WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

DECEMBER 9, 2009 AGENDA

Members

Cindy Bullock Keith Burdette Joe Campbell Gerard El Chaar William H. Hopkins Curtis Miller Kennad Lee Skeen, II Gregory K. Smith Rock Wilson Matthew Santer Violet Mosser Teresa Wamer

Marie Foster Gnage President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, December 9, 2009

3:00 p.m.	Executive Committee	C-105 (Caperton Center)
4:00 p.m.	Administrative Services Committee	C-200 (Caperton Center)
	Academic and Student Services Committee	C-105 (Caperton Center)
5:15 p.m.	Board Meeting	Auditorium (Caperton Center)
	Possible Executive Session	C-105 (Caperton Center)
6:15 p.m.	Board Members Individual Photos	
6:30 p.m.	Dinner	Atrium (Caperton Center)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS Meeting of December 9, 2009 5:15 p.m. Caperton Center Auditorium

1.	Call to Order	Board Chair, Joe D. Campbell
2.	Roll Call	Patsy Bee Executive Assistant to the President
3.	 Board Chair Report Appointment and Charge to College Development Committee 	Chairman Campbell
4.	Possible Executive Session under the authority of WV C • Update on President's Goals	Code §6-9A-4-2A
5.	Approval of Minutes (November 4, 2009)	5
6.	President's Report	Dr. Marie Foster Gnage President
7.	Student Government Presentation Committee Reports	Teresa Wamer SGA President
<i>,</i> .	 Executive Committee Audit Review Committee Administrative Services Committee Academic and Student Services Committee 	Chairman Campbell Bill Hopkins Gerard El Chaar/Greg Smith Cindy Bullock
8.	Action Items	
	 Mission Statement Proposed Policy Creating the Employee and Family Tuition Waiver Program 	President Gnage
9.	 Information Items Western Governors University Community College Partnership Program New Programs Added to State Degree Inventory Faculty Emeriti Articulation Agreement for BA in Elementary 	Anthony Underwood
	Education with Eastern CTC	17

10. Consent Agenda

11. Board Comments/Announcements

Upcoming Events at WVU Parkersburg:

- Holiday Luncheon: Wednesday, December 16, 2009, Noon, College Activities Center
- Commencement: Friday, December 18, 2009 7 p.m. College Activities Center

12. Next Meeting

Date: February 10, 2009 Location: Room 2209-2211

Time: 5:45 p.m.

13. Adjournment

MINUTES WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

November 4, 2009

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, November 4, 2009 in rooms 2209-2211 at WVU Parkersburg beginning at 5:15 p.m. Board members present were: Joe Campbell, Cindy Bullock, Curtis Miller, Keith Burdette, Rock Wilson, Gregory K. Smith, Matthew Santer, and Violet Mosser. Absent were William H. Hopkins, Teresa Wamer, Gerard ElChaar, and Kennad Lee Skeen, II. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included Mr. Bob D'Avria, Facilitator for the Strategic Planning Process, members of the WVU at Parkersburg Foundation Board of Directors, administrators, faculty, staff, students, members of the community, and the media.

1. Call to Order

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

2. Roll Call

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

3. Board Chair Report

Mr. Campbell thanked board members, faculty and staff members that participated in today's Board Retreat. He also thanked Bob D'Avria, Facilitator of the Strategic Planning Task Force, and WVU at Parkersburg Foundation Board members that participated during the special session by the Clements Group.

4. Executive Session under the authority of WV Code §6-9A-4-2A

Chairman Campbell entertained a motion to go into Executive Session to discuss items relating to Honorary Degrees for December Commencement. Mr. Miller moved to go into Executive Session. Mr. Burdette seconded the motion. The motion passed. At approximately 5:20 p.m., the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 5:25 p.m., Mr. Wilson moved that the Board return from Executive Session. Mr. Miller seconded the motion. Motion passed.

5. Minutes

Minutes of the regular Board meeting scheduled on August 12, 2009 were approved upon a motion Mr. Burdette and second by Mr. Miller.

6. President's Report

President Gnage welcomed guests, and provided an update to the Board on campus activities during the last few months. She thanked Board members for attending the retreat today and for participating in the strategic planning sessions.

7. Committee Reports

- Executive Committee Mr. Joe Campbell, Chair
 Mr. Campbell reported that due to the board retreat, the Executive Committee did not meet today.
- Audit Review Committee Mr. William Hopkins, Chair In the absence of Mr. Hopkins, Committee Member Matthew Santer provided a report from the October 21, 2009 Audit Committee. (See attached.)
- Administrative Services Committee Mr. Gerard ElChaar/Mr. Greg Smith, Co-Chairs Mr. Smith reported that due to the board retreat, the Administrative Services Committee did not meet today.
- Academic and Student Services Committee Ms. Cindy Bullock, Chair Ms. Bullock reported that due to the board retreat, the Academic and Student Services Committee did not meet today.

8. Action Items

WVU Parkersburg Strategic Plan Goals

Following a report by President Gnage; presentation from Bob D'Avria, Strategic Planning Task Force Facilitator; and questions/discussion by the Board members, Mr. Burdette moved that the following resolution be approved:

 Resolved, That the West Virginia University at Parkersburg Board of Governors approves the WVU Parkersburg Strategic Plan Goals as presented.

Mr. Miller seconded the motion. Motion passed.

• 2009 WVU Parkersburg Financial Statement Audit

Following a report by Christopher Clifford, Interim Chief Financial Officer, and questions/discussion by Board members, Mr. Miller moved that the following resolution be approved:

 Resolved, That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg audited financial statements for the fiscal year ended June 30, 2009.

Mr. Burdette seconded the motion. Motion passed.

WVU Parkersburg Cafeteria Renovations

Following a report by Christopher Clifford, Interim Chief Financial Officer; presentation by representatives from AVI FoodSystems, Luanne Wiseman, District Manager Dining Services and Vince Lombardi, Regional Manager Educational Services; and questions/discussion by Board members, Mr. Smith moved that the following resolution be approved:

 Resolved, That the West Virginia University at Parkersburg Board of Governors approves the proposed cafeteria renovation project for WVU Parkersburg.

Mr. Santer seconded the motion. Motion passed.

9. Consent Agenda

Mr. Burdette moved to approve the following resolution for the Consent Agenda Item:

- Honorary Degrees for December Commencement
 - Resolved, That the West Virginia University at Parkersburg Board of Governors approves one Honorary Degree from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 17 Commencement.

Ms. Mosser seconded the motion. Motion passed.

10. Board Comments/Announcements

- Yamato: Drummers of Japan will be held Thursday, November 19, 2009
 7 p.m. College Activities Center.
- The WVU Parkersburg holiday luncheon will be held Wednesday, December 16, 2009. Additional information will be mailed to Board members.
- Commencement: Friday, December 18, 2009 at 7:00 p.m. in the College Activities Center. Former WVU President David Hardesty will be the commencement speaker.

11. Next Meeting

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, December 9, 2009 in rooms 2209-2211.

12. Adjournment

ith no further business to be discussed, Mr. Burdette moved that the meeting journed, Mr. Miller seconded the motion. Motion passed.	
Respectfully submitted,	

Patsy Bee Executive Assistant to the President
 Joe D. Campbell, Chairman
Keith Burdette, Secretary

ITEM: Mission Statement

RECOMMENDED RESOLUTION: Resolved, That the West Virginia University at

Parkersburg Board of Governors approves the Mission Statement for West Virginia University at

Parkersburg as presented.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

The existing mission statement for West Virginia University at Parkersburg defines the institution as a regional campus of West Virginia University, and, therefore, is need of updating. The campus Institutional Effectiveness Council was charged with drafting the mission statement for WVU at Parkersburg. After receiving input from faculty, staff and students, the Institutional Effectiveness Council recommends the following Mission Statement for West Virginia University at Parkersburg for review and approval by the Board of Governors:

West Virginia University at Parkersburg provides accessible, life changing educational opportunities in a safe and supportive environment.

Opportunities include:

- Career Pathways from Certificate to Baccalaureate
- Global Studies
- Workplace Experience
- Civic Engagement
- Leadership Studies

This revision is not a change in the mission being carried out by the institution. The revised wording is recommended as an update with improved, more succinct language. Upon approval by the Board of Governors the revised statement will be submitted to the WV Council for Community and Technical College Education and the WV Higher Education Policy Commission for approval.

A copy of the existing mission statement is attached for reference.

Existing Statement:

Mission of West Virginia University at Parkersburg

West Virginia University at Parkersburg provides community-focused, accessible education dedicated to academic excellence and designed to prepare students to achieve their potential. A regional campus of West Virginia University, WVU at Parkersburg is an open admission institution that delivers academic and career programs ranging from certificates to select baccalaureate degrees. The institution also serves as a host site for graduate education. WVU at Parkersburg with its Jackson County Center offers educational, social and cultural opportunities; encourages life-long learning; supports economic and workforce development; promotes progressive partnerships, and advances regionally and globally responsive education in a student-centered learning environment.

ITEM: Proposed Policy B-55 Creating the Employee and

Family Tuition Waiver Program

RECOMMENDED RESOLUTION: Resolved, That the West Virginia University at

Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy B-55, Employee and Family Tuition Waiver Program, and hereby authorizes adoption of said policy without further action by the Board if no

comments are received.

STAFF MEMBER: Anthony Underwood

Vice President for Student Services

BACKGROUND:

In an effort to advance our mission of providing an educated workforce and to provide a valuable benefit to the faculty, staff and administrators who invest their talent and effort into our institution, the attached policy proposal creates a tuition benefit for full-time, benefit eligible employees and their spouses and dependent children (24 years of age or younger) to be implemented beginning Fall, 2010.

Under the proposed policy, qualified employees will be eligible for up to six (6) credit hours per fall and spring semester, while qualified spouses and children will be eligible for up to full-time tuition for the fall and spring semesters. The benefit will be limited to those pursuing a degree at an academic degree level higher than the one they currently have.

Funding for this benefit will be derived from the state tuition waiver system and will not impact the current projected budget for those scholarships currently funded by that same source.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy establishing the Employee and Family Tuition Waiver Program. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY B-55 EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. W. Va. Code §18B-10-5
- 1.3 Effective Date. –

Section 2. Purpose

2.1 To provide tuition waiver benefit for the full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependants beginning in the Fall, 2010 semester.

Section 3. Tuition

- 3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted six (6) credit hours of tuition per semester. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients_may be granted up to full time tuition per semester.
- 3.3 Applications for a tuition waiver must be submitted and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition, when taken into aggregate with other forms of scholarship, waivers, or grants.

Section 4. Qualifications

- 4.1 To qualify for the benefit, a student must be either be a full-time benefits eligible employee of the college, a current spouse of such an employee, or a biological or legally adopted child of such an employee 24 years of age or younger who is a legal dependent of the employee.
- 4.2 This fee waiver will not be available for high school early admissions students until they are applying for general, post-secondary admission.
- 4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.

- 4.4 Students may use this benefit until they earn 144 credit hours or earn a bachelor degree, whichever is first to occur.
- 4.5 Employees who are also spouses or children of other employees will be considered an employee only for the purposes of this benefit.
- Those wishing to participate in the program must apply for the benefit for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services.
- 4.7 Only those classes being taken during the fall and spring semesters will be eligible for the program.

Section 5. Budget

- 5.1 The budget for the tuition waiver benefit program will be derived from the regular tuition waiver allotment as defined by the State of West Virginia and the President of the college.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six month notice to the college community.

ITEM: Agreement Between West Virginia University at

Parkersburg and Western Governors University

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Anthony Underwood

Vice President for Student Services

BACKGROUND:

West Virginia University at Parkersburg has entered an agreement with Western Governors University (the WGU Community College Partnership Program) to provide enrollment and Tuition benefits to the graduates and employees of West Virginia University at Parkersburg.

Western Governors University is a non-profit online university, founded by the governors of 19 western states in 1997, with a mission to expand access to higher education through online, competency-based degree programs. WGU has transformed into a national university, serving over 14,000 students from all 50 states. Western Governors University is regionally accredited by the Northwest Commission on Colleges and Universities and the Distance Education and Training Council.

Western Governors University is a viable option for place bound or non-traditional WVU Parkersburg Alumni seeking Bachelor degrees not currently offered by the institution or graduate level programs in Business, Education, Information Technology, Nursing and Healthcare Management.

By terms of the agreement, WVU Parkersburg Alumni, Staff and Faculty will:

- Have the application fee of \$65.00 waived.
- Receive a five percent tuition discount on all degree programs.
- Be eligible for the Community College Excellence Grant that may be valued up to \$2,000 and be used in addition to the five percent discount.

In return, WVU Parkersburg agrees to:

- Maintain a link on our web site to the WGU Community College Partnership Program.
- Include information about WGU Bachelor and Graduate programs in information sent to graduates and transfer students.
- Maintain current brochures describing WGU bachelor and graduate programs in Advising and Transfer Centers.

ITEM: New Programs Added to State Degree Inventory

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Rhonda Richards,

Senior Vice President for Academic Affairs

BACKGROUND:

West Virginia University at Parkersburg has received notification from the West Virginia Higher Education Policy Commission that three of the college's new programs have been added to the State Degree Inventory. These programs are:

CP-Industrial Electricity CIP # 22.15.0499 CP-Applied Process Technology CIP # 22.15.0699 AAS-Computer Science CIP # 23.11.0202

The programs were approved by the college Curriculum Committee and then sent to the Higher Education Policy Commission for review. Under the provisions of Series 37, *Increased Flexibility for Community and Technical Colleges*, the programs do not require approval by the West Virginia Council for Community and Technical Colleges. The policy does provide that "three years after the date of implementation of the occupational program, the Council will conduct a post-audit review of the program." The decision allows for two new certificate programs and an additional major for the Associate of Applied Science degree to be added to the approved program listing.

ITEM: Faculty Emeriti

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards

Senior Vice President for Academic Affairs.

BACKGROUND:

The following faculty members have been approved as Faculty Emeriti at West Virginia University at Parkersburg:

Lewis Rutherford: Lewis began his career at WVU Parkersburg on May 13, 1974 and retired on August 15, 2009. He was a Professor of Speech and upon retirement was a member of the Social Sciences and Languages Division.

Gary Waggoner: Gary began his career at WVU Parkersburg on July 1, 1972 and retired on August 15, 2009. He was a Professor of Biology and upon retirement was chair of the Natural Sciences and Mathematics Division.

ITEM: Articulation Agreement for BA in Elementary

Education with Eastern CTC.

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards

Senior Vice President for Academic Affairs.

BACKGROUND:

During the 2008/2009 academic year West Virginia University at Parkersburg entered into an agreement between students enrolled in any of the nine institutions in the Community and Technical College System of West Virginia who have completed associate degree programs. The agreement will allow them to transition to one of four WVU Parkersburg baccalaureate programs. The agreement focused on meeting the advanced training needs of the state in the areas of teacher education and the applied sciences. These baccalaureate degrees include the following: Bachelor of Applied Science in Business Administration; Bachelor of Applied Technology; Bachelor of Arts in Elementary Education; and the Regents Bachelor of Arts. Other baccalaureate programs may be offered in the future.

As the next step in this process, WVU Parkersburg has entered into an Articulation Agreement with Eastern Community and Technical College to deliver the Bachelor of Arts in Elementary Education to students who have completed the Associate of Arts degree at Eastern. A timeline has been completed and an agreement for shared costs has been developed. A copy of this Articulation Agreement is attached.

ARTICULATION AGREEMENT

between

West Virginia University at Parkersburg and

Eastern Community and Technical College for BA in Elementary Education

I. PURPOSE

West Virginia ranks near last in baccalaureate degree attainment and is experiencing significant shortages in teacher education and the applied sciences. To meet the economic needs of the state and to ensure an educated, prepared workforce, West Virginia University at Parkersburg will provide the Bachelor of Arts in Elementary Education program to Eastern Community and Technical College students.

II. ELEMENTS OF THE AGREEMENT

Eastern Community and Technical College students who have completed the Eastern associate degree program that includes teacher education preparatory coursework will be eligible to apply for the BA in Elementary Education Program at WVU Parkersburg following the timeline below:

Spring 2009

Host site faculty and/or staff attend NCATE spring conference with WVUP faculty representatives to learn more about the accreditation process and teacher education programs and expectations. The NCATE conference will be held in Washington, DC, April 1-5, 2009. Registration materials are available from the NCATE website at www.ncate.org.

Summer 2009

WVUP and Host Site Teacher Education Curriculum Workshop on the WVUP campus to bring faculty/staff from host site and WVUP together for a 3-day workshop to finalize program planning sheets, articulation process, expectations, final timeline for implementation, and staffing needs. The timeline is presented to EPPAC for approval and once approved, is then forwarded to the WVDE, HEPC, and EPPAC.

Fall 2009

Formal articulation agreement is signed by institutional presidents and then signed agreements are sent to Andrew Lootens-White at HLC for staff approval followed by a site visit after program has been implemented for a six-month period.

Fall 2009

Program is advertised and cohorts are recruited at host sites for the new program which begins Spring 2010. The following are components of the new program which should be addressed at host sites:

- Meet with county officials to discuss background checks, TB testing, ID badges;
- Discuss with public elementary schools regarding Partnerships Project placements;
- Discuss payment procedures for cooperating teachers/schools;
- PPST testing requirements look at proximity of test centers;
- Review electronic portfolio requirements;
- Review acceptable academic credentials for teaching faculty;
- Begin hiring process of new faculty on both/all campuses;
- Review Livetext assessment requirements;
- Determine technology support in classrooms;
- Discuss Signing Ceremony/Kappa Delta Pi initiation;
- Review Service learning information;
- Identify Center for Teaching Excellence support/resources;
- Determine Boys & Girls Club placements for Education 300 – Diversity requirements in a service agency;
- Define additional administrative help on both campuses;
- Determine additional support for Certification Analyst;
- Determine where funding will come from for travel between schools;
- Determine Teacher Education Panel Review requirements/participants; and
- Identify full-time liaison position established on other campuses.

Spring 2010

The first cohort of students will begin entry level teacher education courses and other support courses needed prior to admission into the elementary_education program.

Fall 2010

New program formally begins and student cohorts from host sites can continue with general education courses to prepare for admission.

Spring 2011

WVUP hosts the HLC site visit to assess progress of new WVUP teacher education cohort(s) at participating CTC institutions.

Fall 2011	Students continue entry level education courses and other support courses needed prior to admission to Program.
Spring 2012	Students continue entry level education courses and other support courses needed prior to admission to Program.
Fall 2012	NCATE continuing accreditation visit on WVUP campus. Praxis I-PPST should be taken this semester. First cohort students apply for admission to Program.
Spring 2013	First cohort teacher candidates will begin taking instructional strategies courses after admission to the Elementary Education Program.
Fall 2013	Teacher candidates will continue instructional strategies courses. Teacher candidates will take Praxis II and PLT tests near the completion of this semester. (All required exams must be completed successfully for admission to student teaching.) Teacher candidates will apply for admission to student teaching.
Spring 2014	Student teaching for the entire semester. Student teachers apply for graduation in May.

III. DELIVERY OFSERVICES
Services will be shared according to the stipulations below:

Services	WVU Parkersburg Cost Sharing %	Eastern CTC
Liaison/Coordinator for WVUP program at host site-It is anticipated that liaison may teach education courses at pre-admission level on host campus (80%) as well as serve as the WVUP program coordinator (20%).	20%	80%
Travel Reimbursements for WVUP faculty traveling to and from sites	50%	50%
Office support for Liaison/Coordinator at host site		100%
Software for installation in computer labs on the host campus (Compass, LiveText, etc)		100%
Adjunct faculty costs on the host campus (@4 per semester) that have pre-approval by WVU Parkersburg to teach four education courses from WVU Parkersburg curriculum.		100%
Professional development for adjunct faculty on the host campus in ThinkFinity, etc.		100%
Establishing a host site replica of the WVUP Center for Teaching Excellence	,	100%
HLC team visit/approval for offering more than 50% off-site degree program	50%	50%
Stipends for P-12 school teachers who oversee field students and student teachers at host site	Covered by Student Fees Paid to WVU Parkersburg	
Advising support costs for on-line advising for elementary education majors through WVUP	50%	50%
NCATE accreditation team visit to off-site programs as part of 2012 visit		100%
WVUP Teacher Education Review Panel visits (two annually for 2 days-lodging/food/travel		100%

IV. FINANCIAL AID

Once Eastern students are accepted into the WVU Parkersburg Elementary Education program, they become WVU Parkersburg students and financial aid rules and policies in place at WVUP will apply.

V. TERMINATION OF AGREEMENT

This agreement may be terminated at the request of either party upon a minimum of 6 months notification in writing to the other party. If the program is terminated, students who are currently enrolled in the program will be allowed to complete the program within a two-year period of the termination date.

Robert Eagle

Dean of Academic and Student Services
Eastern Community and Technical College

Robert Sisk President

Eastern Community and Technical College

Rhonda Richards

Sr. Vice President for Academic Affairs West Virginia University Parkersburg

Marie Foster Gnage

President

West Virginia University Parkersburg