graduate with both a bachelor and master’s degree in four and a half years.

Finally, the College is looking to add an Electrical and/or Software engineering majors within Computer Science. These areas of study directly respond to needs in the workforce in Berkshire County. There is currently more capacity in terms of faculty and facilities for Electrical Engineering. More infrastructure as well as faculty would be needed for Software Engineering.

**Faculty Emeritus Policy**

The committee reviewed the final draft of the Faculty Emeritus Policy. President Birge asked that the language regarding nominations be changed so that they are sent directly to the Vice President of Academic Affairs. Names of the nominees will be reviewed by the Vice President of Academic Affairs and forwarded to the President for approval. The President, in turn, will bring the names before the Board of Trustees for final approval. The committee agreed that having this formal policy in place is an important step which will benefit both the faculty and the institution.

Upon a motion duly made and seconded, it was

**VOTED** To forwarded the edited Faculty Emeritus Policy to the Board of Trustees for approval at the meeting on October 20.

**Planned Faculty Searches**

Vice President Brown reviewed the six tenure-track faculty searches currently in progress. These include: a position in Business Administration – Accounting; three positions in Biology; one position in English/Communications, and one in Psychology. There may be a seventh search added pending a potential upcoming retirement.

She noted that there are three positions in Biology for several reasons. There was a late resignation last academic year that led to a one-year appointment, as well as a retirement two years ago for which there had not been a search. The current faculty is at capacity in terms of teaching (they must cover courses for general education/core requirements as well as the courses within the Biology major), advising loads, and the upcoming addition of the Community Health Education major.

**Annual Clery Report**

Chief Colonno provided an overview of MCLA’s Annual Security and Fire Safety Report, known as the Clery Report. This is a federally mandated annual report that includes safety and crime statistics from the previous three years from areas on campus as well as off campus areas for which the College is responsible, i.e. Gallery 51, the Advancement Office, and 87 Blackinton. Overall the report shows that MCLA is a very safe campus and this report reflects the College’s commitment to keep the MCLA campus community safe. A discussion of the report and the data followed.

**Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at   
9:24 a.m.