

UPC Meeting Minutes
Tuesday, October 28, 2025, 3:30 p.m.
Martinelli Boardroom

President Reveley called the meeting to order at 3:32 p.m. The following members were present:

Jensen Auman, SGA	Ms. Susan Hines	Dr. JoEllen Pederson
Dr. Lee Bidwell	Ms. Courtney Hodges	Dr. Jeannine Perry
Dr. Roger Byrne	Dr. Chris Kukk	Ms. Kim Redford
Dr. Wade Edwards	Dr. Khawaja Mamun	President Taylor Reveley
Mr. Ryan Ferebee	Dr. Angela McDonald	Dr. Brent Roberts
Ms. Jennifer Fraley	Mr. Matt McGregor	Dr. Shannon Salley
Dr. Jennifer Green	Dr. Jonathan Page	Dr. Dawn Schwartz
Mr. Tim Hall	Mr. Cam Patterson	Dr. Larissa Smith
Mr. Carl Harvey	Ryland Patterson, SGA	Ms. Aneicia Stimpson

Ms. Ashley Long, Recorder

Also present were – Mr. Gus Hemmer, Dr. Anna Kuthy, Mr. Matt McWilliams, Ms. Kathyn Nasburg, Dr. Maureen Walls-McKay, Ms. Jennifer Wilkerson

Absent were – Ms. Stephanie Carwile, Mr. Cameron O’Brion, Mr. Todd Parrott, Mr. Justin Pope, Dr. David Shoenthal, Ms. Kim Wingo

The minutes from the [April 22, 2025](#) UPC meeting were approved as submitted.

President Reveley provided the following updates:

- He discussed the prospects of a federal shutdown and how that would potentially effect Longwood University.
- Virginia is on the eve of a gubernatorial election.
- Enrollment is trending in the right direction and the numbers are up from where we stood this time last year.
- The Foundation Board met last week and stated that the endowment is moving in an upward direction.
- Chief Comer and her officers are working diligently to keep campus safe.

He then asked for questions which included how faculty and staff can encourage students who may be affected by the federal shutdown to reach out to the financial aid office. He then turned the floor over for the committee reports.

Assessment Committee – Ms. Kim Redford introduced Dr. Anna Kuthy, the new director of assessment. Ms. Redford reported that AAC met with Dr. Kuthy on October 15 to close out the 2024/25 cycle and begin the 2025/26 cycle. All academic programs have submitted the annual assessment and committee members are reviewing by November 15. The four programs under review are Anthropology and Archaeology, Communication Studies, Modern Languages and Communication Sciences and Disorders.

Compliance Committee – Ms. Jen Fraley reported the following:

- Registrar’s Office reported that the catalog has been approved for veterans.
- Student Affairs has submitted two reports to the Governor’s Office, one for Title IX and one on constitutional protected speech.
- Dr. Shoenthal has reached out to faculty to update program licensure which is due early 2026.

Dr. Larissa Smith announced that the Board of Nursing visit went very well. The virtual CAEP visit (teacher education programs) won't have a decision until April but had a positive exit interview.

University Diversity Council – Dr. Jonathan Page announced that their committee has met twice this semester in addition to the strategic plan meeting that included President Reveley, Provost Smith and Mr. Cam Patterson. The council has identified strategies from the strategic plan and is focusing on four for the 2025/26 academic year. Those areas include: supporting retention in underrepresented populations, expanding mentorship opportunities, access language equity and inclusive communication to expand multilingual access to university information, inclusive practices and campus culture, and community engagement and partnerships. The next steps are for the council to look at these strategies and prioritize them by their short term and long-term impacts.

Other updates included:

- Dr. Kuthy joined the discussion around the upcoming NSSE (National Survey of Student Engagement) that will occur in the spring semester.
- The ADA web rule compliance timeline begins in April 2026. This rule ensures that all digital content is accessible to those with disabilities.
- The council is focusing on their goal of advancing community engagement to strengthen the town relationship and find strategic ways to collaborate effectively.

Finance Committee – Mr. Carl Harvey reported that the finance and planning committee met to discuss and review the operating plan. This committee also reviews the Special Project Funds and will do so after the application deadline on November 15.

Mr. Matt McGregor provided an operating plan update by announcing that his department performed a first quarter review, revenue projections are trending upward, and expenses are on target for FY26.

President Reveley mentioned that instability at the federal level can have procurement and purchasing challenges here on campus. He asks that departments be patient during this time.

Purchasing Committee – Mr. Ryan Ferebee announced that the procurement office met with card holders in individual departments to explain how the process works and what documentation the procurement officers are looking for. He also announced that the state is now requiring card holders and their supervisors to sign off on their charges in order to reload their cards each month.

The procurement office will be launching a procurement newsletter to help provide basic info and include a Q&A.

Retention Committee –

Dr. Wade Edwards provided an update on two fronts:

- The two student coordinators, Maria Hamilton (CCCAS) and Beth Mottley (CEHHS), in conjunction with Sarah Luongo (assistant director, CBE student success), have finished their first year and were able to work with this year's incoming freshmen class. They have been working with advisors and with students who have been identified by the CARE team.
- Civitas is a new advising and tracking platform to see how students are performing in their classes and used to identify students who need additional outreach. Civitas also has the potential to integrate with Canvas as well.

One of the outcomes of the taskforce was to create a dashboard that can examine retention rates of different student populations; Dr. Jennifer Green provided screenshots of the dashboard and discussed the retention data.

Technology Committee – Ms. Aneicia Stimpson announced the committee has received 12 project requests forms that have been reviewed, and they continue to work with procurement, IT and the budget office through that process. She also provided IT project updates:

- myLongwood and self-service Banner updates are complete.
- Windows 11 upgrade is almost complete.
- Email migration is 49% complete – faculty are migrating this weekend.
- Network refresh capital project equipment is starting to come in and installment will take place over the next year.
- Replacement for the phone system is in progress.

President Reveley then turned the floor over to Dr. Jennifer Green to give the scheduled Admissions update for UPC. She began the presentation by highlighting that Longwood Admissions has had three steady years of progress post-Covid. Admissions is cautiously optimistic with applications trending ahead while navigating the changing and challenging landscape. They are working on deepening relationships with counselors in the regions and differentiating the Longwood experience through storytelling and authenticity here on campus. She also announced some upcoming dates around admissions activities and decisions.

There being no further business, the meeting was adjourned at 4:45 p.m.