Westfield STATE UNIVERSITY

Board of Trustees

Academic and Student Affairs Committee

11:30 a.m. – 12:30 p.m.
October 12, 2022

Arno Maris Gallery, Room 201, Ely Hall

A live stream of the meeting for public viewing will also take place on YouTube at the following link: https://www.westfield.ma.edu/live

For information about Westfield State's COVID-19 procedures, visit: www.westfield.ma.edu/covid

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1. **Call to Order**   Trustee Williams

2. **Approval of Minutes**   Trustee Williams
   June 28, 2022

3. **Student Affairs**
   A. Student Engagement, Presence App   Maggie Balch/Matt Dellea

4. **Academic Affairs**
   A. Standing Items   Dr. Juline Mills
      I.   Registered Student Enrollment Fall 2022   Dr. Monique Lopez
      II. Graduation Data   Dr. Brian Jennings
           i.   Degrees awarded academic year 2021/2022
           ii. Graduation projections academic year 2022/2023
      III. Enrollment Reports
           i.   School of Business, Mathematics, Computing and Sustainability
           ii. School of Criminology, Psychology, Social Justice and Public Policy
           iii. School of Education, Art, Communication and Humanities
           iv. School of Health, Natural Sciences and Human Services
      IV. Credit Hour Generation
           i.   School of Business, Mathematics, Computing and Sustainability
           ii. School of Criminology, Psychology, Social Justice and Public Policy
           iii. School of Education, Art, Communication and Humanities
           iv. School of Health, Natural Sciences and Human Services
      V.   Seat Utilization Report
           i.   Undergraduate day by School
           ii. Continuing Education by School

   iii. Graduate by School
  VI. Commuter Data Fall 2022

 B. Action Item
   I. Motion – Bachelor of Fine Arts in Graphic Design   Dr. Juline Mills/Dr. Sabine Klein

Attachment(s)
a. June 28, 2022 meeting minutes
b. Student Engagement Presentation
c. Registered Student Enrollment Fall 2022
d. Graduation Data
e. Enrollment Report School of Business, Mathematics, Computing and Sustainability
f. Enrollment Report School of Criminology, Psychology, Social Justice and Public Policy
g. Enrollment Report School of Education, Art, Communication and Humanities
h. Enrollment Report School of Health, Natural Sciences and Human Services
i. Credit Hour Generation School of Business, Mathematics, Computing and Sustainability
j. Credit Hour Generation School of Criminology, Psychology, Social Justice and Public Policy
k. Credit Hour Generation School of Education, Art, Communication and Humanities
l. Credit Hour Generation School of Health, Natural Sciences and Human Services
m. Undergraduate Day Seat Utilization Report by School
n. Continuing Education Seat Utilization Report by School
o. Graduate Seat Utilization Report by School
p. Commuter Data Fall 2022
q. Motion – Approval of Bachelor of Fine Arts, Graphic Design
r. Massachusetts Department of Higher Education, Notice of Intent for BFA in Graphic Design

Westfield
STATE UNIVERSITY

BOARD OF TRUSTEES
Academic and Student Affairs Committee
June 28, 2022
Minutes

Loughman Living Room, Scanlon Hall
And via Zoom, in accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending
Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Committee Chair Dr. Gloria Williams, Vice Chair Madeline Landrau, and Trustees Dr. Robert Martin and William Reichelt

MEMBERS PARTICIPATING REMOTELY: Secretary Chloe Sanfacon

MEMBERS EXCUSED: Trustee Lydia Martinez-Alvarez

TRUSTEE GUESTS PRESENT: Trustees Melissa Alvarado [until 11:00 AM], Chris Montemayor, and Ali Salehi

Also present were Westfield State University President Dr. Linda Thompson; Provost Dr. Juline Mills; Dean of Assessment and Accreditation Dr. Brian Jennings; Assistant Provost Dr. Enrique Morales-Diaz; Center for Student Success and Engagement Executive Director Dr. Azanda Seymour; Dean of Students Maggie Balch; Counseling Center Director Brian Cahillane; and Course Achievement, Retention and Engagement Director Nicole West.

The meeting was called to order at 9:51 AM by Committee Chair Williams.

> **MOTION** made by Trustee Landrau, seconded by Trustee Reichelt, to approve the minutes
> of the April 27, 2022, meeting.
> **There being no discussion, ROLL CALL VOTE** taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martin	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

> **Motion passed unanimously.**

It was announced that the meeting was being livestreamed and recorded and a roll call was taken of the committee members participating as listed above.

President's Remarks. President Thompson stated that in the next year we will create enrollment targets for each school and engage alumni to help with those targets. Fundraising efforts include training for deans

and faculty to help raise merit-based scholarships and creating advisory councils of industry leaders for each school to support fundraising and enterprise.

<u>Degree Name Change: Bachelor of Science in Regional Planning to Bachelor of Science in Urban and Regional Planning</u>. Provost Mills stated that it is hoped to have full Board of Higher Education (BHE) approval so that a full curriculum will be ready in the spring to start accepting students for the fall of 2023. Programs are being reviewed to see where updates are needed, for example, department name changes to make them more recognizable to the student population.

> **MOTION** made by Trustee Reichelt, seconded by Trustee Martin, to approve the name change of the Bachelor of Science in Regional Planning to the Bachelor of Science in Urban and Regional Planning.
> **There being no discussion, ROLL CALL VOTE** taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martin	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

<u>Retention, Persistence, and Graduation</u>. Provost Mills started the presentation by defining retention, persistence, and graduation rates and shared the student retention cycle from "Tinto's Model of Student Retention." Highlights of the presentation were as follows.

- Retention cycle planning and retaining students takes the entire institution and requires data in enrollment goals and outcomes, institution capacity, historical data assessment, continuing student attrition, recruitment and the summer melt, and planning for the next year's class.
- Seventeen students are needed to efficiently run a class
- Total enrollment of 6,300 is the academic carrying capacity for enrollment growth
- Enrollment of 4,900 full-time day undergraduate students is needed for financial sustainability
- Example analyses for full and part-time undergraduates and incoming first years and transfers was shared. To retain students, target goals must always be hit.
- A 9% attrition loss and 6% voluntary withdrawals help to understand how to identify and retain certain students. Last year there was a 15% melt.
- The expectation of annual student loss and turnover is 39% - how do we address that problem? We should bring in one and one-half classes each year. We saw that many this year but could not convert them. We need to identify the moment of decision for both enrollment and retention for each student and offer individualized student support such as counseling and tutoring.
- The University needs to figure what its true size is and should be.
- A summary of student attributes was shared.
- First-time, full-time fall to fall retention rate for the last ten years decreased from 80% to 73%, which is a national trend. We need to intentionally focus on first-year students. Early completion of English and math classes is a good indicator of success.
- A five-year review of persistence data shows:
    - A consistent approximate 90% persistence rate for fall to spring retention.
    - A lower persistence rate for spring to fall, dropping from 85% to 81%.
    - When students leave Westfield State and go elsewhere, they are doing well.
    - There is close to 80% in first-year housing, but only 53% total live on campus. We are turning into more of a commuter campus instead of residential, especially for upper classmen. Dean Balch stated the housing rates were changed to flat rates as an incentive for upper classmen to stay on campus, which adds to retention.

- o The first-time, full-time (FTFT) cohort graduation rates (including by gender and race/ethnicity) were provided for 2005 to 2016.
- o We need to be realistic and set reasonable goals. Once students arrive, we need to keep them.

Dr. Seymour stated that the Center for Student Success and Engagement was created in 2020 to address the DHE's vision project to 1) increase college completion and rates, 2) close achievement gaps, and 3) assist the underserved. The Center is housed in Scanlon Hall and assists 25% of the students in specific populations through the Banacos Academic Center Learning Disability Program, TRiO Student Support Services, Urban Education Program, and Veteran and Military Services and 75% of the general student population through the Course Assessment, Retention and Engagement (CARE) center and the Tutoring and Learning Center (TLC). The Urban Ed program will welcome 74 students next week for the summer bridge program, double the number of students from two years ago. It is hoped to create a student retention committee to address concerns of why students are leaving.

Ms. West shared a retention road map and stated she performs exit interviews with students who want to leave. She engages them and shows them how to return to the institution. The top reasons for students leaving during the past three academic years was shared. The CARE and TLC programs are helping the 75% of students more likely to fall through the cracks. The WSU 360 program tracks those students who may be at risk by data entered from faculty progress surveys (currently 34% responding). Through a retention committee, faculty representatives can assist in offering suggestions on successful engagement of more faculty. CARE and TLC contacts with students over the past four years was shared. Some examples of data (flags) reported in the WSU are missing assignments, attendance, class participation, danger of failing.

Some general retention examples of being proactive, reactive, and corrective were shared.
- Proactive: Dean Balch stated that at risk students are connected to someone on campus, this tool usually serves 100 students through a case management model.
- Reactive, Proactive, and Corrective: Mr. Cahillane stated the Counseling Center has significant outreach, with over 8,500 interactions this year, which includes prevention, promotion of services, identifying resources. In an average year the Center spends 200 counseling hours per full time equivalent (FTE). Last year there were over 400 hours per FTE. Additional counseling staff is needed. Eighty-two percent of students said counseling was important to their retention.
- Training: Assistant Provost Morales-Diaz stated a team attended the Equity Retention Academy through the Gardner Institute which stressed being intentional when retaining students. A retention plan that aligns with the state requirements and focuses on racial equity will be developed to be approved by cabinet and then shared with campus.

The next steps are to launch a Student Retention and Academic Success Team and create a solid multi-year retention plan. It was stated how important support is for first-year cohorts and to engage other students to help with retention.

There being no further business, **MOTION** made by Trustee Landrau, seconded by Trustee Reichelt, to adjourn.
There being no discussion, ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Sanfacon	Yes
Trustee Martin	Yes	Trustee Williams	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

Meeting adjourned at 11:25 AM.

Attachments presented at this meeting:
   a. Draft Minutes of April 27, 2022
   b. Memo on Degree Name Change
   c. BHE Name Change Request
   d. Motion: Approval of Degree Name Change
   e. Retention, Persistence, and Graduation Overview
   f. Power Point Presentation: Retention, Persistence, and Graduation
   g. Supplement 1: Who Are Our Students
   h. Supplement 2: Specific Retention Outcomes
   i. Supplement 3: General Retention Efforts
   j. Supplement 4: Retention Technologies

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees Academic and Student Affairs Committee meeting held on June 28, 2022.

_____   _____

William Reichelt, Secretary   Date

STUDENT ENGAGEMENT

Engagement begins before Day 1

Student Engagement begins with the first communication sent to students. We hook them, create connections, and then retain.

Today's Goal: Update on the status of Student Engagement at Westfield State.

Developmental Theory

Astin's Theory of Student Development

For maximum growth and learning a student must be actively engaged in campus life

Tinto's Retention Theory

Students more likely to remain if they are engaged in both academic + social aspects of college

Chickering's Seven Vectors

Chickering identifies three types of competence that college students develop, including intellectual, manual skills, and interpersonal competences.

Community Challenges

The pandemic created some fractures in our university community, and one of those fractures affected student engagement.

- Current students don't know what campus is supposed to look like. Returners aren't here to pass on traditions.
- Students weren't involved in high school—everything was online
- Not enough students on campus
- Students were afraid to get involved
- Didn't want to invest...disappointment because we would need to shut down or the program would get canceled
- Leadership numbers were low
- These are not unique issues. Director Dellea attended a Student Engagement Summit of all MA State Schools.

Student Leadership Interest

- Resident Applications increased by 16 students
- OL Applications increased by 28 students
- SGA Election Candidates increased by 10 students
- Active Clubs increased by
  - 4 NEW Clubs in process this fall
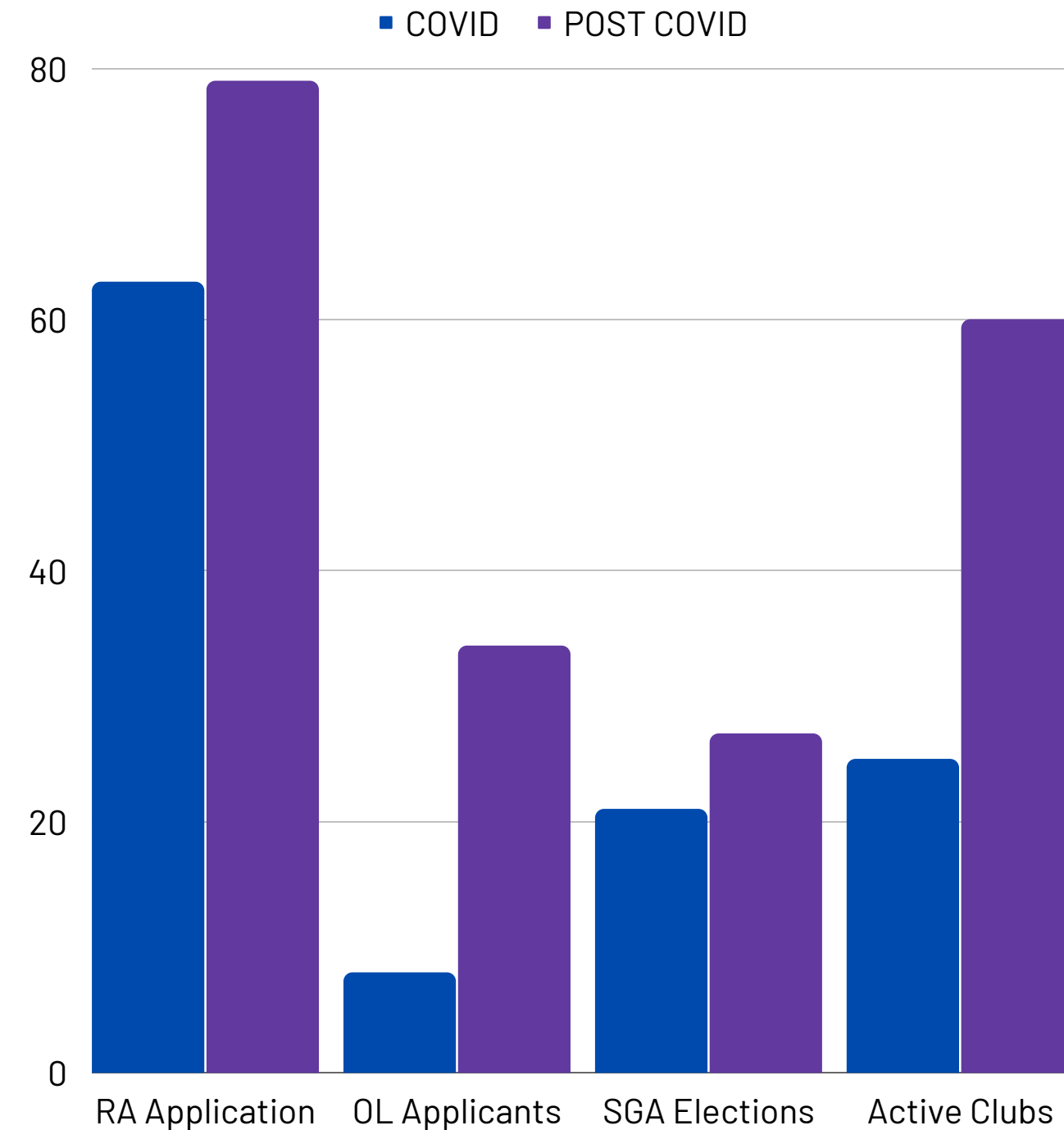
Presence Program

Manage, Track, Assess, and Engage Students and Organizations all in one place, ONLINE.

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1 Data Collection: Visually identify trends, compare effectiveness, and make data-driven decisions to better engagement, improving persistence and retention.

2 Meet them Online: Reach the modern mobile student with a real-time events app. Encourage organic adoption with custom campus branding. For phones and tablets, iOS and android.

3 Learning Outcomes: Help students understand how far they've come and far they have to go to achieve their goals with their SmartTranscript. It's a co-curricular transcript, just way better.

4 Improve Efficiency: Supporting involvement means reducing barriers and empowering leaders. Using digital tools that expedite your organization and event processes simplifies management and makes getting involved easier for unengaged students.
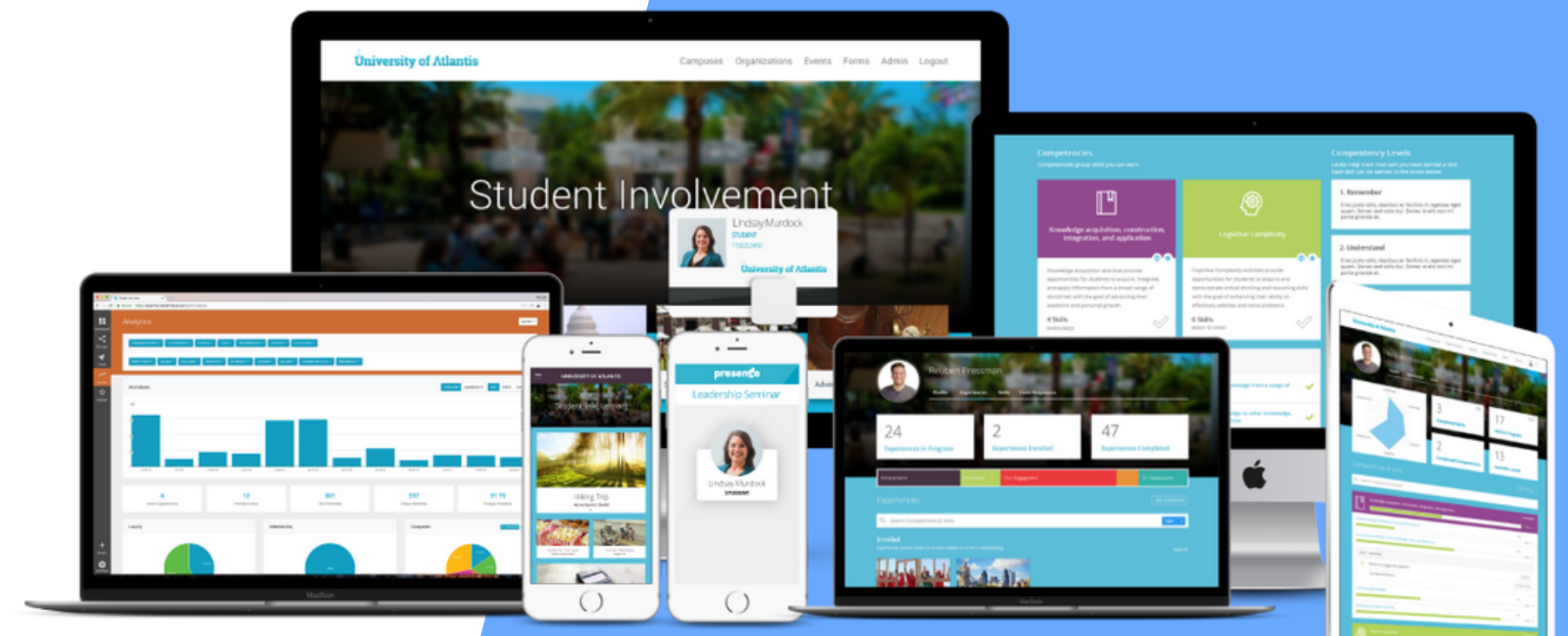
Leadership Academy

A week long leadership development program for returning student leaders. This model of leadership training for students aids our division in :

- Consistent messaging from Division Leadership
- Building a team of leaders with cross-campus connections
- Sharing of resources and knowledge

Fast Facts:

- 37 Orientation Staff Team members
- 51 Resident Assistants
- 8 Student Government Association members
- 5 days of training
- Learning outcomes assessment completed
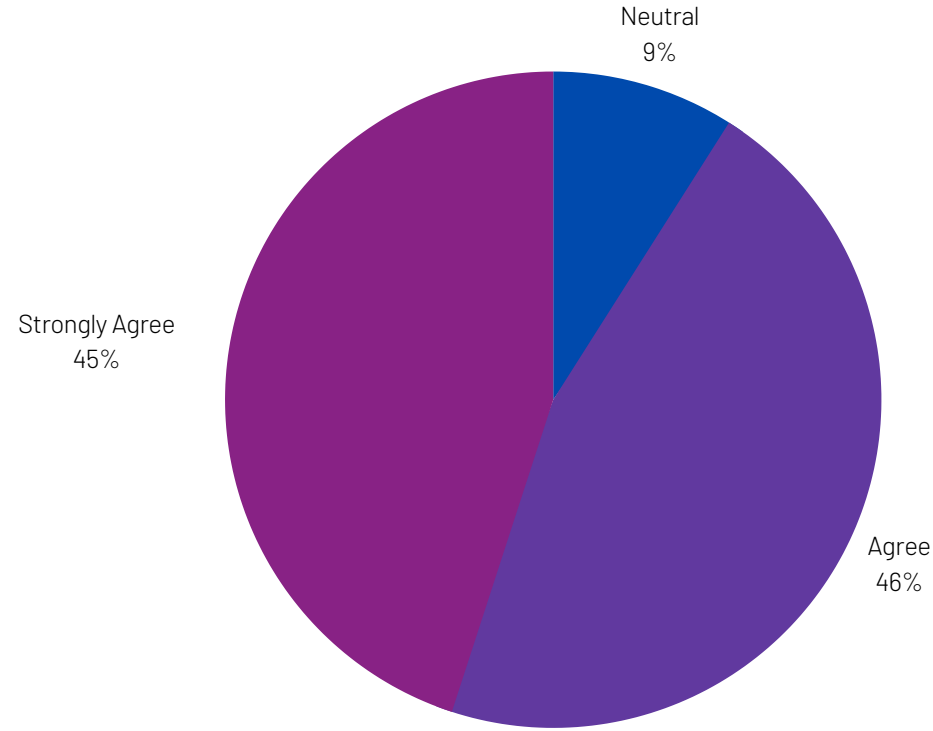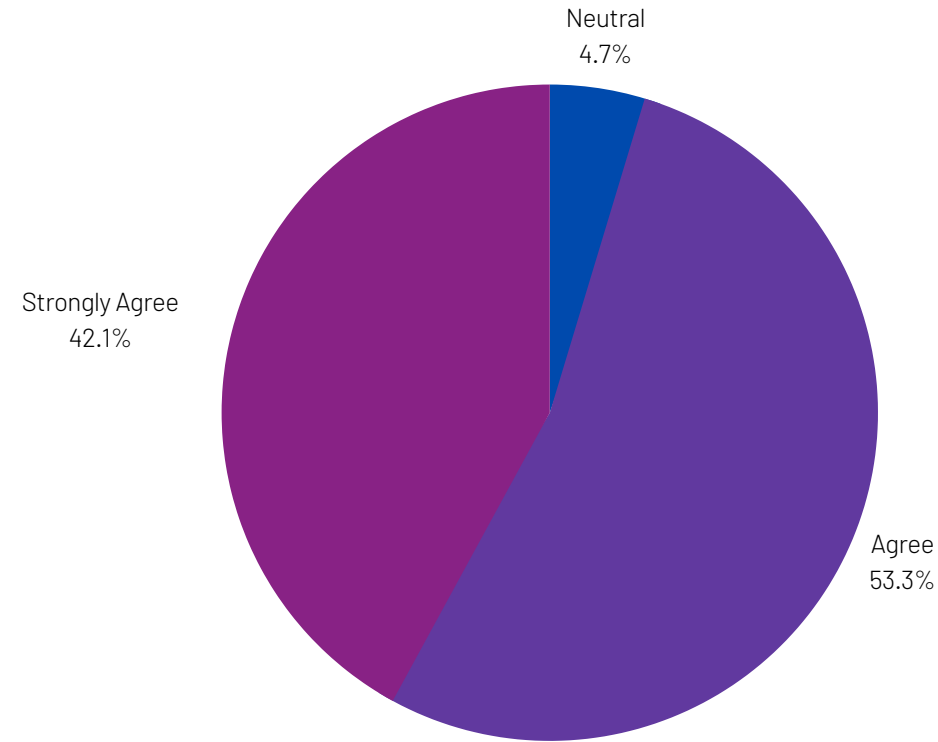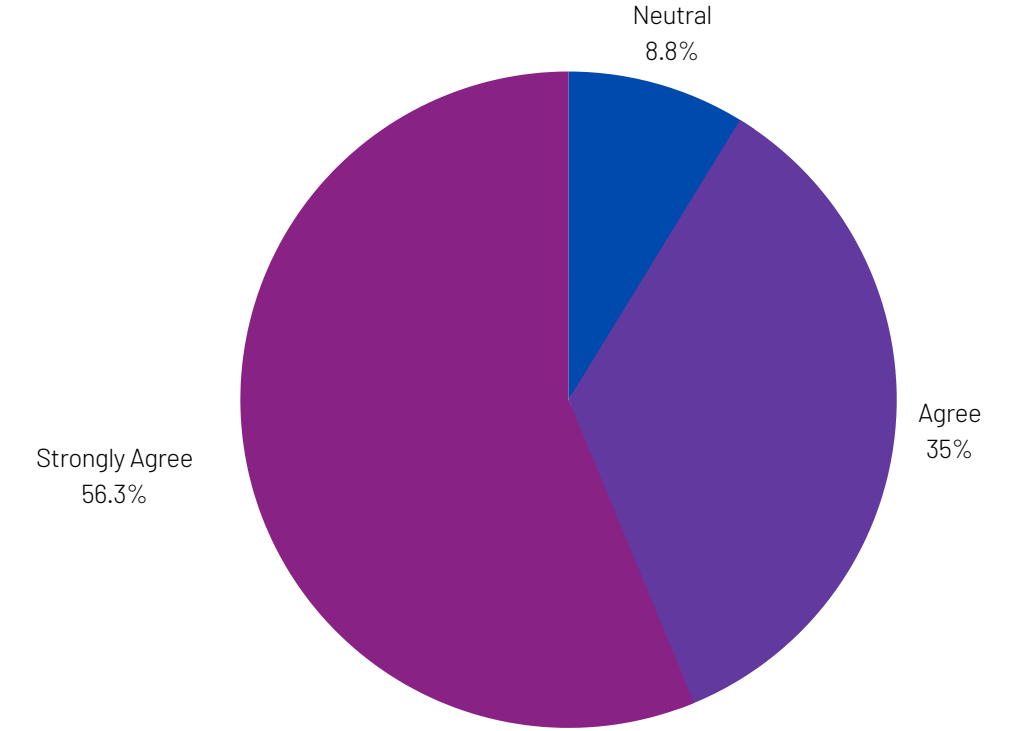
Skill Development
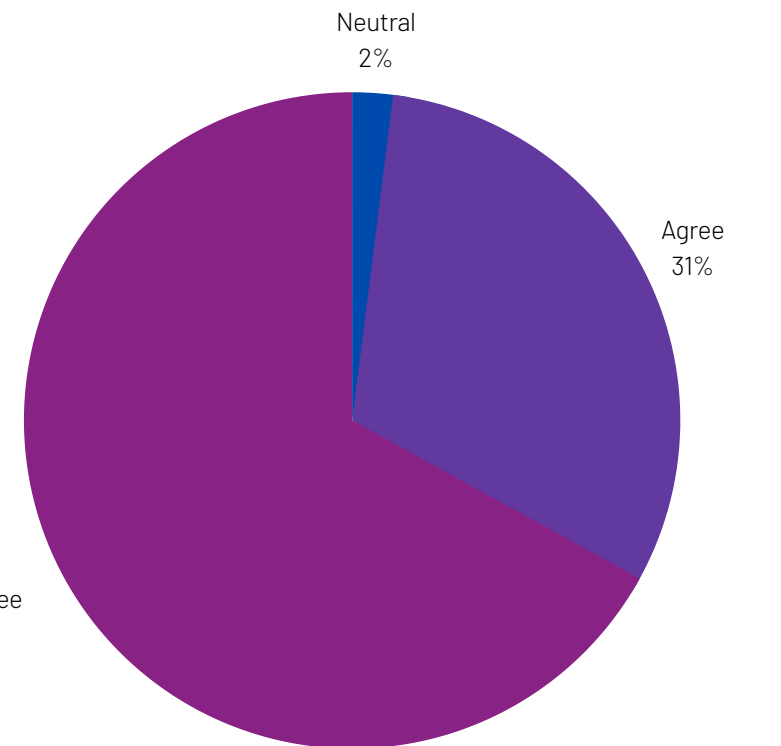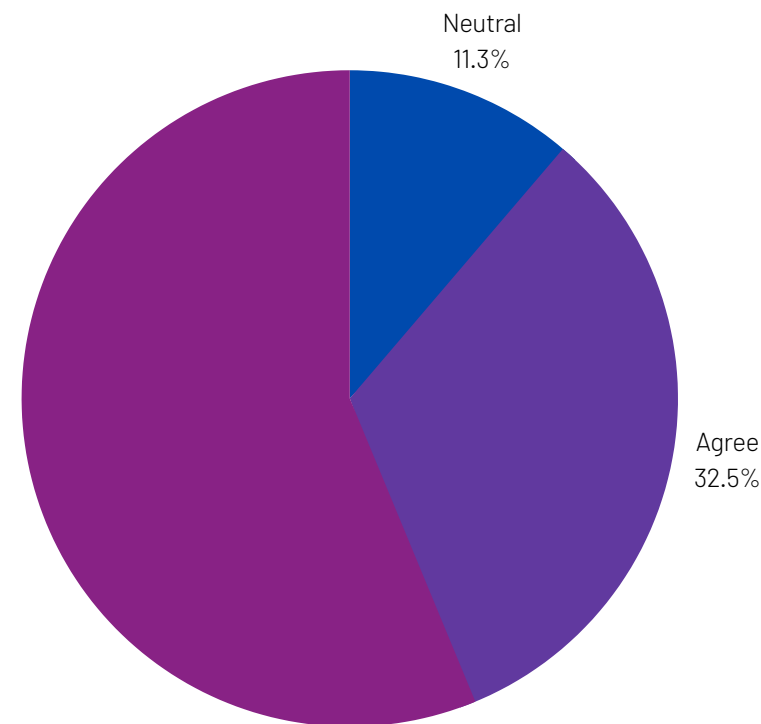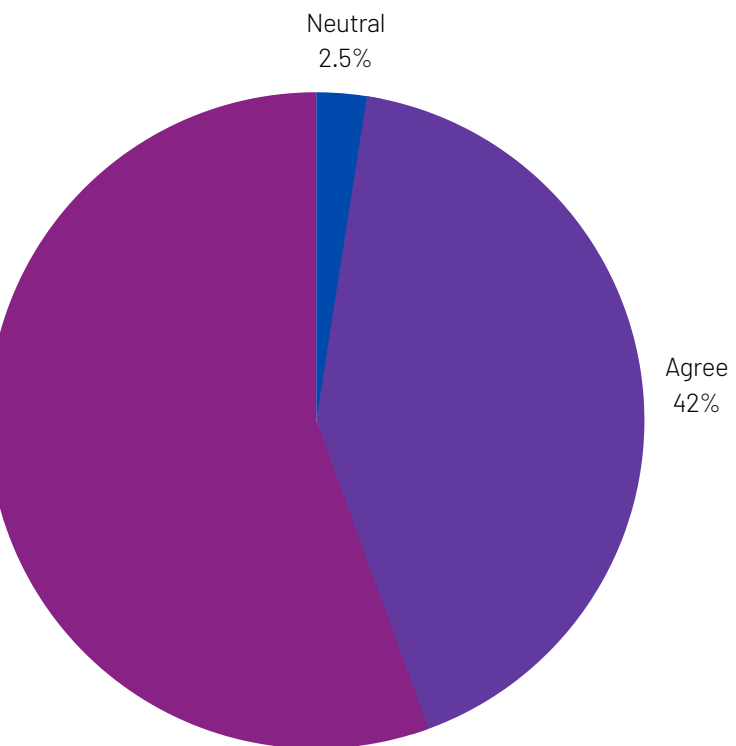
REFLECTIVE STATEMENTS

1   I wanted to be able to understand and be more comfortable being a leader, and I feel I have been able to achieve that.

2   The goal I set for myself was learning how to relate to college-aged students given that I often come across as not being relatable to people my own age. I was able to learn about fun and innovate ways to engage students while still being able to teach them important skills as they transition to college (combining serious topics with a sense of fun).

3   I define success as being able to take something away from a valuable experience. I not only gained friendship, but more confidence and trust in my team that we built for this year. I know they have my back and I have theirs. Without the LA, we would not have gotten the chance to discuss our weaknesses and strengths with each other. Now, we are equipped with the knowledge to adequately support one another.

4   Leadership Academy helped me step into an important role in a community and bring everyone together. It also helped me be more comfortable having conversations in group settings that are important or uncomfortable.

5   I think the leadership academy helped me interact with residents and families, and also helped me with feeling reassured that I had a network of people to go to if I ever had a question or needed anything, and they would all be willing if they were able to help me

New Student Orientation

September 2-5, 2022
First Year and Transfer Students

Fast Facts:
- 808 Unique Attendees (scanned)
- 153 Commuters and 655 Residential
- 25 Orientation Groups
- 164 Total workshops and events
- 96% of students reported making a connection with other students after 1 day.

September Engagement Data

27
Number of Student Events by SAIL

1037
Number of Student Attendees in SAIL

26%
Percentage of Students Active on Presence

STUDENT ENGAGEMENT

Thank You

Questions?

Academic and Student Affairs Committee

Registered Student Enrollment

October 12, 2022

Agenda

- Registered Student Enrollment Summary Full-time Fall 2022

- Registered Student Enrollment Summary Part-time Fall 2022

- Registered Student Enrollment Summary Graduate Fall 2022

- Graduation Data

- Enrollment Summary By School

- Credit Hour Generation

- Seat Utilization Summary

- Commuter and On-Campus Resident Report

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ACADEMIC AFFAIRS

REGISTERED STUDENT ENROLLMENT

September 29, 2022

	Fall 2022	Fall 2021
Undergraduate Day Students Registered		Census Date 10/2/2021
New First Years	797	797
New Transfers	213	199
Returning/ Reenrolling	45	120
Continuing Students	2148	2366
Visiting	6	0
Total UG Day	**3209**	**3482**
Undergraduate Continuing Education Students Registered		
New Second Bachelor's	10	7
New Transfers	6	104
New First Years	96	7
Returning/ Reenrolling	51	7
Continuing Students	325	355
Quick Admits	270	283
Undergraduate Certificates	3	0
Total UG Continuing	**761**	**763**
Total Undergraduate Students (Day and Continuing)	**3970**	**4245**

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Registered **Student** Enrollment Summary Full-time Fall 2022

Undergraduate Day Student

New First Year enrollment remains consistent at 797

9% increase in full-time New Transfers

Overall Undergraduate full-time enrollment is down by 10.8%

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Registered Student Enrollment Summary Part-time Fall 2022

Undergraduate Continuing Education

72% increase in New First Years compared to last fall

94% reduction in New Transfer part-time enrollment compared to last fall. (In process of hiring a Part-Time recruiter.)

Overall enrollment for part-time students remains steady at approximately 760

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Registered Student Enrollment Summary Graduate Fall 2022
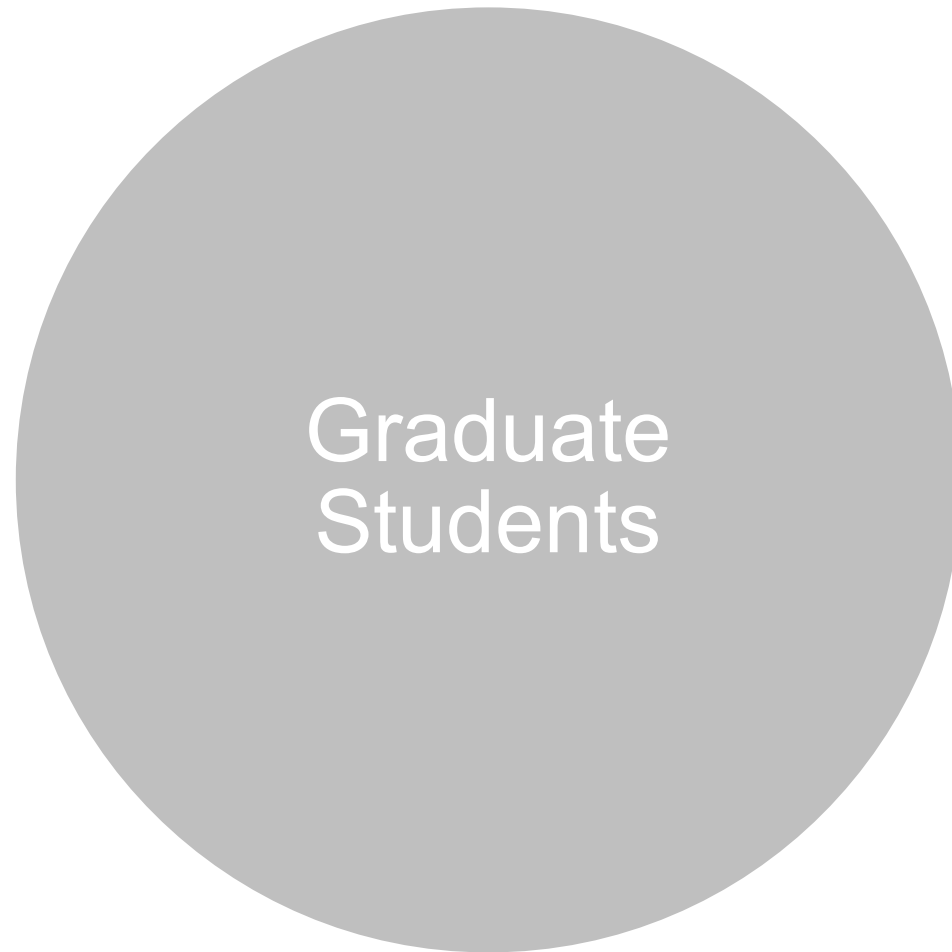
Graduate Students

First Time Graduate student numbers increased by 8.2%

New Post Baccalaureate numbers increased by 600% or 18 students

Overall Graduate student enrollment increased by 9.5%

Westfield STATE UNIVERSITY

GRADUATION DATA

Undergraduate and Graduate Degrees Awarded for Academic Year 2021-2022

September 29, 2022

Month	Day Undergraduate	Continuing Education Undergraduate	Graduate	Total
January	8	7	77	92
May	669	95	215	979
July	52	20	11	83
August	52	37	38	127
December	140	37	20	197
Total	921	196	361	1478

Graduation Data

Awarded Degrees 2021-2022 Academic Year			
Undergraduate Day	Undergraduate Continuing Education	Graduate	Total
921	196	361	1478

Graduation Projections 2022-2023 Academic Year			
Undergraduate Day	Undergraduate Continuing Education	Graduate	Total
841	180	300	1321

westfield.ma.edu/academic-affairs

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ENROLLMENT REPORT
School of Business, Mathematics, Computing and Sustainability
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
ACCOUNTING	9	12	9	5	35	20
BUSINESS MANAGEMENT	3	15	53	68	139	
COMPUTER INFORMATION SCIENCE	10	9	6	14	39	
COMPUTER SCIENCE	39	18	6	12	75	
ECONOMICS AND MANAGEMENT	3	8	5	10	26	
FINANCE	18	13	10	11	52	
MANAGEMENT	58	47	32	20	157	

Enrollment Report Summary by School

School of Business, Mathematics, Computing and Sustainability

- Highest enrolled majors
  - Business Management and Management combined for a total of 296
  - Computer Information Science 75 majors
  - School enrollment total = 682

ENROLLMENT REPORT

School of Criminology, Psychology, Social Justice and Public Policy

September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
APPLIED BEHAVIOR ANALYSIS						20
COUNSELING						78
CRIMINAL JUSTICE	137	98	112	119	466	68
ETHNIC AND GENDER STUDIES	0	1	0	5	6	
EXPLORATORY	166	34	4	1	205	
LIBERAL STUDIES (BA)	2	2	10	24	38	
LIBERAL STUDIES (BS)	1	0	3	5	9	
POLITICAL SCIENCE	9	10	11	14	44	
PUBLIC ADMINISTRATION						45
PSYCHOLOGY	93	64	62	54	273	
SOCIOLOGY	2	3	4	2	11	
SPANISH	1	1	1	1	4	
Sub-total	**411**	**213**	**207**	**225**	**1056**	**211**
Total = 1,267						

Enrollment Report Summary by School

School of Criminology , Psychology, Social Justice and Public Policy

- Highest enrolled majors

  - 466 Criminal Justice Undergraduate majors

  - 273 Psychology majors and 68 enrolled in the graduate Counseling program

    - School enrollment total = 1,267

Westfield STATE UNIVERSITY
ACADEMIC AFFAIRS

ENROLLMENT REPORT

School of Education, Art, Communication and Humanities

September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Second Bachelors	Total Undergraduate	Graduate
ART	11	24	22	16	0	73	
COMMUNICATION	25	22	36	34	1	118	
EARLY CHIDHOOD EDUCATION (EDUC)	21	26	28	36	0	111	17
ELEMENTARY EDUCATION (EDUC)	40	35	43	66	0	184	26
ENGLISH	15	17	24	11	0	67	16
HISTORY	26	24	20	28	1	99	22
MODERATE DISABILITIES PREK-8 (EDUC)							10
MUSIC (MUSC)	11	11	8	19	0	49	
MUSIC THERAPY (MUSC)	2	0	4	5	2	13	
READING EDUCATION							17
SPECIAL EDUCATION (EDUC)	9	11	13	17	0	50	
SPECIAL NEEDS 5-12 (EDUC)							9
THEATRE	2	3	6	3	0	14	
VOCATIONAL EDUCATION (EDUC)							9
Sub-total	162	173	204	235	4	778	126

Total = 904

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Enrollment Report Summary by School

School of Education, Art, Communication and Humanities

- Highest enrolled majors
- Education majors
  - Early Childhood, Elementary and Special Education for a total of 345
- Communication – 118
- School enrollment total = 904

ENROLLMENT REPORT
School of Health, Natural Sciences and Human Services
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
ATHLETIC TRAINING PRELIMINARY (SMHP)	21	5	1	0	27	
ATHLETIC TRAINING (SMHP)	1	6	2	9	18	
BIOLOGY	31	23	24	31	109	6
CHEMISTRY (CHEM)	0	2	1	6	9	
ENVIRONMENTAL SCIENCE	23	14	26	23	86	
EARTH SYSTEM SCIENCE (CHEM)	1	1	1	0	3	
GENERAL SCIENCE (CHEM)	0	0	0	4	4	
HEALTH SCIENCE/PHYSICIANS ASSISTANT	50	39	33	35	157	57
NURSING	44	42	32	34	152	
SOCIAL WORK PRELIMINARY (SOCW)	23	15	24	4	66	
SOCIAL WORK (SOCW)	0	0	3	24	27	268
SPORTS MEDICINE AND HUMAN PERFORMANCE (SMHP)	31	30	37	38	136	18
Sub-total	**225**	**177**	**184**	**208**	**794**	**349**
			Total = 1,143			

Enrollment Report Summary by School

School of Health, Natural Science and Human Services

- Highest enrolled majors
  - Health Science -157
  - Nursing -152
  - Biology - 109
- Largest graduate student enrollment in the Masters of Social Work program - 268
  - School enrollment total =1,143

Westfield STATE UNIVERSITY
ACADEMIC AFFAIRS

CREDIT HOUR GENERATION

School of Business, Mathematics, Computing and Sustainability
September 30, 2022

Undergraduate Day School				
Academic Department	**2021**	**Fall 2021**	**2022**	**Fall 2022**
Accounting and Finance			1,227	1,185
Business Management/Economics	5,319	5,853		
Computer and Information Sci.	700	820	783	735
Economics			912	1,080
Geography, Planning and	1554	1,625	1,421	1,628
Management and Marketing			3,636	3,297
Mathematics	3341	4,020	3,445	3,416
Sub-total	10,914	12,318	11,424	11,341

Undergraduate Continuing Education				
Business Management/Economics	489	138		
Economics			3	
Geography, Planning and	6	69	100	127
Management and Marketing				
Mathematics	183	177	213	120
Sub-total	678	384	316	247

![Westfield State University Academic Affairs]

CREDIT HOUR GENERATION
School of Criminology, Psychology, Social Justice and Public Policy
September 30, 2022

Undergraduate Day School				
Academic Departments	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Criminal Justice	3,322	3,486	3,021	2,853
Ethnic and Gender Studies	873	966	789	894
Liberal Studies	33	99		
Political Science	1,506	1,680	1,221	1,449
Psychology	4,293	3,354	3,910	3,699
Sociology, Hispanic, and Interdisciplinary			1,259	1,463
Sociology	1,395	717		
Sub-total	11,422	10,302	10,200	10,358
Undergraduate Continuing Education				
Criminal Justice	444	406	382	438
Ethnic and Gender Studies	177	180	252	54
Political Science	75	69	72	57
Psychology	612	690	798	516
Sociology, Hispanic, and Interdisciplinary			333	474
Sociology	210	243		
Sub-total	1,518	1,588	1,837	1,539
Graduate				
Criminal Justice	456	465	486	477
Psychology	893	908	798	902
Public Administration	243	228	222	225
Studies				9
Sub-total	1,592	1,601	1,506	1,613
Total Credit Hours	14,532	13,491	25,580	13,510

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ACADEMIC AFFAIRS

CREDIT HOUR GENERATION
School of Education, Art, Communication and Humanities
September 30, 2022

Undergraduate Day School				
Academic Departments	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Art	1,299	1,715	1,347	1,644
Communication	2,550	2,323	2,160	1,756
Education	2,464	2,636	2,622	2,745
English	5,447	5,236	3,662	4,408
History	1,539	2,087	1,695	2,550
Language and Culture Studies	666	585		
Music	1,696	1,986	1,593	2,002
Philosophy	1,020	471	483	
Theatre Arts			558	466
Sub-total	16,681	17,039	14,120	15,571
Undergraduate Continuing Education				
Art	285	189	135	135
Communication	75	75	57	
Education	424	250	268	180
English	237	784	138	766
History	128	541	30	450
Language and Culture Studies	123	120		
Music	131	60	69	63
Philosophy	63			
Theatre Arts				
Sub-total	1,466	2,019	697	1,594

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ACADEMIC AFFAIRS

CREDIT HOUR GENERATION
School of Health, Natural Sciences and Human Services
September 30, 2022

Undergraduate Day School				
Academic Departments	**Spring 2021**	**Fall 2021**	**Spring 2022**	**Fall 2022**
Biology	3,025	3,156	2,891	2,902
Chemical and Physical Sciences	1,625	1,906	1,572	2,008
Environmental Science	832	911	795	684
Health Sciences	438	429	621	603
Movement Science	2,510	2,325		
Nursing	874	883	887	973
Social Work	1,016	1,201	1,118	978
Sports Medicine and Human Performance			2,368	2,122
Sub-total	**10,320**	**10,811**	**10,252**	**10,270**

Undergraduate Continuing Education				
Biology	248	164	67	135
Chemical and Physical Sciences	16	52	1	
Environmental Science		3		
Health Sciences				63
Movement Science	58	40		
Nursing	537	358	369	223
Social Work		66		
Sports Medicine and Human Performance			16	12
Sub-total	**859**	**683**	**453**	**433**

Graduate				
Biology	21	36	24	12
Chemical and Physical Sciences	8			
Health Sciences	1,259	1,306	1,313	1,181
Movement Science	84	84		
Social Work	2,596	2,865	2,653	2,971

Credit Hour Generation

- Credit Hour Generation has decreased approximately 7% across all schools and levels.

- Graduate and Undergraduate Continuing Education has experienced a consistent reduction in part by the merger of Continuing Education and Day Division as seen in the table below.

		Fall 2020	Fall 2021	Spring 2021	Spring 2022
COLLEGE		Credit Hours	Credit Hours	Credit Hours	Credit Hours
Graduate		7,232	6,820	6,755	6,544
UG_CE		5,427	4,674	4,521	3,303
Total		12,659	11,494	11,276	9,847

Westfield
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UNDERGRADUATE DAY SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Accounting and Finance	431	395	43	91.65%	8.35%
Computer and Information Science	257	231	28	89.88%	10.12%
Economics	366	365	10	99.73%	0.27%
Geography, Planning and Sustainability	640	585	62	91.41%	8.59%
Management and Marketing	1,082	1,102	21	101.85%	-1.85%
Mathematics	1,191	1,127	89	94.63%	5.37%
Total	3,967	3,805	253	94.86%	5.14%
Previous Year Fall 2021	4,401	4,115	383	90.22%	.10%
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	1,069	970	126	90.74%	9.26%
Ethnic and Gender Studies	298	298	3	100.00%	0.00%
Political Science	545	485	62	88.99%	11.01%
Psychology	1,318	1,223	101	92.79%	7.21%
Sociology, Hispanic, and Interdisciplinary Studies	575	539	41	93.74%	6.26%
Total	3,805	3,515	333	93.25%	6.75%
Previous Year Fall 2021	3,275	3,173	140	97.27%	.03%

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ACADEMIC AFFAIRS

UNDERGRADUATE CONTINUING EDUCATION SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Geography, Planning and Sustainability	29	36	1	124.14%	-24.14%
Management and Marketing	4	4	0	100.00%	.00%
Mathematics	40	40	0	100.00%	.00%
Total	73	80	1	108.05%	-8.05%
Previous Year Fall 2021	80	82	1	106.67%	-6.67%
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	140	146	1	104.29%	-4.29%
Ethnic and Gender Studies	20	18	2	90.00%	10.00%
Political Science	20	19	1	95.00%	5.00%
Psychology	173	173	3	100.00%	.00%
Sociology, Hispanic, and Interdisciplinary Studies	184	160	26	86.96%	13.04%
Total	537	516	33	95.25%	4.75%
Previous Year Fall 2021	560	574	14	102.91%	-2.91%
School of Health, Natural Science and Human Services					
Biology	33	34	0	103.03%	-3.03%
Health Sciences	20	21	0	105.00%	-5.00%
Nursing	96	63	33	65.63%	34.38%
Sports Medicine and Human Perf	9	3	6	33.33%	66.67%
Total	158	121	39	76.75%	23.25%
Previous Year Fall 2021	315	192	125	85.65%	14.35%
School of Education, Art, Communication and Humanities					

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GRADUATE SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Accounting and Finance	54	45	9	83.33%	16.67%
Mathematics	5	5	0	100.00%	.00%
Total	59	50	9	91.67%	8.33%
Previous Year Fall 2021	41	25	16	61.07%	38.93%
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	162	159	17	98.15%	1.85%
Psychology	451	266	185	58.98%	41.02%
Public Administration	84	75	9	89.29%	10.71%
Sociology Hispanic and Interdisciplinary Studies	3	3	0	100.00%	.00%
Total	700	503	211	86.60%	13.40%
Previous Year Fall 2021	838	543	299	72.41%	27.59%
School of Education, Art, Communication and Humanities					
Art	1	1	0	100.00%	.00%
Education	296	191	106	64.53%	35.47%
English	45	23	22	51.11%	48.89%
History	37	26	11	70.27%	29.73%
Total	379	241	139	71.48%	28.52%
Previous Year Fall 2021	602	247	355	47.37%	52.63%
School of Health, Natural Sciences and Human Services					

Seat Utilization Summary

| **Undergraduate Day** | • Current Year 92.60% and Prior year 94.95% |

| **Undergraduate Continuing Education** | • Current Year 91.51% and Prior Year 93.73% |

Undergraduate percentage remains in the 90th percentile as we work to aligning the course offerings by student need to improve efficiency

| **Graduate** | • Current Year 86.68% and Prior Year 66.67% |

20% increase in seat utilization over the prior year

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COMMUTER AND ON-CAMPUS RESIDENT REPORT
October 3, 2022

Commuter vs. Resident		
October 3, 2022		
Division	Total Number of Commuters	Total Number of Residents
Evening Undergraduate (UCE)		
American Indian/Alaskan Native	5	1
Asian	16	
Black or African-American	36	2
Hispanic or Latino	40	
Other/Unknown	214	2
Two or More Races	61	1
White, not of Hispanic Origin	381	7
Evening Undergraduate (UCE) Total	**753**	**13**
Graduate (GCE)		
American Indian/Alaskan Native	5	
Asian	11	
Black or African-American	43	1
Hispanic or Latino	14	
Other/Unknown	60	
Two or More Races	64	2
White, not of Hispanic Origin	477	6
Graduate (GCE) Total	**674**	**9**

Commuter and On-Campus Resident Report

- 59% of all students are commuters

- 41% live on campus including (13 Part-time and 9 Graduate students)

QUESTIONS AND ANSWERS

Westfield
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ACADEMIC AFFAIRS

REGISTERED STUDENT ENROLLMENT
September 29, 2022

	Fall 2022	Fall 2021
Undergraduate Day Students Registered		**Census Date 10/2/2021**
New First Years	797	797
New Transfers	213	199
Returning/ Reenrolling	45	120
Continuing Students	2148	2366
Visiting	6	0
Total UG Day	**3209**	**3482**
Undergraduate Continuing Education Students Registered		
New Second Bachelor's	10	7
New Transfers	6	104
New First Years	96	7
Returning/ Reenrolling	51	7
Continuing Students	325	355
Quick Admits	270	283
Undergraduate Certificates	3	0
Total UG Continuing	**761**	**763**
Total Undergraduate Students (Day and Continuing)	**3970**	**4245**
Graduate Students Registered		
First Time Graduate*	282	232
New Post Baccalaureate	21	3
Continuing Students	383	417
Graduate Certificates	3	6
Quick Admits	50	48
Total Graduate	**739**	706
2021	**4709**	**4951**

Definitions	
New First Years	New Incoming first -time first year
New Transfers	New firs-time transfers
New Second Bachelors	New Students entering their first semester for a Second Bachelor's Degree
First Time Graduate	New graduate students enrolled in their first semester in the program
New Post Baccalaureate	New students enrolled in their first semester in the Post Baccalaureate program
Returning/Reenrolling	Matriculated students who Stopped Out for a period of time and returning to the university
Continuing Students	Matriculating students continuing from the previous semester
Quick Admits	Non-Matriculated students taking classes this semester only

Westfield
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ACADEMIC AFFAIRS

GRADUATION DATA
Undergraduate and Graduate Degrees Awarded for Academic Year 2021-2022
September 29, 2022

Month	Day Undergraduate	Continuing Education Undergraduate	Graduate	Total
January	8	7	77	92
May	669	95	215	979
July	52	20	11	83
August	52	37	38	127
December	140	37	20	197
Total	921	196	361	1478

Graduation Projections for Academic Year 2022-2023*
September 29, 2022

Month	Day Undergraduate	Continuing Education Undergraduate	Graduate	Total
January	6	5	60	71
May	615	85	175	875
July	50	30	10	90
August	50	30	35	115
December	120	30	20	170
Total	841	180	300	1321

*The number of students projected to graduate in the months listed below is determined by a minimum number of credits earned at the end of each semester.

Graduation Month	Minimum number of credits required to graduate for specific dates
December 2022	120 credits earned at the end of December 2022
January 2023	117 credits earned at the end of December 2022
May 2023	105 credits earned at the end of December 2022
July 2023	118 credits earned at the end of May 2023
August 2023	115 credits earned at the end of May 2023

ENROLLMENT REPORT
School of Business, Mathematics, Computing and Sustainability
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
ACCOUNTING	9	12	9	5	35	20
BUSINESS MANAGEMENT	3	15	53	68	139	
COMPUTER INFORMATION SCIENCE	10	9	6	14	39	
COMPUTER SCIENCE	39	18	6	12	75	
ECONOMICS AND MANAGEMENT	3	8	5	10	26	
FINANCE	18	13	10	11	52	
MANAGEMENT	58	47	32	20	157	
MARKETING	33	16	15	6	70	
MATHEMATICS	8	12	7	16	43	7
REGIONAL PLANNING	5	4	3	7	19	
Sub-total	186	154	146	169	655	27
Total = 682						

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ACADEMIC AFFAIRS

ENROLLMENT REPORT
School of Criminology, Psychology, Social Justice and Public Policy
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
APPLIED BEHAVIOR ANALYSIS						20
COUNSELING						78
CRIMINAL JUSTICE	137	98	112	119	466	68
ETHNIC AND GENDER STUDIES	0	1	0	5	6	
EXPLORATORY	166	34	4	1	205	
LIBERAL STUDIES (BA)	2	2	10	24	38	
LIBERAL STUDIES (BS)	1	0	3	5	9	
POLITICAL SCIENCE	9	10	11	14	44	
PUBLIC ADMINISTRATION						45
PSYCHOLOGY	93	64	62	54	273	
SOCIOLOGY	2	3	4	2	11	
SPANISH	1	1	1	1	4	
Sub-total	**411**	**213**	**207**	**225**	**1056**	**211**
Total = 1,267						

ENROLLMENT REPORT
School of Education, Art, Communication and Humanities
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Second Bachelors	Total Undergraduate	Graduate
ART	11	24	22	16	0	73	
COMMUNICATION	25	22	36	34	1	118	
EARLY CHIDHOOD EDUCATION (EDUC)	21	26	28	36	0	111	17
ELEMENTARY EDUCATION (EDUC)	40	35	43	66	0	184	26
ENGLISH	15	17	24	11	0	67	16
HISTORY	26	24	20	28	1	99	22
MODERATE DISABILITIES PREK-8 (EDUC)							10
MUSIC (MUSC)	11	11	8	19	0	49	
MUSIC THERAPY (MUSC)	2	0	4	5	2	13	
READING EDUCATION							17
SPECIAL EDUCATION (EDUC)	9	11	13	17	0	50	
SPECIAL NEEDS 5-12 (EDUC)							9
THEATRE	2	3	6	3	0	14	
VOCATIONAL EDUCATION (EDUC)							9
Sub-total	162	173	204	235	4	778	126
Total = 904							

ENROLLMENT REPORT
School of Health, Natural Sciences and Human Services
September 29, 2022

Department /Program	First Year	Sophomore	Junior	Senior	Total Undergraduate	Graduate
ATHLETIC TRAINING PRELIMINARY (SMHP)	21	5	1	0	27	
ATHLETIC TRAINING (SMHP)	1	6	2	9	18	
BIOLOGY	31	23	24	31	109	6
CHEMISTRY (CHEM)	0	2	1	6	9	
ENVIRONMENTAL SCIENCE	23	14	26	23	86	
EARTH SYSTEM SCIENCE (CHEM)	1	1	1	0	3	
GENERAL SCIENCE (CHEM)	0	0	0	4	4	
HEALTH SCIENCE/PHYSICIANS ASSISTANT	50	39	33	35	157	57
NURSING	44	42	32	34	152	
SOCIAL WORK PRELIMINARY (SOCW)	23	15	24	4	66	
SOCIAL WORK (SOCW)	0	0	3	24	27	268
SPORTS MEDICINE AND HUMAN PERFORMANCE (SMHP)	31	30	37	38	136	18
Sub-total	**225**	**177**	**184**	**208**	**794**	**349**
Total = 1,143						

CREDIT HOUR GENERATION
School of Business, Mathematics, Computing and Sustainability
September 30, 2022

Undergraduate Day School				
Academic Department	**2021**	**Fall 2021**	**2022**	**Fall 2022**
Accounting and Finance			1,227	1,185
Business Management/Economics	5,319	5,853		
Computer and Information Sci.	700	820	783	735
Economics			912	1,080
Geography, Planning and	1554	1,625	1,421	1,628
Management and Marketing			3,636	3,297
Mathematics	3341	4,020	3,445	3,416
Sub-total	**10,914**	**12,318**	**11,424**	**11,341**

Undergraduate Continuing Education				
Business Management/Economics	489	138		
Economics			3	
Geography, Planning and	6	69	100	127
Management and Marketing				
Mathematics	183	177	213	120
Sub-total	**678**	**384**	**316**	**247**

Graduate				
Accounting and Finance			63	135
Business Management/Economics	132	132		
Geography, Planning and		39		
Management and Marketing			75	
Mathematics	38	36	33	15
Sub-total	**170**	**207**	**171**	**150**
Total	11,762	12,909	11,911	11,378

CREDIT HOUR GENERATION
School of Criminology, Psychology, Social Justice and Public Policy
September 30, 2022

Undergraduate Day School				
Academic Departments	**Spring 2021**	**Fall 2021**	**Spring 2022**	**Fall 2022**
Criminal Justice	3,322	3,486	3,021	2,853
Ethnic and Gender Studies	873	966	789	894
Liberal Studies	33	99		
Political Science	1,506	1,680	1,221	1,449
Psychology	4,293	3,354	3,910	3,699
Sociology, Hispanic, and Interdisciplinary			1,259	1,463
Sociology	1,395	717		
Sub-total	**11,422**	**10,302**	**10,200**	**10,358**

Undergraduate Continuing Education				
Criminal Justice	444	406	382	438
Ethnic and Gender Studies	177	180	252	54
Political Science	75	69	72	57
Psychology	612	690	798	516
Sociology, Hispanic, and Interdisciplinary			333	474
Sociology	210	243		
Sub-total	**1,518**	**1,588**	**1,837**	**1,539**

Graduate				
Criminal Justice	456	465	486	477
Psychology	893	908	798	902
Public Administration	243	228	222	225
Studies				9
Sub-total	**1,592**	**1,601**	**1,506**	**1,613**
Total Credit Hours	**14,532**	**13,491**	**25,580**	**13,510**

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ACADEMIC AFFAIRS

CREDIT HOUR GENERATION
School of Education, Art, Communication and Humanities
September 30, 2022

Undergraduate Day School				
Academic Departments	**Spring 2021**	**Fall 2021**	**Spring 2022**	**Fall 2022**
Art	1,299	1,715	1,347	1,644
Communication	2,550	2,323	2,160	1,756
Education	2,464	2,636	2,622	2,745
English	5,447	5,236	3,662	4,408
History	1,539	2,087	1,695	2,550
Language and Culture Studies	666	585		
Music	1,696	1,986	1,593	2,002
Philosophy	1,020	471	483	
Theatre Arts			558	466
Sub-total	**16,681**	**17,039**	**14,120**	**15,571**

Undergraduate Continuing Education				
Art	285	189	135	135
Communication	75	75	57	
Education	424	250	268	180
English	237	784	138	766
History	128	541	30	450
Language and Culture Studies	123	120		
Music	131	60	69	63
Philosophy	63			
Theatre Arts				
Sub-total	**1,466**	**2,019**	**697**	**1,594**

Graduate				
Art				12
Education	802	516	661	597
English	119	83	70	69
History	96	113	86	78
Language and Culture Studies	9	9		
Sub-total	**1,026**	**721**	**817**	**756**
Total Credit Hours	**19,173**	**19,779**	**15,634**	**18,101**

CREDIT HOUR GENERATION
School of Health, Natural Sciences and Human Services
September 30, 2022

Undergraduate Day School				
Academic Departments	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Biology	3,025	3,156	2,891	2,902
Chemical and Physical Sciences	1,625	1,906	1,572	2,008
Environmental Science	832	911	795	684
Health Sciences	438	429	621	603
Movement Science	2,510	2,325		
Nursing	874	883	887	973
Social Work	1,016	1,201	1,118	978
Sports Medicine and Human Performance			2,368	2,122
Sub-total	10,320	10,811	10,252	10,270

Undergraduate Continuing Education				
Biology	248	164	67	135
Chemical and Physical Sciences	16	52	1	
Environmental Science		3		
Health Sciences				63
Movement Science	58	40		
Nursing	537	358	369	223
Social Work		66		
Sports Medicine and Human Performance			16	12
Sub-total	859	683	453	433

Graduate				
Biology	21	36	24	12
Chemical and Physical Sciences	8			
Health Sciences	1,259	1,306	1,313	1,181
Movement Science	84	84		
Social Work	2,596	2,865	2,653	2,971
Sports Medicine and Human Performance			60	96
Sub-total	3,968	4,291	4,050	4,260
Total Credit Hours	15,147	15,785	14,755	14,963

UNDERGRADUATE DAY SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Accounting and Finance	431	395	43	91.65%	8.35%
Computer and Information Science	257	231	28	89.88%	10.12%
Economics	366	365	10	99.73%	0.27%
Geography, Planning and Sustainability	640	585	62	91.41%	8.59%
Management and Marketing	1,082	1,102	21	101.85%	-1.85%
Mathematics	1,191	1,127	89	94.63%	5.37%
Total	**3,967**	**3,805**	**253**	**94.86%**	**5.14%**
Previous Year Fall 2021	**4,401**	**4,115**	**383**	**90.22%**	**.10%**
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	1,069	970	126	90.74%	9.26%
Ethnic and Gender Studies	298	298	3	100.00%	0.00%
Political Science	545	485	62	88.99%	11.01%
Psychology	1,318	1,223	101	92.79%	7.21%
Sociology, Hispanic, and Interdisciplinary Studies	575	539	41	93.74%	6.26%
Total	**3,805**	**3,515**	**333**	**93.25%**	**6.75%**
Previous Year Fall 2021	**3,275**	**3,173**	**140**	**97.27%**	**.03%**

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UNDERGRADUATE DAY SEAT UTILIZATION REPORT CONTINUED
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Education, Art, Communication and Humanities					
Art	607	563	57	92.75%	7.25%
Communication	618	581	43	94.01%	5.99%
Education	1,085	919	174	84.70%	15.30%
English	1,431	1,324	120	92.52%	7.48%
History	896	854	44	95.31%	4.69%
Music	1,068	1,037	96	97.10%	2.90%
Theatre Arts	218	158	60	72.48%	27.52%
Total	**5,923**	**5,436**	**594**	**89.84%**	**10.16%**
Previous Year Fall 2021	**5,765**	**5,615**	**344**	**97.44%**	**.03%**
School of Health, Natural Sciences and Human Services					
Biology	1,526	1,434	99	93.97%	6.03%
Chemical and Physical Sciences	971	920	58	94.75%	5.25%
Environmental Science	269	237	33	88.10%	11.90%
Health Sciences	199	201	1	101.01%	-1.01%
Nursing	529	480	55	90.74%	9.26%
Social Work	335	299	37	89.25%	10.75%
Sports Medicine and Human Performance	941	841	112	89.37%	10.63%
Total	**4,770**	**4,412**	**395**	**92.46%**	**7.54%**
Previous Year Fall 2021	**3,863**	**3,635**	**270**	**94.85%**	**.05%**
Summary	Current Year Average 92.60%			Prior Year Average 94.95%	

Note: The report excludes sections in the following departments/categories: military science, general academic program and sections offered off campus.

UNDERGRADUATE CONTINUING EDUCATION SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Geography, Planning and Sustainability	29	36	1	124.14%	-24.14%
Management and Marketing	4	4	0	100.00%	.00%
Mathematics	40	40	0	100.00%	.00%
Total	**73**	**80**	**1**	**108.05%**	**-8.05%**
Previous Year Fall 2021	**80**	**82**	**1**	**106.67%**	**-6.67%**
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	140	146	1	104.29%	-4.29%
Ethnic and Gender Studies	20	18	2	90.00%	10.00%
Political Science	20	19	1	95.00%	5.00%
Psychology	173	173	3	100.00%	.00%
Sociology, Hispanic, and Interdisciplinary Studies	184	160	26	86.96%	13.04%
Total	**537**	**516**	**33**	**95.25%**	**4.75%**
Previous Year Fall 2021	**560**	**574**	**14**	**102.91%**	**-2.91%**
School of Health, Natural Science and Human Services					
Biology	33	34	0	103.03%	-3.03%
Health Sciences	20	21	0	105.00%	-5.00%
Nursing	96	63	33	65.63%	34.38%
Sports Medicine and Human Perf	9	3	6	33.33%	66.67%
Total	**158**	**121**	**39**	**76.75%**	**23.25%**
Previous Year Fall 2021	**315**	**192**	**125**	**85.65%**	**14.35%**
School of Education, Art, Communication and Humanities					
Art	37	45	0	121.62%	-21.62%
Education	95	51	45	53.68%	46.32%
English	224	204	31	91.07%	8.93%
History	220	150	70	68.18%	31.82%
Music	22	21	2	95.45%	4.55%
Total	**598**	**471**	**148**	**86.00%**	**14.00%**
Previous Year Fall 2021	**1,041**	**594**	**453**	**79.68%**	**20.32%**
Summary	Currrent Year Average 91.51%			Prior Year Average 93.73%	

Note: The report excludes sections in the following departments/categories: military science, general academic program and sections offered off campus.

GRADUATE SEAT UTILIZATION REPORT
September 29, 2022

Academic Department	Maximum Course Enrollment	Number of Students Enrolled In Course by Major Department	Available Seats by Department as of 9/29/22	Percentage of Seats Filled by Major	Percentage of Unused Seats
School of Business, Mathematics, Computing and Sustainability					
Accounting and Finance	54	45	9	83.33%	16.67%
Mathematics	5	5	0	100.00%	.00%
Total	**59**	**50**	**9**	**91.67%**	**8.33%**
Previous Year Fall 2021	**41**	**25**	**16**	**61.07%**	**38.93%**
School of Criminology, Psychology, Social Justice and Public Policy					
Criminal Justice	162	159	17	98.15%	1.85%
Psychology	451	266	185	58.98%	41.02%
Public Administration	84	75	9	89.29%	10.71%
Sociology Hispanic and Interdisciplinary Studies	3	3	0	100.00%	.00%
Total	**700**	**503**	**211**	**86.60%**	**13.40%**
Previous Year Fall 2021	**838**	**543**	**299**	**72.41%**	**27.59%**
School of Education, Art, Communication and Humanities					
Art	1	1	0	100.00%	.00%
Education	296	191	106	64.53%	35.47%
English	45	23	22	51.11%	48.89%
History	37	26	11	70.27%	29.73%
Total	**379**	**241**	**139**	**71.48%**	**28.52%**
Previous Year Fall 2021	**602**	**247**	**355**	**47.37%**	**52.63%**
School of Health, Natural Sciences and Human Services					
Biology	4	4	0	100.00%	.00%
Health Sciences	398	398	0	100.00%	.00%
Social Work	843	899	48	106.64%	-6.64%
Sports Medicine and Human Performance	32	26	6	81.25%	18.75%
Total	**1,277**	**1,327**	**54**	**96.97%**	**3.03%**
Previous Year Fall 2021	**1,536**	**1,337**	**363**	**86.23%**	**13.77%**
Summary	Current Year Average 86.68%			Prior Year Average 66.67%	

Note: The report excludes sections in the following departments/categories: military science, general academic program and sections offered off campus.

COMMUTER AND ON-CAMPUS RESIDENT REPORT
October 3, 2022

Division	Total Number of Commuters	Total Number of Residents
Commuter vs. Resident		
October 3, 2022		
Evening Undergraduate (UCE)		
American Indian/Alaskan Native	5	1
Asian	16	
Black or African-American	36	2
Hispanic or Latino	40	
Other/Unknown	214	2
Two or More Races	61	1
White, not of Hispanic Origin	381	7
Evening Undergraduate (UCE) Total	**753**	**13**
Graduate (GCE)		
American Indian/Alaskan Native	5	
Asian	11	
Black or African-American	43	1
Hispanic or Latino	14	
Other/Unknown	60	
Two or More Races	64	2
White, not of Hispanic Origin	477	6
Graduate (GCE) Total	**674**	**9**
Undergraduate Day School		
American Indian/Alaskan Native	5	7
Asian	40	35
Black or African-American	61	124
Cape Verdean	1	1
Hispanic or Latino	56	66
Other/Unknown	40	62
Two or More Races	153	218
White, not of Hispanic Origin	966	1364
Undergraduate Day School Total	**1322**	**1877**
Fall 2022 Total	**2749**	**1899**
Total	**4648**	
Total Percentage	**59%**	**41%**

Board of Trustees

October 12, 2022

MOTION

To approve the Bachelor of Fine Arts in Graphic Design.

_____   _____

Robert A. Martin, Chair   Date

Massachusetts Department of Higher Education
Notice of Intent Template

Send one copy via email to programreview@bhe.mass.edu. No paper copy is needed.
Use One Application for Each Program Approval Requested.
Please don't hesitate to contact programreview@bhe.mass.edu with any questions.

A. Overview

1. Proposed Program Title: BFA in GRAPHIC DESIGN
2. Proposed Degree Level: Undergraduate

B. Chief Academic Officer Certification
All proposals must be reviewed and approved by the Chief Academic Officer of the institution. For institutions that do not have a Chief Academic Officer, review and approval by the President may substitute.

(a) Chief Academic Officer (CAO) Name and Title: **Dr. Juline Mills, Interim Provost and Vice President, Academic Affairs**
CAO Phone Number and Email: (413) 572-8691, jmills@westfield.ma.edu
I have reviewed this proposal and it has my approval. I certify that all information in this Notice of Intent is true to the best of my knowledge. Signature: _____Date: _____ Form should be signed and dated by hand, not electronically, and then a pdf sent.

C. Statement of Institutional Approval

1. The institution has fully complied with its own internal review process for designing and approving new programs. **X** Yes _____ No Please provide a brief description of your process:
2. Date of Board of Trustee vote approving proposed program:

October 1, 2014

D. Institutional Eligibility

1. Is the institution based in Massachusetts, and has it maintained a physical presence in Massachusetts for no less than six consecutive years? **X** Yes _____ No
2. Has the institution been operated continuously by the same governing entity for the last six-years? **X** Yes _____ No   If no, please describe change:
3. Has the institution been accredited without sanction or probation by the Commission of Institutions of Higher Education of the New England Association of Schools and Colleges continuously for the last six years? **X** Yes   No
4. Is the institution under any investigation or corrective action by the state or federal government, including the Massachusetts Attorney General and the Massachusetts Department of Higher Education, for any matter reasonably related to an academic program or to academic quality? _____Yes **X** No   If the yes, please provide a description of the action:

E. Program Eligibility Boxes will expand if the answer extends past the space provided.

1. **Program Description:** What is the rationale for starting the new program? What knowledge and skills will students acquire? How will students be taught (e.g. online, in class, practicum)?   The Art Department feels that to further enrollment in the Art Department, the Department needs to develop Bachelor of Fine Arts (BFA) programs. Currently the University only offers a BA program. Students who are serious about pursuing art during their junior and senior years of high school are told by their teachers to look at and pursue college and university programs that offer BFA programs that will provide them with a professional career degree program (employment ready) with intensive work in the visual arts. A BFA program that will allow them to discover their own expressive artistic voice, the communicative power of visual art, and graduate with a greater level of artistic development. The BA in Art with a Concentration in Graphic Design program is the Department's largest concentration and minor.   The classes will be taught in the studio rooms of The Catherine Dower Center for Performing and Fine Arts as well as online (remote and pure online teaching modalities) and through on and off campus internship programs. Within the Catherine Dower Center for Performing and Fine Arts, the Art Department has the facilities (21,028 square feet) to offer and meet the needs of a BFA degree. The facility has three Mac Labs, 3D printers and a large format color printer in addition to printmaking, painting, drawing, sculpture, and ceramics studios to support the program's Foundation Program. The students of this degree program will acquire a general foundation of the arts (studio and art history classes) along with an artistic development in graphic design for a professional career in this field of visual art.

Currently there is no state 4-year institution that offers a BFA program west of Boston, MA or Lowell, MA. The closest state 4-year institution that offers a BFA program in Graphic Design is 97 miles away, Mass Art, or 104 miles away, UMass Lowell, from Westfield, MA, or the Pioneer Valley of Central Massachusetts. A student from Pittsfield, MA must travel 135 miles to a BFA Graphic Design program. A few years ago, UMASS Amherst did offer a BFA in Graphic Design, but this institution no longer offers this program. Students in this region of Massachusetts may not want to or afford to attend a 4-year institution that is 100 miles away or more from their home. With the beginning of the Mass Transfer Pathways in Art in the fall of 2018, students of the three regional community colleges (Holyoke Community College, Springfield Technical Community College, and Greenfield Community College) along with Berkshire Community College in Berkshire County and Mt. Wachusett Community College and Quinsigamond Community College in Worcester County have no other transfer offer for a BFA in Graphic Design then to attend a state 4-year institution or private 4-year institution in Eastern Massachusetts.

2.   **Mission Alignment:** Briefly describe how the proposed program aligns with the institution's mission and stated objectives.

The proposed program aligns with the University's 2018-2023 Strategic Plans through reforming legacy programs (BA in Art) and gearing them towards innovation and career pathways (Strategic Goals, Goal 1, The Student Experience). This program also aligns with University's Strategic Goals Goal 2 Enrollment by increasing the academic profile of the university through offering professional degree programs (BFA's) to a new group of students looking for this path towards their future careers. Goal 1 University Initiatives align with this program through developing high impact engaging pedagogies in creative work and experiential learning, internships, and course development. As stated by NASAD, *a BFA is a professional career degree program with intensive work in the visual arts with employment in commercial settings upon graduation.*

3. **Curriculum:** Attach curriculum outline (Form 1A, p. 4 for an undergraduate program, Form 1B, p. 5 for a graduate program).

Highlight courses which overlap with those in the program(s) identified in question 4: Alignment with Existing Programs.

ART 0101, ART 0103, ART 0104, ART 0105, ART 0106, ART 0107, ART 0108, ART 0109, ART 0201, ART 0204, ART 0205, ART 0209, ART 0212, ART 0214, ART 0216, ART 0333, ART 0380, ART 0340, ART 0377, ART 0320, 200-300 level Art History Elective, 200-300 level Studio Electives

Describe any independent work, internship, or clinical placement arrangements.

-ART 0337 Graphic Design Internship, The Graphic Design Internship program prepares students for work in the Graphic design/Web/Design/Multimedia fields of visual arts. The internship can be a placement in a department on-campus which has projects for a graphic design intern or an off-campus placement at an advertising, marketing agency or graphic design firm. The following grade point averages 3.0 GPA in the Art Major, 3.0 GPA in the Graphic Design Concentration, a 2.8 overall Westfield GPA, Junior Standing (54 credits) along with the completion of ART 0228 Graphic design1 and ART 0210 Typography 1 are required for a Graphic Design Internship placement. A departmental

October 1, 2014

acceptance of an internship is by application and approval by the Art Department's Internship Coordinator, the Art Department's Chairperson, and Westfield's Career Center. Visit the Art Department's web page for the application and for more information on the department internships.

Prerequisites: ART 0228, ART 0210, 3.0 GPA in the Art major, 3.0 GPA in the Graphic Design Concentration, 2.8 overall Westfield GPA, and Junior Academic Standing (54 credits).

-ART 0340 Internship, The ART 0340 prepares students for work site work experience in their field of visual arts study.   This internship prepares the student for daily worksite procedures and experiencing projects from development through completion in the many fields of the visual arts that assists in later job placements. The following grade point averages 3.0 GPA in the Art Major, a 2.8 overall Westfield GPA, and Junior Academic Standing (54 credits) along with the completion of four 200 level art studio classes from the Art Major for Internship placement. A departmental acceptance of an internship is by application and approval by the Art Department's Internship Coordinator, the Art Department's Chairperson, and Westfield's Career Center. Visit the Art Department's web page for the application and for more information on the department's internships. This class can be taken twice.

Prerequisites: Four 200 level art studio classes from the Art Major, 3.0 GPA in the Art Major, a 2.8 overall Westfield GPA, and Junior Academic Standing (54 credits).

-ART 0320 Thesis, this mentored independent study course represents the culmination of advanced studies in Fine Art, Illustration, and Animation and is for the development and production of a Thesis Exhibition and Thesis Paper. Seniors studying graphic design should sign up for ART 0380 Graphic Design Capstone and not this class. Students can choose to take ART 0380 and ART 0320.

Prerequisites: Senior standing (90 credits) and have completed all of the Art Major classes along with all of the required 300 level classes in the student's field of visual arts study. Students must have and maintain a minimum 3.0 grade-point average in all art courses. This course can be taken in both the fall and spring semester of a student's senior year.

4. **Alignment with Existing Programs:** At least 50% of the proposed new program's core and elective credits are derived from course credits of up to three previously approved programs. **X** Yes ____ No
   General Education courses may not be counted in this calculation unless they count towards the major.

   Name of Program 1: Bachelor of Art in Art

   Name of Program 2 (if applicable): Bachelor of Art in Art with a Concentration in Graphic Design

Name of Program 3 (if applicable):

Attach curriculum outline for each program (Form 1A, p. 4 for an undergraduate program, Form 1B, p. 5 for a graduate program). Highlight courses which overlap with those in the proposed new program identified in question 3: Curriculum.

5. **Faculty.** Complete Form 2 for all faculty members who will teach in the proposed program (page 6).

6. **Facilities and Equipment.** Will any new facilities or equipment be needed for this new program? _____ Yes **X** No
   If yes, please describe:

F. Articles of Amendment
Institutions must file Articles of Amendment with the Secretary of State as part of their application. As of October 1, 2014, the fee charged by the Secretary's Office was $15.

The Secretary's Office can be contacted at corpinfo@sec.state.ma.us or 617-727-7030. Explain that you seek to file Articles of Amendment to your charter, and you will be directed to the proper staff member and application depending on whether you are a domestic nonprofit or LLC. For domestic nonprofits, the amendment expands Article II, the purpose of the corporation; for LLCs, the amendment expands part 3, the general character of the business. **In either case, please make sure to name each proposed degree specifically, e.g., Bachelor of Science in Business, Master of Arts in Education.**

Articles of Amendment are put on hold pending DHE review of the new program. The Secretary's Office approves The Articles of Amendment upon confirmation from DHE that we have approved the new program.

1. Please attach a pdf of the date-stamped copy of the Articles of Amendment filed with the Massachusetts Secretary of State.

FORM 1A: Undergraduate Program Curriculum Outline
(Insert additional rows as necessary.)

3. Required (Core) Courses in the Major (Total # courses required = 27)		
4. Course Number	Course Title	Credit Hours
ART 0101	First-Year Seminar	1
ART 0103	Drawing I	3
ART 0104	Design Fundamentals	3
ART 0105	Three-Dimensional Design	3
ART 0106	Art Survey: Prehistoric to Middle Ages	3
ART 0107	Art Survey: Renaissance to Present	3
ART 0108	Computer Graphics for Art Applications I	3
ART 0109	Writing for Art and the Artist	3
ART 0201	Printmaking I	3
ART 0204	Pottery I	3
ART 0205	Sculpture I	3
ART 0209	Color Theory and Practice	3
ART 0214	Drawing II	3
ART 0216	Painting I	3
ART 0333	Early 20th Century Art	3
	One 200-300 Level Art History Course	3
ART 02XX	Graphic Design 1	3
ART 0212	Computer Graphics II	3
ART 02XX	Typography 1	3
ART 02XX	Graphic Design II	3
ART 03XX	Typography II	3
ART 02XX	User Experience / User Interface Design	3
ART 03XX	Graphic Design III	3
ART 0380	Graphic Design Capstone	3
	Two Studio Electives / Internships (200-300 Level Courses)	6
	Sub Total Required Credits	76
5. 6. Elective Courses (Total # courses required = 1)		
	Two General Elective Courses	6

	Sub Total Elective Credits	6
Indicate Distribution of General Education Requirements Below		# of Credits
Arts and Humanities, including Literature and Foreign Languages		16
Mathematics and the Natural and Physical Sciences		13
Social Sciences		9
SubTotal General Education Credits		38

Curriculum Summary

Total number of courses required for the degree	38
Total credit hours required for degree	120

Prerequisite, Concentration or Other Requirements:

-BFA in Graphic Design major must complete a minimum of 27 credits of coursework within the Art Department at Westfield State. Students are advised to consult their advisors for information on course sequencing and general core requirements.

-BFA in Graphic Design majors intending to pursue graduate work are advised to take additionally recommended studio courses of their choice. It is also advisable to take additional Drawing / Computer Graphics / Graphic Design classes.

-A mandatory review of a Graphic Design major's artwork from the first two-year sequence of classes will occur at the end of a Graphic Design major's fall sophomore semester. Satisfactory completion of the portfolio review is required for all Graphic Design majors that have completed 45 credits of University classes to continue as a Graphic Design Major. Students must pass the portfolio review to continue in the major. This in person portfolio review by the Art Department's faculty will occur at the end of the semester during the week of finals. Students will have to submit their portfolio digitally before the Tuesday of Thanksgiving Break.

*The department's acceptance of the 60-credit transfer student's (junior standing) portfolio submission upon entering the University will meet this requirement.

Graphic Design Internship:

ART 0337 Graphic Design Internship prepares students for work in the Graphic Design / Web Design / Multimedia fields of the visual arts. The internship can be a placement in a department on-campus or an off-campus placement at an advertising, marketing agency or graphic design firm. A cumulative grade point average in art classes along with the completion of certain classes are required for internship placements. A departmental acceptance of an internship is by application and approval of the Internship Coordinator, the Art Department's Chairperson, and The Career Center. This class can be taken twice.

For more information on internships, please see the Internship Requirement Form on the Art Department's web page or the University Catalog

October 1, 2014

FORM 1B: Graduate Program Curriculum Outline
(Insert or delete rows as necessary.)

7. Major Required (Core) Courses (Total # of courses required = 0)		
8. Course Number	Course Title	Credit Hours
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
	SubTotal # Core Credits Required	
Elective Course Choices (Total courses required = 0) *(attach list of choices if needed)*		
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
	SubTotal # Elective Credits Required	
Curriculum Summary		
Total number of courses required for the degree	[0]	
Total credit hours required for degree	[0]	
Prerequisite, Concentration, Dissertation or Other Requirements:		

Form 2: Program Faculty
In cases where the match between the faculty member's field of expertise and the proposed program is unclear, additional information on qualifications may be requested.

Name *If faculty member has not yet been hired, write:* Not Yet Hired.	Degree and Field	Title	Full- or Part-time at the institution
Example: Apple, Thomas	Ph.D. in Criminal Justice	Assistant Professor	Full-time
Shapleigh, David	MFA Painting	Professor & Chair	Full-time
Christian Swaidan	M.A. Art History; Ed.D. Educational Leadership	Associate Professor	Full-time
Imeh, Imo	Ph.D. Art History	Associate Professor	Full-time
Keim, Barbara	Ed.D. Art Education / MFA Computer Art	Professor	Full-time
Ramirez, George	MFA Graphic Design	Assistant Professor	Full-time
Wainright, Jamie	MFA Printmaking	Professor	Full-time
Donovan, Celeste	Ph.D. Art History	Adjunct Professor	Part-time
Amber Scoon	Ph.D. Philosophy, MFA Painting	Adjunct Professor	Part-time
Kate Martineau Dempsey	Ph.D. Art History	Adjunct Professor	Part-time
Gabriel Phipps	MFA Painting	Adjunct Professor	Part-time
Paul Bloomfield	BA Photography, MA Art History	Adjunct Professor	Part-time
Molly Hatch	MFA Ceramics	Adjunct Professor	Part-time
Nowinski, Maggie	MFA Visual Arts	Adjunct Professor	Part-time
O'Brien, Patrick	MFA Illustration	Adjunct Professor	Part-time
Montgomery, Susan	MFA Painting	Adjunct Professor	Part-time
Colin McMullan	MFA Sculpture	Adjunct Professor	Part-time
David While	BFA Illustration	Adjunct Professor	Part-time

October 1, 2014