

9-19-2002

Board of Trustees Meeting Packet, September 19, 2002

Framingham State University

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FRAMINGHAM STATE COLLEGE

**BOARD OF TRUSTEES MEETING
ATTACHMENT I**

NOVEMBER 21, 2002

TRUSTEE ACTION ITEM

ACTION ITEM: To accept the September 19, 2002 Minutes of the Framingham State College Board of Trustees.

Framingham State College

Board of Trustees

September 19, 2002

Trustees Present: Weinroth, Chair; Hiatt, Vice Chair; Heffernan; Hunt; Jordan; Kane; Flynn; and President Heineman

Trustees Unable to Attend: Smith; and Vrabel.

Chair Weinroth called the meeting to order at 7:05 p.m.

CHAIRMAN'S REPORT

Trustee Chair Weinroth welcomed and congratulated newly appointed Student Trustee Stephanie Flynn.

Chair Weinroth paid tribute to two members of our campus community who passed away recently: Mark Jacobson, a dedicated and hard working member of the Board of Trustees, and Arthur Doyle, Vice President of Academic Affairs.

Mark Jacobson was an active and committed member of the Board of Trustees who worked tirelessly on behalf of the College. He was instrumental in securing a donation from TJX to the College for a diversity program, and arranged a connection between TJX CEO Ted English and the campus. In recognition of his devoted service as a Trustee, the College is naming the TJX Scholarship fund the Mark Jacobson TJX Diversity Scholarship Fund.

APPROVAL OF THE MINUTES:

On motion duly made and seconded, it was

VOTED: Unanimously to approve the May 23, 2002 minutes, as presented.

PRESIDENT'S REPORT:

President Heineman began by recognizing Dr. Arthur M. Doyle who passed away unexpectedly on August 15, 2002. Dr. Heineman stated that while there is no way Art can ever be replaced, she is confident that Drs. Klaas and Greenberg will develop their own excellent leadership team. Dr. Heineman stated that the College wished to put Dr. Doyle's name in permanent remembrance through naming an essential part of the College campus after him. After many suggestions the College has decided to rename the new Information Technology Center as the *Arthur M. Doyle Information Technology Center*. The appropriateness of this recognition lies in Dr. Doyle's long commitment to making the computer an integral part of academic instruction at Framingham State

College. With great pride in Dr. Doyle's many achievements, Dr. Heineman asked the Framingham State College Board of Trustees to approve this naming.

On motion duly made and seconded, it was

VOTED: Unanimously to approve the renaming of the Information Technology Center to the *Arthur M. Doyle Information Technology Center*.

- Two new members of the Board of Trustees have been appointed, and should be in attendance at the November meeting.
- In the October 2002 issue of the prestigious *Kiplinger* magazine, Framingham State College was named #78 in the 100 Best Public Colleges in the United States. It also ranks in the top 5 College Values in New England, along with 4 other universities, and is the only state college to achieve this ranking. Dr. Heineman thanked the Trustees for their support in helping the College achieve this recognition of the value of an education at Framingham State College.
- The Board of Higher Education has submitted the College's Mission Implementation Plan Assessment Report. Despite the work-to-rule, which delayed curriculum changes and improvements, budget cuts, and the Early Retirement Program, it is an extremely positive report. The following is a summary of the highlights of our progress toward Mission Priorities:
 - Strengthening of Teacher Education.
 - Providing MCAS tutoring, and collaboration with K-16 through McAuliffe Space Flight Simulations.
 - Laptop roll out – all incoming students own laptops, 92% are taking at least one laptop course.
 - Continued improvement in Dietetics and Food & Nutrition Program, and,
 - An increase in majors in Business Administration.
- Campus Improvement Plan – Work on the academic quad, linking academic buildings, and providing a pleasant pedestrianized environment for students, staff and faculty, is a major element in our campus beautification. We now have 10 technology classrooms, and are beginning an investment in technology carts, which will permit faculty using technology to transform traditional classrooms into technology classrooms.
- The College's Artist-in-Residence, Mark Evans, is also the new Administrator of the Arts & Humanities Program. Part of the program this fall includes a visit from Andre Dubus III, award winning author of *House of Sand and Fog*, and the Shenandoah Shakespeare Express. Mr. Evans has also put together a diverse and interesting Music Appreciation Performance Series.
- *Framingham State College Magazine* continues to develop under the editorship of Dr. Margaret Storch, and new Assistant Editors Mrs. Martha Flinter and Emeritus Professor Marilyn Harter.
- Peter Chisholm has done his usual excellent job of keeping the College in the news. See today's *Metrowest* Editorial *FSC Scores*.
- Dr. Heineman announced that the Arthur M. Doyle Scholarship Fund has already reached \$15,000. This is now sufficient to annually provide aid to one entering student for a laptop computer.

DEVELOPMENT REPORT

- At Chair Weinroth's request, members of the Framingham State College Alumni Association and the Framingham State College Foundation Board attended the meeting.

Keith McKittrick, Director of Development and Alumni Relations, presented a Business Plan to launch the College efforts as follows:

- Increase private annual support from alumni to Framingham State College by 10% each year through fiscal year 2008.
- Develop a Major and Planned Giving Program to increase the number of bequests and offer Charitable Remainder Trusts, Charitable Lead Trusts, Gift Annuities, Life Insurance and Pension Plans.
- Develop a Senior Class Gift Program to encourage current students to make a pledge before they graduate. A participation rate of 25% by end of fiscal year 2008 is anticipated. In conjunction with the Senior Class Gift Program, a Parents' Fund will be established. A \$5,000 return in the first year of implementation is anticipated.
- Develop a Faculty and Staff campaign to increase giving by 100% from \$7,381 to \$14,762 by the end of fiscal year 2008, with a participation rate of 25%.
- Ensure more active management of the Framingham State College Foundation Inc.

Chair Weinroth stated that though much had been accomplished at the College, as is evident by the measurements set by the Board of Higher Education for academic institutions, and the College's consistently high performance, the *Kiplinger* report, NEASC Interim Report, independent and state audits benchmarks, the College falls behind in Fundraising and Development. During the summer, the College hired a nationally recognized consultant, John Brown, who gave an informative and motivating information session on Development and Fundraising. Mr. Brown's presentation stressed the need for combined fundraising efforts among the three Boards. Following lengthy discussion, Chair Weinroth formally launched four committees, and reiterated the critical importance of a combined effort on behalf of the College. He presented a challenge to members of the three Boards to contribute financially, and participate in some capacity in the planning process. Chair Weinroth, Framingham State College Alumni President Bob Richards, and Framingham State College Foundation Vice President Paul Combe have each pledged to donate \$1,000 to the Dwight Auditorium project. In the coming weeks, one of the three Chairs will call each member to solicit support and participation. It was agreed that the following newly formed committees will report to the Board of Trustees in 90 days:

- | | |
|---------------------------------------|-----------------------------|
| • Alumni Major Gift Committee | Dr. Constance Jordan, Chair |
| • CASE Statement & Public Relations | Dr. Helen Heineman, Chair |
| • Gift Recognition & Policy Committee | Dr. Judith Klaas |
| • Individual Major Donors Committee | Keith McKittrick, Chair |

ACADEMIC AFFAIRS

Vice President Judy Klaas and Acting Associate Vice President Scott Greenberg updated members of the Board on the laptop program. There are 1,550 students taking laptop courses, 50% of our student population, and includes 652 freshmen, 92% of the class. 850 laptops loaners have been distributed to the upperclassmen. There are 67 faculty members teaching laptop courses. Framingham State College is proud to be a leader in state-of-the-art technology, and plans to expand the number of faculty taking advantage of this program. Dr. Klaas complimented the Center for Academic Technology and the Information Technology Departments for their commitment and diligence in making this program work. Chair Weinroth paid tribute to the tenacious efforts of President Heineman, Drs. Hamel and Dooher, and the late Dr. Doyle for helping to make the College a national leader.

ENROLLMENT MANAGEMENT

Vice President of Enrollment Management & Dean of Admissions Philip Dooher reported on a banner year for enrollment, which he attributed to a combination of the great value as reported in the *Kiplinger* report, the opening of the new Athletic & Recreation Center, the Laptop Program, and facilities upgrades. He stated that successful recruitment efforts reflect a 5.7% increase over last year. In comparison to last year, 62% of our students live on campus, up from 58%. Dr. Dooher reported on slightly fewer transfer students due to the fact that the College closed admissions for the fall semester earlier this year than in the past.

STUDENT SERVICES

Dean of Student Services Cynthia Forrest stated that Residence Halls occupancy is over 110%, the highest in 15 years, and staff are working daily to place students. The use of lounges, and the conversion of existing rooms is accommodating much of the overflow. Dr. Forrest was pleased to report on the many improvements and renovations in the Residence Halls: a \$5.5M renovation has taken place in Linsley Hall, with the conversion of traditional rooms into suite style apartments, and the completion of a sprinkler system in O'Connor Hall. Plans are being made for future renovations for Towers, Larned, O'Connor, Horace Mann and Peirce Halls.

ADMINISTRATION & FINANCE

Dr. Dale Hamel, Vice President of Administration and Finance reported that the conference committee budget included ratification and funding of the APA and AFSCME contracts (covering college staff) which had been negotiated in the summer of 2001. However, on July 29, 2002, due to significant revenue reductions at the state level, Governor Swift vetoed the ratification and funding of those contracts, and unit members have not received those negotiated pay raises. While funding was also not provided for incremental faculty salary costs – in fact, the college experienced significant reductions in state appropriation support - Dr. Hamel stated that the College is committed to funding the faculty contract that has been previously ratified by the legislature and approved by the Governor.

On behalf of the Association of Professional Administrators, Mrs. Martha Flinter, President of the Association, asked that the Board of Trustees write a letter of support for funding for the APA Contract to Governor Swift, Speaker Finneran and Senate President Thomas F. Birmingham.

On motion duly made and seconded, it was

VOTED: Unanimously to write a letter of support for funding for the APA Contract to Governor Swift, Speaker Finneran and Senate President Thomas F. Birmingham

Dr. Hamel stated that upon review, the Fiscal Year 2002 budget resulted in a \$1.2 million reduction in state appropriation support for the college including costs associated with the early retirement program. Somewhat mitigating the impact of these operating budget reductions was \$1.7 million in state general obligation bond allocations for capital projects obtained over the year.

For Fiscal Year 2003, the college had budgeted for anticipated net liabilities of almost \$2.6 million; including anticipated appropriation reduction of \$2.1 million and \$500 in incremental salary cost commitments. The final conference committee budget included a \$1.4 million reduction for the college permitting the creation of a \$700 thousand reserve for anticipated future "9C" appropriation reductions and for refilling of targeted personnel positions. The current FY2003 operating budget includes \$525K in personnel cost reductions, \$450K in equipment reductions, and an anticipated \$60K increase in revenues associated with enrollment increases accounting for over \$1 million of the anticipated budgeted shortfall. Fee increases approved by the board of trustees will result in an anticipated \$1.5 million to account for the remaining anticipated shortfall.

Looking forward to the 2004 Budget, Dr. Hamel noted that there will be need to respond to reductions in personnel. While constrained by the Early Retirement Program restriction permitting only 20% of vacated positions to be refilled, the college is experiencing growing enrollment requiring faculty coverage as well as staff replacement. While the number of full-time equivalent faculty is up for the fall semester (including visiting lecturers in many cases replacing full time faculty), aggregate staff numbers have been significantly reduced. The FY2004 budget will need to account for replacement of full time faculty and staff.

Dr. Hamel also noted that the college is aggressively pursuing additional revenue sources to meet its needs including rollover of current bond funds, capital funding through the Division of Capital Asset Management, revenue-based financing through the Massachusetts State College Building Authority, and expansion of revenue producing programs.

PERSONNEL REPORT

Following discussion,

On motion duly made and seconded, it was

VOTED: Unanimously, to approve all Personnel Actions: Appointments; Tenure-track Appointments; Change of Title and Salary Adjustments; Promotions; Full Time Temporary Appointments; Retirements; Resignations; Unpaid Leave of Absence; Medical Leave of Absence; Change of Status.

Chairman Weinroth requested that the Board of Trustees enter into Executive Session for the purpose of discussing litigation.

On motion duly made and seconded, it was

VOTED: to enter into Executive Session.

Chairman Weinroth stated that the Open Board Meeting would not reconvene following Executive Session.

Respectfully submitted,



Seth A. Weinroth, Esquire
Chairman
Framingham State College Board of Trustees



Dr. Helen Heineman
President
Executive Secretary, Board of Trustees

FRAMINGHAM STATE COLLEGE

**BOARD OF TRUSTEES MEETING
ATTACHMENT II**

Sept 19, 2002

TRUSTEE DISCUSSION ITEM

DISCUSSION ITEM: Performance Measurement Report.

FRAMINGHAM STATE COLLEGE

Mission Implementation Plan 1999-2003

Performance Measures for AY 2001-2002

The Framingham State College focused mission statement identifies priority areas in:

- Teacher Education and Preparation
- Nutrition, Dietetics and Food Technology (addition of Biology and Chemistry, pending BHE approval)
- Advanced Technology: integrating computer-assisted technology into the curriculum, teaching, and faculty development.
- Additional priority area, Business and its Applications across the Disciplines, pending BHE approval

| TEACHER PREPARATION PRIORITY AREA | | | | |
|--|---|---|--|--|
| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
| Allocate Presidential Awards for proposals that strengthen the teacher preparation curriculum. | Amount awarded. Number of awards | AY 98-99 – \$17,400 awarded in two areas. AY 99-01 - \$57,500 awarded in seven areas. AY 00-01 - \$57,527 in grants awarded to eight departments. | Confer at least \$10,000 in Presidential Awards during AY 01-02, budget allowing. Confer awards in at least two areas, budget allowing. | Due to budget cuts, funding for only one program (“teaching circles”) in amount of \$5,000 was possible. |

TEACHER PREPARATION PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|---|--|---|--|
| Develop and implement a strategy to track progress on the Massachusetts Tests for Educator Licensure (MTEL). | College institutional MTEL pass rate report matches NES program completer report for Title II. | No tracking system. | Accurate test tracking database operational. USDOE Title II reporting requirements met for 00-01 cohort. | Database established for tracking program completers. Title II reporting requirements met for 00-01 cohort. |
| Ensure that the teacher preparation curriculum adequately prepares students to pass the MTEL. | Curriculum changes to conform to revised DOE program standards implemented. MTEL pass rates. | Revised curriculum for elementary education students in place, effective Sept. 2001. Summary pass rate of 86% for 99-00 cohort. | Additional curriculum changes to meet DOE program regulations in place by fall 2002. Improve summary MTEL pass rate by 4 percentage points for 00-01 cohort (results expected in late February 2002). | Curricular changes for History and Health/Consumer Sciences education programs in place. Summary MTEL pass rate for 00-01 cohort was 92%. |
| Continue leadership in MTEL preparation workshops | Schedule of workshops. MTEL pass score rank among state colleges. | Title II pass rate for 99-00 cohort of program completers was 86%, highest among comprehensive state colleges. | Continue workshops for the Communication and Literacy Skills and Subject tests prior to each test administration. Remain highest ranked among comprehensive state colleges for 00-01 cohort. Host statewide conference on test preparation in AY 01-02. | Workshops continued before each MTEL administration. The College did not remain the highest ranked because eligibility for student teaching was not restricted to only those who passed MTEL. Statewide conference hosted in January 2002. |

TEACHER PREPARATION PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|---|---|---|--|
| <p>Maintain teacher certification program approval from Massachusetts DOE.</p> | <p>Program reapproval granted, after extensions through yearly Educator Preparation Program Reports to DOE.</p> | <p>Current program approved for eleven undergraduate programs and eight concentrations within the M.Ed. graduate program.</p> | <p>Self-study report for DOE submitted by end of AY 01-02.</p> <p>100% of programs reviewed during 2002 receive DOE approval.</p> | <p>DOE delayed self-study and program review until AY02-03.</p> |
| <p>Integrate the programs of Christa Corrigan McAuliffe Center into the teacher preparation activities of the college.</p> | <p>Number of additional programs for preservice teachers.</p> <p>Number of students served.</p> | <p>The McAuliffe Center provides three programs yearly: 1) Digital cameras and training for 35 student teachers yearly; 2). Summer science seminars offered to teachers, with seven spaces reserved for preservice students; 3) Four two-day workshops on astronomy and physics offered to preservice teachers.</p> | <p>During AY 01-02, develop grant-funded educational program on Science Frameworks, incorporating National Science Teachers Association standards, to expand individual programs to four.</p> <p>Approximately 200 preservice teachers served in four programs.</p> | <p>Grant-funded "Building a Presence for Science" program developed for state-wide implementation over next two AYs, to include FSC preservice teacher participation.</p> <p>McAuliffe Center personnel added in-class workshops; over 200 preservice teachers served in AY 01-02 through four McAullife programs.</p> |

TEACHER PREPARATION PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|---|--|--|---|
| Enhance master's degree offerings for teachers. | <p>Number of Master's programs.</p> <p>Number of students enrolled.</p> | <p>Eight concentrations in the M.Ed. program lead to standard teacher licensure.</p> <p>362 students enrolled in M.Ed. program during AY 00-01, not including international program.</p> | <p>Two additional M.Ed. concentrations – Curriculum and Instructional Technology and English as a Second Language receive DOE approval.</p> <p>M.Ed. enrollments increase by 5%.</p> | <p>DOE delayed self-study and review of two new concentrations until AY 02-03.</p> <p>435 students enrolled in M.Ed. program in AY01-02, an increase of 20% over 00-01.</p> |
| Develop graduate certificate program in instructional technology, to include four courses that are part of the M.Ed. IT concentration. | <p>Program in place.</p> <p>Number of students enrolled.</p> | No program. | <p>Certificate program offered during AY 01-02.</p> <p>At least 10 students pursuing Certificate, to be awarded in 2003.</p> | Certificate program approved in fall 01 and first offered in spring 02; five students currently pursuing certificate. |
| Integrate the MCAS and Curriculum Frameworks into appropriate general education courses. | <p>Number of courses reviewed.</p> <p>Number of courses revised.</p> | General Education courses that address the Frameworks (12) now required under revised elementary education teacher preparation program. | Twelve required courses reviewed for Frameworks content and submitted to College Curriculum Committee for revision in spring 2002. | Due to work-to-rule, backlog of work existed so that other immediately critical curricular revisions took precedence during AY 01-02. |

ADVANCED TECHNOLOGY PRIORITY AREA

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|---|---|--|---|
| <p>Expand and enhance wireless laptop computing access to the entire campus.</p> | <p>Number of wireless-accessible classrooms.</p> <p>Technical support identified.</p> | <p>Wireless infrastructure upgraded to 11Mbps standard.</p> <p>Buildings including the library, Student Center, Center for Academic Support and Advising, and residence halls all wireless accessible.</p> | <p>Ensure all classrooms wireless accessible by fall 2002.</p> <p>Upgrade network bandwidth to DS3 line in fall 2001.</p> <p>Reorganize Information Technology Services in fall 2001 to support IT planning initiative.</p> | <p>All targets achieved.</p> |
| <p>Prepare for laptop "rollout" for first-year students entering fall 2002.</p> | <p>Financial aid support identified for students' laptop purchase.</p> <p>Number of wireless-enhanced courses.</p> <p>Number of students enrolled in laptop courses.</p> <p>Schedule of wireless-enhanced freshman-level courses for fall 2002.</p> | <p>Computer purchase not included in financial aid packages.</p> <p>16-17 wireless-enhanced courses served over 250 students per semester during AY 00-01 (students were loaned college-owned computers).</p> | <p>No Interest Loan program commitment from BHE OSFA for AY 02-03.</p> <p>Expand number of laptop courses to 45, serving 700 students per semester during AY 01-02.</p> <p>During course scheduling for fall 2002, ensure that 100% of first-year students entering in fall have opportunity to enroll in at least one wireless-enhanced course.</p> | <p>BHE no-interest loan program committed.</p> <p>Courses using laptops expanded to 48 in AY 01-02, serving over 800 students.</p> <p>Wireless-enhanced freshman-level courses identified and scheduled for fall 2002, with objective achieved.</p> |

ADVANCED TECHNOLOGY PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|--|---|--|---|
| Expand smart classroom capability through renovation of classrooms and use of mobile units. | Number of classrooms with advanced technology capability. | Three additional smart classrooms completed in AY 00-01 to total five. Two computer labs outfitted with mobile smart units. | Undertake wireless network audit. Explore expansion of mobile smart classroom platforms. Three additional classrooms renovated with advanced technology capability by fall 2002. | Audit completed; eight or nine mobile platforms to be added by fall 2002. Renovation of three additional classrooms completed. |
| Enhance teaching effectiveness through the use of instructional technology. | Number of courses implementing instructional technology. Number of faculty trained through workshops. | Center for Academic Technology organized in AY 00-01, dedicated to faculty training. More than 25% of the faculty trained in instructional technology. Institute for Academic Technology Development created in AY 00-01, involved in developing on-line courses. In AY 00-01, \$48,000 of Presidential Awards went to IT related curriculum development. 33 classes incorporated laptop technology in AY 00-01. | Budget permitting, allocate \$10,000 in Presidential Awards or FIT (Framingham Infuses Technology) grants to faculty and mentors for training in the use of technology across the curriculum. Increase percentage of faculty trained to 35% by fall 2002. Increase the number of courses implementing instructional technology by 25%. | FIT grants not awarded due to budget cuts. Faculty professional development monies remaining at end of AY used for faculty workshops. Target achieved, 70 faculty received training. Courses implementing instructional technology increased from 33 to 48 (45%). |

ADVANCED TECHNOLOGY PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|--|--|--|---|
| Expand MCAS Up ramp, an online tutoring program for 6 – 8 graders at community sites, with tutors from among pre-service education students. | Number of community sites. Number of students served. Number of tutors. | Site at Greater Framingham Community Church established in spring 2001. 20 middle school students served. Six education student tutors. | Additional site established at St. Stephens Church. 28 middle school students tutored. Up to 20 education students serving as tutors. | Additional site established, with over 50 middle school students participating. Classroom teachers trained by FSC MCAS Up ramp coordinator provided the tutoring. |
| Develop and implement Electronic Student Service and Support System | Web based degree audit in place. | Degree audit module purchased in spring 2001. | Module tailored to college curriculum and database during fall 2001. Pilot program in spring 2002. Investigate additional Web-based administrative systems. | Audit program being fine-tuned in summer for implementation in fall 2002. Awaiting outcome of BHE initiative for statewide system. |
| Implement an Electronic Document Imaging system. | Number of academic documents imaged – files of baccalaureate degree holders and final grade rosters. | Official records for bachelor's degree recipients from 1997-2000 imaged, effective October 2001, accessible to Registrar on Web and in CD format. Final grade rosters from 1979 to 1999 imaged on Web and CD, password protected. | Complete document imaging project by June 2002 and investigate additional imaging projects. | Bachelor's degree records from past 7 years and grade rosters from past 20 years imaged. Imaging of financial aid records being investigated. |

NUTRITION, DIETETICS, FOOD TECHNOLOGY, BIOLOGY AND CHEMISTRY PRIORITY AREA

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|---|--|---|---|
| <p>Presidential grant to develop recruitment strategies for nutrition and dietetics program area.</p> | <p>Combined graduate and undergraduate enrollment rates.</p> <p>Number of new students.</p> | <p>Combined enrollment of 140 students in AY 00-01.</p> <p>24 new students enrolled in program in fall 2001.</p> | <p>Enroll 150 students for AY 01-02.</p> <p>Increase number of new students for program area by 10% in fall 2002.</p> | <p>Combined enrollment of 125 during AY 01-02, a 10% decrease, reflecting a nationwide trend.</p> <p>31 new students enrolled for fall 2002, an increase of 30%.</p> |
| <p>Enhance support for Coordinated Program in Dietetics.</p> | <p>Program enhancements identified and in place.</p> | <p>A website for the Food and Nutrition program including the Coordinated Program in Dietetics (CPD) major is in place, linked from the College's website.</p> <p>Links are in process for CPD application and facility evaluation forms. All CPD students maintain an e-mail account, and communication conducted via this venue.</p> | <p>Administrative website and database operational by June 2002.</p> | <p>Website for the Food and Nutrition and CPD programs developed and operational (www.frc.mass.edu/fn).</p> <p>Database now operational for CPD administration, including student communication via email. All CPD application forms and facility evaluation forms are online.</p> |

NUTRITION, DIETETICS, FOOD TECHNOLOGY, BIOLOGY, AND CHEMISTRY PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|--|--------------------------------------|--|--|--|
| Meet or exceed accreditation standards of the American Dietetic Association accreditation. | Pass rates on Registration Exam. | Five year pass rate on the Registration Exam for Dietitians is 93% (the American Dietetic Association's minimum rate is 80% to maintain accreditation). Pass rate for 2000 was 94% (17/18). | Pass rate for 2001 of 95%. | Pass rate of 97%. |
| Maintain current funding levels for Stalker Institute. | Grant funds received from Mass. DOE. | Stalker Institute funded for \$75,000 in AY 98-99, \$101,300, in AY 99-00 and \$125,300 in AY00-01, including \$24,000 for Child Care Programs. | Institute funded for AY 01-02. | Institute funded for \$120,000 in AY 01-02. |
| Develop nutrition and wellness programs for students and athletes in coordination with the new Athletic and Recreation Facility. | Plan submitted. | Athletic and Recreation Facility opened fall 2001. No programs developed. | Joint nutrition/fitness collaboration and programs planned by June 2002. Website developed integrating sports nutrition with the Athletic and Recreation Facility by June 2002. | Nutrition "Power Stop" in place at Athletic Facility, with other fitness programs to follow in AY 02-03. Website developed. |

NUTRITION, DIETETICS, FOOD TECHNOLOGY, BIOLOGY, AND CHEMISTRY PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|---|---|--|--|
| Investigate development of an integrated sports nutrition minor. | Plan for minor developed. | Minor in Nutrition in place. No minor in Sports Nutrition. | Meetings of Food and Nutrition, Chemistry and Food Science, and Biology to discuss Sports Nutrition minor during AY 01-02. Minor structure ready for submission to College Curriculum Committee by end of AY 01-02. | Plan for minor not yet developed because of the number of departments involved in complex curricular planning. |
| Participate in College's partnership with the U.S. Army Soldiers System Service Center. | Number of student internships in nutrition, food science, chemistry, and biology. | Yearly contract between Soldiers System and the College established. Two Food Science student internships completed Summer 2001. | Sign formal partnership agreement and develop specific internships between College academic departments and Soldiers System units in AY 01-02. Increase number of internships to 5 during AY 01-02. | Formal partnership signed in fall 2001 and department liaisons assigned. Number of internships increased to 5. |
| Integrate more fully the activities of the Stalker Institute in program area | Number of programs offered. Number of participants. | NutriWeb project established in AY 99-00. 86 programs in place, with over 1700 registrations from 130 school districts. Graduate nutrition course for teachers developed and offered on-line. | Increase number of continuing education workshops for health educators and school nutrition program personnel and number of program participants by 5%. Continue to explore on-line delivery options. | Target achieved. Number of programs increased to 93, with 2125 participants from 156 districts. Number of nutrition courses for teachers online increased to 3. |

NUTRITION, DIETETICS, FOOD TECHNOLOGY, CHEMISTRY, AND BIOLOGY PRIORITY AREA (Cont.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|---|---|--|--|
| Update biology curriculum to reflect changes in the field. | New curriculum in place. | Curriculum revision approved by department in AY 00-01. | New curriculum approved by college curriculum committee in AY 01-02. | Curriculum revision delayed because of anticipated department faculty turnover due to early retirement (three new faculty members for AY 02-03). |
| Compare performance of biology majors to national standards. | Performance on ETS Biology Major Field Test. | No data yet. Test to be administered for first time to seniors in Research Methods II, fall 2001. | Administer test by November, 2001. Review results in spring 2002. | Test administered. After review, testing methods to be adjusted in AY 02-03 for more accurate results. |
| Survey of supervisors and employers of recent biology graduates. | Recent graduates well-prepared for employment or further education. | Will prepare survey for first use in spring 2002. | Administer survey by end of spring 2002 semester. | Survey instrument developed, to be administered in AY02-03. |
| Expand educational opportunities for chemistry majors after graduation. | Placement of students in graduate and professional schools. | Chemistry program approved by American Chemical Society. Three 2001 graduates accepted into doctoral programs with full fellowships (Brown, U. Vermont, North Carolina State). | ACS approval maintained. Increase number of placements by two for 2002 graduates. | Approval maintained. Two students placed so far. |

BUSINESS AND ITS APPLICATIONS ACROSS THE DISCIPLINES PRIORITY AREA

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|---|---|---|---|
| Seek BHE approval for expanded mission statement. | Revised mission statement approved. | Submitted, not approved. | <p>Revised mission statement approved by campus governance and College Board of Trustees in fall 2001.</p> <p>Revised mission statement approved the Board of Higher Education by end of spring 2002.</p> | Revised mission statement approved by campus governance, FSC Board of Trustees, and Massachusetts Board of Higher Education. |
| Create Information Technology (IT) minor. | Curriculum proposal and changes in IT offerings developed. | Three departments began process of developing structure for IT minor in AY 00-01. | Finalize proposal for the minor structure and submit to the College Curriculum Committee in spring 2002. | Information Technology minor approved by College Curriculum Committee in spring 2002. |
| Business Administration major to continue to be largest, and department to provide service courses and opportunity to minor for students in other majors. | <p>Number of Bus. Admin. majors enrolled.</p> <p>Number of Business minors.</p> <p>Number of major and minor graduates.</p> | <p>In AY 00-01, 360 students were Business Admin. majors. Approximately 100 graduated during the year.</p> <p>Twenty-four students were minoring in Business.</p> | Increase both enrollment and graduation figures by 10% during AY 01-02. | <p>In AY 01-02, the number of students majoring (470) or minoring (31) in Business Administration both increased by 30% over the previous year.</p> <p>The graduation rate remained stable.</p> |

BUSINESS AND ITS APPLICATIONS ACROSS THE DISCIPLINES PRIORITY AREA (CONT.)

| Implementation Step | Indicator | Baseline Data | AY 2001/2002 Targets/Timeline | AY 2001/2002 Results |
|---|---|---|---|--|
| <p>Continue MetroWest Economic Research Center (MERC) service to towns and businesses of MetroWest and South Shore.</p> | <p>Publications, presentations, and conferences providing regional reporting of changes in local economic conditions to area businesses and municipalities.</p> | <p>MERC held a June 2001 conference through the MetroWest Chamber of Commerce and has published numerous articles on economic indicators.</p> | <p>Utilize newly available 2000 census data to update the latest economic information on regional conditions.</p> <p>Disseminate the results widely through presentations and publications during AY 01-02.</p> | <p>MERC regional economic information updated using 2000 census data.</p> <p>Research results disseminated through four publications during the year and the MERC annual economic conference on June 27, 2002.</p> |
| <p>Create Website to provide a template that students and recent graduates can use to develop a portfolio that illustrates their academic accomplishments and skill development to potential employers and/or graduate schools.</p> | <p>Website template developed.</p> | <p>Information publicized to the student body. No data on portfolio development available yet.</p> | <p>Portfolio website developed and linked to the College and department websites by end of AY 01-02.</p> <p>Identify number of Web-based portfolios developed.</p> | <p>Website developed, to be refined before linked to College website in AY 02-03.</p> <p>No portfolios developed yet, as Website needs further professional modifications.</p> |

FRAMINGHAM STATE COLLEGE

BOARD OF TRUSTEES MEETING
ATTACHMENT VII

September 19, 2002

TRUSTEE ACTION ITEM

MOTION: To approve all Personnel Actions

PERSONNEL ACTIONS

APPOINTMENTS

| | | |
|--------------------|--|--|
| Florio, Joyce | Staff Assistant Executive Officer to the Council of Presidents | Effective: 09/22/2002 Annual Salary Rate: \$40,000.48 |
| Lawrence, Kimberly | Staff Assistant/Residence Director Residence Life & Housing | Effective: 08/04/2002 Annual Salary Rate: \$25,750.40 |
| Merloni, Gregg | Staff Assistant/Help Desk Technology Support Information Technology Services | Effective: 06/16/2002 Annual Salary Rate: \$33,280.00 |
| Robinson, Robin S. | Staff Assistant Graduate & Continuing Education | Effective: 06/30/2002 Annual Salary Rate: \$40,000.48 |
| Slack, Amanda | Staff Assistant Child Development Lab | Effective: 09/01/2002 – 08/02/2003 Annual Salary Rate: \$42,686.28 (10 month position .77 FTE) |
| Stoops, Melinda K. | Director Counseling Center | Effective: 09/29/2002 Annual Salary Rate: \$55,000.40 |

TENURE TRACK APPOINTMENTS

| | | |
|-----------------|--|--|
| Galvin, Paul | Assistant Professor Psychology | Effective: 09/01/2002 Annual Salary Rate: \$40,719.12 |
| Thompson, Micah | Assistant Professor Psychology & Philosophy | Effective: 09/01/2002 Annual Salary Rate \$42,000.40 |
| Van Roo, Brandi | Assistant Professor Biology | Effective: 09/01/2002 Annual Salary Rate: \$42,675.36 |

CHANGE OF TITLE & SALARY ADJUSTMENTS

| | | |
|------------------|--|--|
| Greenberg, Scott | From: Dean of Graduate & Continuing Education To: Acting Associate Vice President of Academic Affairs, and Dean of Graduate & Continuing Education | Effective: 08/25/2002 Annual Salary Rate: \$96,820.88 |
| Marquis, Romeo | From: Director, Institute for Academic Technology Development, DGCE To: Acting Senior Associate Dean Graduate & Continuing Education | Effective: 08/25/2002 Annual Salary Rate: \$75,000.64 |

PROMOTIONS

| | | |
|----------------|--|---|
| Calapa, Joseph | Director, Financial Services | Effective: 09/01/2002 Annual Salary Rate: \$91,825.76 |
| Klaas, Judy | Vice President of Academic Affairs | Effective: 08/25/2002 Annual Salary Rate: \$106,821.00 |
| Mattson, Bruce | Staff Associate McAuliffe/Challenger Center | Effective: 09/01/2002 Annual Salary Rate: \$47,701.68 |

FULL TIME TEMPORARY APPOINTMENTS

| | | |
|----------------------|-----------------------------------|---|
| Bliss, Virginia | Instructor Biology | Effective: 09/01/2002 – 01/18/2003 Annual Salary Rate: \$38,000.04 |
| Breen, Daniel | Instructor Government | Effective: 09/01/2002 – 01/18/2003 Annual Salary Rate: \$38,505.48 |
| Caruso, Joseph | Instructor Mathematics | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$37,835.20 |
| Cass, Christopher | Instructor Sociology | Effective: 09/01/2002- 01/18/2003 Annual Salary Rate: \$36,318.88 |
| Cole, Sarah | Instructor Communication Arts | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$34,088.08 |
| Conti, Cynthia | Instructor Communication Arts | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$32,282.12 |
| Dowd, Ann | Assistant Professor English | Effective: 09/01/2002 – 01/18/2003 Annual Salary Rate: \$40,890.20 |
| Engelmann, Edward M. | Assistant Professor Psychology | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$39,675.48 |
| Lawless, Lucille | Instructor Sociology | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$39,603.72 |
| Luskin, Beverly | Instructor Education | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$39,145.08 |
| Mangan, Patricia H. | Assistant Professor Sociology | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$41,700.36 |

FULL TIME TEMPORARY, CONTINUED

| | | |
|-----------------|---|---|
| Matty, Rudolph | Instructor Economics & Business Administration | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$40,800.24 |
| McCaul, Joseph | Instructor Computer Science | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$35,844.12 |
| Muskopf, Teresa | Instructor Family & Consumer Sciences | Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$34,370.44 |
| Wurtzel, Sherry | Instructor Economics & Business Administration | Effective: 09/01/2002 – 01/18/2003 Annual Salary Rate: \$33,358.00 |

RETIREMENTS

| | | |
|--------------------|--|-----------------------|
| Campbell, George | Staff Associate Information Technology Services | Effective: 06/15/2002 |
| Caruso, Joseph | Professor Education | Effective: 06/15/2002 |
| Daly, Patricia | Professor Family & Consumer Sciences | Effective: 06/15/2002 |
| Downing, Adele | Assistant to the President Campus & Cultural Events | Effective: 06/15/2002 |
| Doyle, Alice | Staff Assistant Information Technology Services | Effective: 06/15/2002 |
| Ellias, Marie | Director Counseling Center | Effective: 06/15/2002 |
| Hall, Roy | Chief Information Officer Information Technology Services | Effective: 06/15/2002 |
| Harrington, Joseph | Professor History | Effective: 06/30/2003 |
| Husband, Jonathan | Librarian Whittemore Library | Effective: 06/15/2002 |

RETIREMENTS, CONTINUED

| | | |
|------------------|--|-----------------------|
| Joseph, Stephen | Professor Philosophy | Effective: 07/27/2002 |
| Kavanagh, Cheryl | Staff Assistant Health Services | Effective: 05/30/2002 |
| Kiess, Hal | Professor Psychology/Philosophy | Effective: 06/15/2002 |
| Marcoux, Marcene | Professor Sociology | Effective: 06/15/2002 |
| McKinney, Marie | Professor Economics & Business Administration | Effective: 06/15/2002 |
| Peterson, Paul | Professor Physics | Effective: 06/15/2002 |
| Ryan, Peter | Professor Economics & Business Administration | Effective: 06/15/2002 |
| Sheppard, Rita | Director Health Services | Effective: 05/30/2002 |
| Stanton, Philip | Professor Biology | Effective: 06/15/2002 |
| Torti, Delores | Professor Nursing | Effective: 06/15/2002 |

RESIGNATIONS

| | | |
|---------------|--|-----------------------|
| King, Shakira | Residence Director Residence Life & Housing | Effective: 06/5/2002 |
| Nesta, Linda | Staff Assistant Business Office | Effective: 06/30/2002 |

UNPAID LEAVE OF ABSENCE

| | | |
|-------------------|---|------------------------------------|
| Beyer, Kathleen | Professor English | Effective: 09/01/2002 – 01/18/2003 |
| Dowling, Jennifer | Assistant Professor Communication Arts | Effective: 09/01/2002 – 01/18/2003 |

UNPAID LEAVE OF ABSENCE, CONTINUED

Sandberg, Sonja

Professor
Mathematics

Effective: Academic Year
2002 – 2003

MEDICAL LEAVE OF ABSENCE

Goldner, Anita

Associate Professor
Mathematics

Effective: 09/01/2002 – 01/18/2003

CHANGE OF STATUS

Hickey, Traci

Assistant Director
Financial Aid

Effective: 09/08/2002 – 08/30/2003
From: Full Time
To: 4/5 Time