

UPC Meeting Minutes  
Tuesday, April 23, 2024, 3:30 p.m.  
Martinelli Boardroom

President Reveley called the meeting to order at 3:34 p.m. The following members were present:

Dr. Roger Byrne	Dr. Angela McDonald	Dr. Jeannine Perry
Ms. Jennifer Fraley	Mr. Matt McGregor	Mr. Justin Pope
Mr. Tim Hall	Ms. Sara Neher	Ms. Kim Redford
Mr. Carl Harvey	Ms. Kelly Nelson	President Taylor Reveley
Ms. Susan Hines	Mr. Cameron O’Brion	Dr. Brent Roberts
Ms. Courtney Hodges	Dr. Jonathan Page	Dr. David Shoenthal
Ms. Victoria Kindon	Mr. Cam Patterson	Dr. Larissa Smith
Dr. Chris Kukk	Dr. JoEllen Pederson	Ms. Aneicia Stimpson

Also present were – Dr. Lee Bidwell, Dr. Sarai Blincoe, Dr. Audrey Church, Dr. Wade Edwards, Dr. Jennifer Green, Dr. Emily Kane, Ms. Kandace McCabe, Ms. Kathryn Nasburg, Dr. Pam Tracy, Dr. Maureen Walls-McKay, Ms. Jennifer Wilkerson

Absent were – Ms. Kirsten Bowen, Ms. Meredith Foster, Ms. Robin Gregory, Mr. Mark Kendrick, Dr. Virginia Lewis, Dr. Dawn Schwartz, Ms. Kim Wingo, Dr. Andrew Yeagley

The minutes from the [January 23, 2024](#) UPC meeting were approved as submitted.

President Reveley opened the meeting by providing updates since the committee had last gathered in January.

- The SACSCOC on-site visit convened in March and Longwood received a good report. The official determination won’t be announced until the SACSCOC annual conference in December. He thanked Dr. David Shoenthal for his good work.
- He thanked Ms. Sara Neher, Interim Dean in the College of Business and Economics, for her tremendous work over the last two years.
- He explained that things are going well here at Longwood but that things in the wider world are not going so well. The spirit of what we have at Longwood is to our advantage.
- Freshmen deposits are running ahead of where we were this time last year which is an accomplishment given the challenges with the FAFSA.
- This is the fifth year in a row that the state budget has gone past the deadline. The General Assembly and Governor have kicked the can until the middle of May which only gives six weeks before the fiscal year is set to end and the new budget begins. Due to this delay, salary increases won’t be discussed until the budget is released. President Reveley continues to be optimistic.

President Reveley then provided an update on procurement stating that the state has become really focused on procurement as an area of policy. Changes have been made across campus to include decreasing the number of small purchase cards. Procurement has added staff who will specialize in making purchases for all university departments. Mr. Matt McGregor added that they are moving towards a centralized process to help streamline procedures going forward.

Assessment Committee – Ms. Kim Redford shared the Administrative Assessment Committee liaisons are sending out the 2023-24 timelines and communications this week for the July 1st submission of Administrative and Academic and Student Support unit annual assessment reports. The support by division Vice Presidents will be greatly appreciated as their assessments will inform planning for the next fiscal year.

She also acknowledged the faculty and staff, members of the University Assessment Committee (UAC) and the Committee on Academic Program Assessment and Review (CAPAR), and the Office of Assessment and Institutional Research (AIR) staff who diligently worked together over the years to ensure quality and usefulness of assessment for success of students and the institution. Through this ongoing annual assessment planning process, we were able to be successful for compliance with SACSCOC assessment standards.

Compliance Committee – Ms. Jen Fraley gave an update regarding the new Title IX regulations recently available, and the team will have 99 days to put those into place.

Dr. David Shoenthal provided three items:

- Federal regulations from the Department of Education that go into effect on July 1 state that students in programs leading to licensure, whose location in a first potential class is in a different state where we don't meet licensure and don't want to work in a state where we meet licensure, are not allowed to attend Longwood. He is working with Admissions, Registrar's Office and graduate program directors to minimize how this will affect our students.
- The state formed a committee to discuss the feasibility of every four-year institution to require a three-credit internship and are looking for feedback from Provosts across Virginia.
- The SACSCOC on-site committee determined there were no recommendations. He also highlighted that data from SACSCOC states that under 10% of institutions have their off-site committee find zero recommendations on their assessment standards – Longwood is in that category this cycle. He stated that this is largely due to the work of Linda Townsend, outgoing Director of Assessment, to whom he expressed gratitude; UPC members applauded her work as well.

University Diversity Council (UDC) – Dr. JoEllen Pederson announced five updates:

- The UDC has been working on their mid-point report to assess the Diversity Strategic Plan. This plan is available [here](#).
- Dr. Emily Kane in the Center for Global Engagement brought Dr. Janelle Pfeifer (University of Richmond) to campus and offered two workshops on intercultural competencies to faculty, staff and students.
- Over 100 students, faculty, staff, and community members attended the Ramadan-Iftar Night.
- An announcement regarding the Intercultural Center will be coming in September.
- Reminded everyone to participate in the campus climate survey that has been circulated via email.

Finance Committee – Mr. Carl Harvey announced that the finance committee met to discuss recommendations brought forth from the assessment committee. They are listed below. All of the items were approved.

- \$12,000 (annual funding) to fully fund ProtoCall Services, Inc. for CAPS
- \$10,500 (one-time funding) to complete DocFinity training for new staff, including CGPS staff.
- \$8,200 (annual funding) to implement Canvas Catalog, replacing TouchNet, for Professional Studies

Mr. Matt McGregor provided an update by stating that the financial operations staff have been busy closing out FY24 while also working on FY25 budget that will go to the Board of Visitors in June for approval.

He also announced that an email went out last week that Follett Bookstores will be our new campus bookstore beginning in July. The transition will begin in June and Cam Patterson will be the contract administrator.

President Reveley followed up by stating that the uncertainty at the state level strongly affects how the Longwood budget will look, since 30% of the operating budget each year is derived from the state. This

uncertainty has added work to the financial team and he asked that everyone be understanding as we move through this uncertain time.

Purchasing Committee – no report

Technology Committee – Ms. Aneicia Stimpson began the report by stating that the two-factor authentication is working through upgrades and should be coming in the next week or two. IT is also working on a data inventory process with departments who have a high use of GBLA data, this will allow them to track the who, what, and where our data is being used and how it is stored; this will be rolled out this summer. Ms. Stimpson and Ms. Susan Hines are going to evaluate the IT Governance Committee's processes to include potentially reviewing IT purchases.

Following Ms. Stimpson's technology report, Dr. Sarai Blincoe gave an update on the Post Graduate Success Initiative QEP. The first update included feedback from the on-campus SACSCOC committee, which stated that there was strong, broad-based support for Longwood's QEP.

- This is Year 0 for the QEP which included work during the Research Showcase and Symposium Day.
- The upcoming Teaching and Learning Institute on May 13 is open to all faculty and staff focusing on Life Design.
- For the fall, the advising initiatives will be implemented for specific programs.
- The micro-internship program will be piloted with five students in December.
- Graduate Immersion Day will pilot in the Fall for Longwood students to experience "A Day in the Life of a Longwood Graduate Student."
- [The QEP website](#) will be updated as programming becomes available.

President Reveley spoke ahead of the retention task force to announce that the committee should be added as a standing committee of the UPC. Dr. Wade Edwards and Dr. Jennifer Green would be the co-chairs and the work would start in the fall, after the full committee has been formed. The motion to update the UPC charter to include the retention committee as a standing committee of the UPC was passed.

Mr. Justin Pope stated that the committee's purpose will be to monitor Longwood's retention rate and to provide recommendations and guidance for initiatives focused on retaining students. He encouraged everyone to read the report that was circulated via email. The report stated that Longwood has seen an increase in retention over the last three years and would like to keep up momentum. Dr. Wade Edwards continued by reporting on the committee's findings and Dr. Jennifer Green provided two key recommendations from the [report](#).

President Reveley concluded by thanking everyone for their hard work.

There being no further business the meeting was adjourned at 4:49 p.m.

Respectfully submitted,  
Ashley Long