

UPC Meeting Minutes - FINAL
Tuesday, April 25, 2023, 3:30
Martinelli Boardroom

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

Ms. Kirsten Bowen	Dr. Roger Byrne	Ms. Jennifer Fraley
Dr. Hazel Elif Guler	Mr. Tim Hall	Mr. Carl Harvey
Ms. Susan Hines	Ms. Courtney Hodges	Mr. Mark Kendrick
Ms. Victoria Kindon	Dr. Virginia Lewis	Dr. Angela McDonald
Mr. Matt McGregor	Ms. Sara Neher	Dr. Kelly Nelson
Mr. Cameron O’Brion	Mr. Cam Patterson	Dr. JoEllen Pederson
Mr. Justin Pope	Pres. Taylor Reveley	Ms. Kim Redford
Dr. Brent Roberts	Dr. David Shoenthal	Dr. Lara Smith
Ms. Kim Wingo	Ms. Teresa Dodson, Recorder	

Also present were – Dr. Audrey Church, Dr. Sarai Blincoe, Dr. Wade Edwards, Ms. LeAnn Ferguson, Dr. Alix Fink, Ms. Jennifer Green, Dr. Renee Gutierrez, Mr. David Hooper, Ms. Emily Kane, Mr. Matt McWilliams, Ms. Megan Miller, Ms. Kathyn Nasburg, Mr. David Overstreet, Dr. Meg Thompson, Ms. Pam Tracy

Absent were – Ms. Lauren Bender, Ms. Robin Gregory, Ms. Mackenzie Harry, Dr. Chris Kukk, Mr. Jonathan Page, Dr. Jeannine Perry, Dr. Dawn Schwartz

The minutes from the [January 24, 2023](#) UPC meeting were approved as submitted.

President Reveley opened the meeting by expressing how wonderful it is to see everyone again. He expressed his thoughts on the close of the school year. The general assembly is still working on settling the state budget, and he feels confident that raises will be given again this year. The undergrad admissions cycle is looking good, close to last year’s numbers. The DEI townhall was held last week and provided good discussion and another moment to be proud of our students. The [Commencement speakers](#) have been selected. John Feinstein, will be the undergraduate speaker, and Kirk Cox, will be the speaker for the graduate ceremony.

Assessment Committee – Kim Reford shared that the Assessment Committee had their spring meeting on March 21st. The focus of that meeting was to review budget requests from action plans from the 2021-2022 assessment cycle. 11 budget requests were submitted, 3 were recommended by the AAC and CAPAR, and 2 were approved and forwarded for consideration. Both requests were from RCL, one for just under \$1300 to purchase two user Articulate team accounts for the Articulate 360 platform that will be used for their students. The other, Stripo.com license upgrade that is used for marketing templates for emails to students. The committee also had a productive discussion on a review of how the review process works. One area to consider changing is a review of administrative requests in the fall semester.

Compliance Committee – Ms. Jenn Fraley gave an update from internal audit. Every 5 years, internal audit goes through an external assessment that is produced by the Institute of Internal Auditors, and as of yesterday, the internal audit was found to conform with IIA standards as part of the external review.

Dr. David Shoenthal shared that in regard to SACSCOC, we are almost done submitting things for our 2nd round of external review. He reminded everyone that emails will be going out to areas that need to submit updated position descriptions and CV’s, and that more generally areas may receive emails over the summer requesting additional information or evidence. He reviewed the timeline of what will be happening over the upcoming year. On September 1st we will submit our official compliance certification to the off-site team. In mid to late fall we will receive feedback; we will have until January to provide feedback. In March the onsite team will be

visiting campus. They will provide additional feedback, ask additional questions, and will also hear and provide feedback about all aspects of our QEP.

Pam Tracy provided a brief QEP update. The QEP draft plan is currently out for external review and we should get it back in May. Implementation strategies are being fine-tuned and pilot activities are being planned for summer and fall, particular with the first phase of the QEP. This spring Pam presented the QEP at the closing faculty meeting, and she met with representatives in the division of strategic ops and student affairs. A meeting with SGA is planned for the fall.

Plans and goals for the summer are to identify the QEP leadership team, representation will include someone from academic affairs who will lead the group, along with co-leads from strategic ops and student affairs. Also, the external feedback will be reviewed and the QEP will also need to be officially named.

University Diversity Council (UDC) – Dr. JoEllen Pederson reported that the UDC was busy during the semester meeting with campus partners either individually or in groups. This outreach will continue in the fall as well. Application for the [Title III Strengthening Institutions](#) Grant from the US Department of Education will be submitted this spring. The team working on this grant are: JoEllen Pederson, Jonathan Page, Lee Bidwell, Maureen Walls-McKay, Wade Edwards, and Jay Henning. There is a lot of support for this grant across campus and it has been wonderful to see. Dr. Pederson gave a special thanks to Dean Roger Byrne for going above and beyond in support of this grant. She also thanked Alix Fink and Jim Wiecking for their knowledge and support as well. The grant application is due by May 22, 2023. Over the summer the committee plans to continue to update campus on the work that has been done on the strategic plan this year.

Finance Committee – Mr. Carl Harvey reported that the committee met on Friday, April 21 and approved the recommendations from the Assessment Committee. UPC will now send the recommendations to be part of the operating plan for 2023-24. Matt McGregor gave an update about the interviews for the Director of Material Management vacant position. Three candidates have visited campus this week, and the committee is in a good position to close out the search soon.

Purchasing Committee – President Reveley discussed the small purchase charge cards. Over the summer the small purchase card program will be reviewed and adjusted to help with cost saving efforts. It is expected that the number of people that are in possession of these cards will be reduced.

Technology Committee – Mr. Mark Kendrick reported that multi-factor authentication and email cleanup is going well, and almost complete. A final email will go out next week in regard to the email cleanup, the recipients will have 90 days to reply. For those that don't reply, their email accounts will be deleted.

Mr. Kendrick also explained the [Gramm-Leach-Bliley Act \(GLBA\)](#) and he gave an update as it relates to Longwood. The GLBA relates to how data is stored, handled, kept and deleted and the Longwood policy, in regard to the requirements, needs to be updated. A committee has been formed to work on the update. The committee consists of representatives from IT, Financial Aid and Student Accounts.

Following up on Mark Kendrick's technology report, David Overstreet gave an update on the APA review timeline, Longwood will be reviewed in fall of 2023 and the updated GLBA policy will be part of their review as well as risk assessment. Mark closed his report with discussing the IT procurement process and how that will need to be addressed and reviewed in the near future

The meeting was turned over to Justin Pope and Sara Neher. Mr. Pope began by reviewing the focus of the retention task force. The taskforce is focused on creating a sustainable practice of sharing retention information with deans and department chairs, and building a culture of working with this information consistently. They are also committed to working effectively with campus partners. The committee meets weekly and they have talked to many members of the campus community, including students. Over the summer the committee will

finish developing recommendations and will begin sharing the information with campus partners. Mr. Pope shared a slide that gave a promising view of what Longwood's retention looks like in comparison to other public institutions. He also reviewed some exit interview data that departing students completed.

Ms. Neher shared a report based on information collected from admissions data, academic data, financial aid data and other information in regard to student engagement (Greek life, campus housing and clubs). The data showed that retention with students that are engaged in student organizations or sports is higher. The retention trend shows an overall positive trend, with some trends showing disparity in areas that can be improved. After reviewing the report Ms. Neher opened the floor for discussion. For a complete report please contact either Justin Pope or Sara Neher.

There being no further business the meeting was adjourned at 5:01 pm.

Respectfully submitted,
Teresa Dodson