

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JUNE 15, 2011
AGENDA**

Members

Cindy Bullock
Joe Campbell
Steve Chancey
Cheryl Donohoe
Gerard El Chaar
Curtis Miller

Gregory K. Smith
Rock Wilson
Jamie Six
Violet Mosser
Teresa Wamer
Matthew Santer

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

**Wednesday, June, 2011
President's Conference Room/
Conference Call**

3:00 p.m.	Board Meeting	President's Conference Room/ Conference Call
	Possible Executive Session	President's Office

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of June 15, 2011
President's Conference Room
3:00 p.m.
Conference Call
1-877-302-0757
ID 4192633#

1. Call to Order Board Chair, Joe D. Campbell
2. Roll Call Patsy Bee
Executive Assistant to the President
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○ Blue Ridge CTC/Articulation for BAT		
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8. Board Comments/Announcements
- Groundbreaking: CTC/ATC - TBA – Later in June
 - Faculty/Staff Professional Development Week August 15 – Guest Keynote
Presenter will be former president, Dr. Byron McClenney
 - 50th Anniversary Gala – September 16
 - 50th Anniversary Founders Day – September 17

9. Next Meeting

10. Adjournment

WVU at Parkersburg Board of Governors

Meeting Schedule 2011-2012

Meeting Date
September 14, 2011
November 2, 2011
February 8, 2012
April 11, 2012
May 9, 2012
June 13, 2012

**MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS**

May 11, 2011

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, May 11, 2011 at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Steve Chancey, Teresa Wamer, Jamie Six, Curtis Miller, Gregg Smith, and Gerard El Chaar. Absent was: Cindy Bullock, Rock Wilson. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included Legislators, WVU at Parkersburg Foundation Board of Directors, administrators, faculty, staff, and members of the media.

1. Call to Order

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order. Chairman Campbell welcomed Legislators, Foundation Board Members, administrators, faculty, staff and members of the media.

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

No report.

4. Minutes

Minutes of the regular Board meeting scheduled on March 30, 2011 was approved upon a motion by Mr. Miller and second by Ms. Wamer.

5. President's Report

President Gnage introduced the College Chorale of West Virginia University at Parkersburg with conductor Professor H. G. Young, III. The group performed two songs from their upcoming Spring Concert.

President Gnage presented her report to the Board noting several activities on campus such as the employee and student awards days, and the upcoming recognition of the Honorary Class of 2011. In addition to the dinner in their honor scheduled for May 13, they will be invited to march in our convocation on September 17.

6. Committee Reports

- Executive Committee – Mr. Joe Campbell, Chair

Mr. Campbell reported that the Executive Committee met today at 3:00 p.m. in the President's Conference Room to review the agenda for today's meeting; receive updates on the construction projects and request from construction trades; and discussed a timeline for the President to develop goals for next year to be presented at the next Board meeting.

Audit Review Committee – Mr. Greg Smith, Chair

The Audit Committee did not meet.

- Administrative Services Committee—Mr. Curtis Miller

Mr. Miller reported that the Administrative Services Committee met today and received updates on the facilities and capital planning such as the Downtown Center, Applied Technology and Child Development Centers including bid updates; Energy Lab updates, and updates on the new Information Technology Center. They received an update from Business Services on the possible change in ERP from MAP/Oracle to Banner Finance/HR and Indirect cost agreement with the federal government. Human Resources provided an update on open positions; RFP for ERP system: (Payroll/Human Resources, Procurement, Financials, Treasury Management). Information Technology provided an update on R25 scheduling, I-dashboard, wiring project, JCC and Classroom AV.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

Ms. Mosser reported in the absence of Ms. Bullock that the Academic and Student Services Committee met and received an update from the Academic Affairs area on faculty positions for fall 2011; grants and programs; summer instructional planning activities; and state rules and regulations. Workforce and Community Education provided an update on FastTrack; Community Education; professional development for WCE Staff; potential new software; business and industry training; and WorkKeys. Student Services provided an update on admissions series and policy; enrollment; engagement assessment; and athletics.

- Campus Development Committee – Mr. Curtis Miller, Chair

The Campus Development Committee did not meet.

7. Action Items

Agreement and Rules of Engagement between West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc.

President Gnage provided a report on the Agreement and Rules of Engagement between WVU Parkersburg and the WVU at Parkersburg Foundation, Inc. After some discussion and questions, Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Agreement and Rules of Engagement between West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc. for 2011-2012, as presented.

Mr. Smith seconded the motion. Motion passed.

Implementation of WVU at Parkersburg Chief Executive Special Pay Plan

Dr. Vincent Mensah, Chief Financial Officer, provided a report on the implementation of WVU Parkersburg Chief Executive Special Pay Plan. After some discussion and questions, Mr. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the implementation of a West Virginia University - Parkersburg Chief Executive Special Pay Plan under Section 403(b) of the Internal Revenue Code.

Mr. Chancey seconded the motion. Motion passed.

8. Information Items

Budget 2010-2011

Dr. Mensah provided a report on the state of the college's finances and the budget. (See attached document that was distributed.)

2011-12 Holiday Schedule

President Gnage reported that as authorized by Board of Governors Policy B-08, a holiday schedule for 2011-12 has been established and approved for West Virginia University at Parkersburg, a copy of which was included in the agenda. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part. The schedule has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.

Capital Campaign Feasibility Study

Ms. Susan (Kim) Jones, Executive Director of the WVU at Parkersburg Foundation, reported that after review of the presentations and proposals submitted by Hartsook Companies, Progressity, and Crandall, Croft & Associates, the WVU at Parkersburg Foundation Board recommends Crandall, Croft & Associates be the provider of these services. The Foundation will also commit to funding these services.

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

Chairman Campbell entertained a motion for the Board to go into Executive Session to discuss the President's Evaluation, President's Contract Renewal and some personnel issues.

Ms. Wamer moved to go into Executive Session at approximately 6:40 p.m. Mr. Miller seconded the motion. Motion passed.

At approximately 8:50 p.m. Mr. Miller moved to return from Executive Session. Mr. Six seconded the motion. Motion passed.

Approval of the Presidential Contract and Compensation

Upon a motion by Mr. El Chaar and second by Ms. Donohoe, the Board approved the entering into a contract with President Marie Foster Gnage based on the discussion in executive session, the details of which will be negotiated by Chairman Campbell and submitted to the WV Council for Community and Technical College Education for approval.

10. Consent Agenda

Mr. Santer moved to approve the following Consent agenda items:

Policy A-56, W. Va. Freedom of Information Act

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy A-56, W. Va. Freedom of Information Act, as revised.

Proposed Policy on Appropriate Use of Computer Resources

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy E-57, Appropriate Use of Computer Resources, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. El Chaar seconded the motion. Motion passed.

11. Board Comments/Announcements

Chairman Campbell announced that the Board would need to hold another meeting before the end of the year to discuss some items that were not ready for the Board agenda this month. At this time, a conference call will be held on June 15. Additional information will be provided when details are finalized.

12. Adjournment

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Ms. Mosser seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Program Reviews

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2010-2011.*

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, "Policy Regarding Program Review," WVU at Parkersburg has conducted an internal follow-up review of two programs this academic year in accordance with these procedures. The internal review consisted of an initial review by the Outcomes Assessment Committee, an Academic Affairs standing committee. The internal follow-up reviews occur two years after the full five-year review when a program has additional criteria that must be met. This year the AAS in Criminal Justice and the CP in Surgical Technology were scheduled for two-year follow-up reviews in order to provide additional information regarding program assessment.

The recommendations are as follows:

AAS in Criminal Justice –The Associate in Applied Science Degree in Criminal Justice should be continued at the current level of activity without a specific action.

CP in Surgical Technology—The Degree Certificate in Surgical Technology should be continued at the current level of activity without a specific action.

In accordance with Series 10, the Board's decision regarding these program reviews will be submitted to the Chancellor of the WVCTC system by July 1st, 2011.

See Attachment A page 44.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Suspension of Certificate in Paramedic Science

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the suspension of the certificate program in Paramedic Science.*

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

After review, research, and consultation, it has been determined that the degree certificate program in Paramedic Science should be suspended. Students will not be admitted into the program effective July 1, 2011, and currently enrolled students will be given until July 1, 2012, to complete their program of studies. All students who have been admitted to the program have completed the paramedic courses.

Interest in the Paramedic program has declined since the inception of the program in 2007. Enrollment has been insufficient to justify the costs associated with delivery of the program:

2007-2008: 15 students enrolled
2008-2009: 5 students enrolled
2009-2010: 5 students enrolled
2010-2011: 4 qualified applicants (insufficient number to begin a new class)

Upon approval by the WVU Parkersburg Board of Governors, the suspended CP in Paramedic Science program will be submitted to WV Community and Technical College System for removal from the state approved program inventory.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Revision of Salary Policy B-29

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves Salary Policy B-29 as revised.*

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

A proposed revision of Salary Policy B-29 was presented to the Board of Governors on March 30, 2011. The revision modifies the outdated policy originally adopted by the West Virginia University Board of Governors on October 5, 2001, containing language that distinguishes the Morgantown campus and its implementation strategies.

A notice of proposed rulemaking was issued on April 1, 2011, for a comment period ending May 2, 2011. The comments received are attached. Upon prior recommendation of an institutional task force, a sentence has been added as Section 3.4 permitting a base salary increase to accompany the attainment of a higher degree in accordance with institutional procedures. The same permissive language was added as Section 5.3 pertaining to non-classified staff. Further guidance relative to classified staff salaries is anticipated in forthcoming rules of the Council for Community and Technical College Education.

The attached final version proposes a policy that is relevant to WVU at Parkersburg and is sufficiently flexible to allow the Board to approve salary increases in accordance with rules and directives of the Council for Community and Technical College Education.

Approval of this revision is recommended as presented.

COMMENTS RECEIVED
Revised Policy B-29, Salary Policy
Public Comment Period: April 1, 2011 – May 2, 2011

Date Received	Comments	Revisions to policy proposal
4/1/11	My comment regarding the proposed changes is: "WONDERFUL!"	None
4/20/11	<p>I have comments to make regarding this proposed policy and the position the policy imposes upon classified staff. Consider the following:</p> <ol style="list-style-type: none"> 1. Section 3.1 for faculty includes "benchmarked with peer institutions and market." 2. Section 5.1 for non-classified staff includes "...market salary analyses, as determined by the Classification and Compensation Unit of West Virginia University, ..." 3. Nothing in section 4 that deals with classified employees allows for market nor benchmarks utilized by the other two groups of employees. Classified staff will look at these two factors relating to faculty and non-classified staff and believe that we are, again, considered as not important to the over-all mission of the college. 4. section 4.2 is ambiguous. It says after June 30, 2011, increases for classified staff may be based on annual performance evaluation outcomes according to institutional procedures... State code says if you give merit raises, they have to be based on BOG policy - not institutional procedures. See 18B-9-5. Classified employee salary of WV State Code. As described here in the proposed policy, this is merit pay and therefore is pay for performance. 5. Classified staff are on a salary schedule that is ten years behind our peer institutions of the SREB. The other institutions have salaries that average about 26% more than our present salary schedule. 6. Other fully-funded institutions have paid their employees above step 15. I recommend that our Board of Governors utilize the 2% salary increase signed into legislation by Governor Tomblin to be distributed in accordance of the wishes of legislators, which is to mean that ALL staff receive no less than \$500 and no more than \$1200 pay increase. 7. Classified staff already feel like second-class employees. Do not allow pre-conceived notions nor prejudice nor haste in deciding to be the driving forces behind any salary policy. Fairness and equality is what is lacking for it is not fair nor equal to allow market to drive salaries in one section and not allow market to drive the other sections. 8. What most people will fail to realize is the concept of "merit" pay that is directly tied to any salary increases for classified staff and that is tied directly to annual performance appraisals completed by supervisors. One thing that is missing from this whole concept of merit and the new performance appraisal form is that supervisors were given no training on utilizing the new form, and, I'm sure mistakes have been made. There needs to be training for supervisors in this regard. 9. Section 1.1 There needs to be something added at the end, like "other than salary increases mandated by the WV Legislature, the Governor or the Council." 	None

West Virginia University at Parkersburg Board of Governors

**POLICY B-29
SALARY POLICY**

Section 1. General

- 1.1 This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in determining salaries and annual salary increases for its employees.
- 1.2 Authority. – West Virginia Code: ~~§18B-8-3~~ §18B-8-2; and ~~§18B-8-3a~~; Higher Education Policy Commission Salary Guidelines.
- 1.3 Effective Date. – ~~October 5, 2001~~

Section 2. Background

2.1 ~~In its approved Compact and Master Plan, WVU restated its commitment~~ The West Virginia University at Parkersburg Board of Governors is committed to a compensation program that will support the retention of quality faculty, staff and administrators so as to accomplish the institutional goals, objectives and priorities identified in state law, rules and master plan of the Council, and campus compact of Senate Bill 653. The realization of ~~this plan~~ salary increase goals is based upon continued increases in state support and the ability to raise tuition and fees. ~~Continued internal reallocation, as done under Senate Bill 547, was not an option under Senate Bill 653. All salary increases needed to come from new funds. It was noted that a new classified employee schedule was being proposed.~~

Section 3. WVU Salary Policy Faculty and Faculty Equivalent Personnel

~~**Faculty and Faculty Equivalent Personnel:** At WVU Morgantown, a salary pool will be created annually from new revenues generated by state resources and student fees. In FY2003, 75% of the pool will be dedicated to merit increases. In FY2004 and each year thereafter, 100% of the pool will be dedicated to merit increases. In a 100% merit system, salary increases will be tied totally to performance. The regional campus will follow a similar model, however, achieving 100% merit no later than FY2005, thus bringing all campuses in compliance with the Higher Education Policy Commission guidelines.~~

- 3.1 Entry level salaries shall be based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined annually and approved by the Board of Governors.
- 3.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation according to institutional procedures and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 3.3 A salary increase of at least ten percent shall accompany promotion in rank.
- 3.4 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

Section 4. Classified Employees

~~**Classified Employees:** Over the next five years, beginning with FY2003, WVU Morgantown and all regional campuses will move classified staff who are below their new salary on the new Higher Education Policy Commission Employee Annual Salary Schedule in five incremental steps to full compliance on the new salary program. Entry rates will be similarly adjusted over the next five year period.~~

4.1 All classified employees hired after June 30, 2011, shall have an initial salary equal to the zero step at the appropriate pay grade in accordance with the statutory salary schedule.

4.2 Annual salary increases shall be contingent upon available funding. Increases after June 30, 2011 may be based on annual performance evaluation outcomes according to institutional [procedures](#) and consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

4.3 A classified staff member promoted to a position in a higher pay grade shall receive a salary increase in accordance with the personnel rules of the W. Va. Council for Community and Technical College Education.

Section 5. Non-Classified Employees

~~**Non-Classified Employees:** A pool of funds will be created annually on each campus and awarded totally upon performance beginning in FY2003, thus bringing each campus in compliance with the Higher Education Policy Commission guidelines.~~

5.1 Entry level salaries shall be based on academic degree, experience, and market salary analyses, as determined by the Classification and Compensation Unit of West Virginia University, a service provided through an established affiliation agreement.

5.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation outcomes according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

5.3 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

Note 1: Implementation strategy for faculty pay raises can be found at <http://www.wvu.edu/~acadaff/fac/policies/performance.pdf>

Note 2: ~~Salary Enhancement for Academic Achievement Policy~~ can be found as BOG Policy 30 at <http://www.wvu.edu/~bog/policies/policy30.pdf>

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Contracts for Demolition and Abatement of
Downtown Facility

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at
Parkersburg Board of Governors approves the bid
awards for demolition and abatement contracts for
the downtown facility.

STAFF MEMBER: Dave White, Director of Facilities and Grounds

BACKGROUND:

Approval is requested for bid awards for the complete abatement and demolition work at the
downtown facility located at 705, 707, and 709 Market Street, including clean air samples at
each address. Three contracts totaling \$310,500 will be awarded as follows:

Empire Builders (low bid)	\$290,000
Pickering Associates (execution and engineering)	\$9,500
Astar Abatement (oversight and air testing)	\$11,000

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Revision of Policy D-51, Admission to WVU at Parkersburg

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking to revise Policy D-51, Admission to WVU at Parkersburg, in compliance with the revised requirements of § 135 CSR 23, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

Series 23 of the West Virginia Community and Technical College System, “Basic Guidelines and Standards for Admissions at Community and Technical Colleges” was revised effective May 22, 2011. A summary of changes required by Series 23 follows.

Admission to the College

Admission to the college will be open to any person aged 18 and older who has a proven Ability to Benefit (ATB) as defined by the federally recommended Accuplacer ATB test scores of: Arithmetic 34; Reading Comprehension 55; and Sentence Skills 60.

Admission is also open to any person that has completed a recognized secondary school credential including accredited high school diplomas or GED. Based on discussions with peers and implementation of similar policies at similar institutions, those who provide secondary credentials would be exempt from the Ability to Benefit testing procedure, however their test scores on the original version of the Accuplacer will be used to determine if ATB monitoring is necessary.

The provision of high school transcripts and GED scores will no longer be required; a statement affirming graduation or GED completion and the identification of the granting institution will suffice, UNLESS as required by federal regulations, the identified diploma granting institution is unfamiliar to the college or the circumstance of the diploma granting seem unusual. Students completing a course of study at an unrecognized institution must use the Ability to Benefit procedure for admission.

Transfer Admission

According to Series 23, “Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges.” However, due

to the possible liability to the college of inaccurately granting financial aid to ineligible transfer students and the federal requirement that all regularly accepted students must be given access to federal aid, we will be requiring that all transfer students continue to submit transcripts for admission to the college. Though there seems to be a conflict of interest between U.S. Department of Education requirements and the intent of Series 23 that results in a logic loop.

- A. Series 23 says that transfer students do not have to submit transcripts from previous colleges.
- B. Series 23 says that colleges may make submission of transcripts necessary for federal and state aid.
- C. Federal regulations state that any student who is accepted into our college for general admission must be offered all financial aid for which they are eligible.
- D. Federal regulations also require that any over-award / mis-award made by the school to the student must be repaid first by the school to the USDOE.
- E. The only method that can be used to prevent over-award / mis-award to transfer students is the submission of previous transcripts (to measure class rank, total attempted credit hours, etc.).
- F. Therefore to accurately determine financial eligibility, all transfer students must submit college transcripts as allowed by Series 23.

Program Admission

It is strongly recommended that all Bachelor degree programs and all other programs with accreditation requirements adopt program admission procedures that require a secondary education credential for admission.

Ability to Benefit Monitoring and Counseling

All students admitted to the college who score under the ability to benefit level (i.e. possessing a secondary credential) and insisting on enrollment will be placed in a monitoring program with other developmental students where their academic progress will be monitored by a committee made up of Developmental Education, the Student Welcome Center and the Student Success Center. Reports on the progress of individual students will be made each semester at the fourth week, mid-term and end-of-term points.

All other students testing below ATB levels will be counseled by trained staff advisors on possible alternatives to immediate college enrollment to include:

- Adult Basic Education
- WVU Parkersburg Workforce and Community Education
- GED Testing
- Literacy programs
- Re-testing
- Disability Services

No tester will be allowed to leave the campus without being give options and specific contact opportunities.

A revision of WVU at Parkersburg Board of Governors Policy B-29 is recommended pursuant

to the Council's revised rule. The attached revision of Policy B-29 reflects the necessary changes in admission requirements.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy revision. 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 D-51
ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

Section 1. General

- 1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.
- 1.2 Authority - [§ 135 CSR 23](#).
- 1.3 Effective Date – ~~April 7, 2011~~ July 1, 2011

Section 2. Purpose

- 2.1 It is the purpose of the Board to establish standards and procedures for admission to West Virginia University at Parkersburg.

Section 3. Categories of Admission

- 3.1 Students may be admitted to West Virginia University at Parkersburg under any of the following categories: Note: Admission to the institution does not necessarily imply admission to a particular program of study.
 - 3.1.1 General Admission
 - a. Transfer Admission
 - b. Transient Admission
 - c. Early Admission of High School Students
 - d. Readmission
 - e. Non-degree Admission
 - f. International Admission including English as a Second Language
 - 3.1.2 Provisional Admission

Section 4. Admissions Requirements - General Admission

4.1 To be fully admitted under general admissions requirements, a student must:

- 4.1.1 Submit an Application for Admission wherein the applicant states that they have graduated from an accredited secondary institution or have successfully completed a course of General Education Development (GED) with attendant scores. Applicants who have not completed a secondary credential may attain admission to the college so long as they are 18 years of age or older and can prove an Ability to Benefit (ATB) as defined by the federally recommended Accuplacer ATB test scores.
- 4.1.2 Submit official high school transcript from a regionally or West Virginia state accredited secondary school (indicating graduation date) or passing General Education Development (GED) scores. (High school transcript not needed from person who graduated from high school five years previous to WVU Parkersburg enrollment.) Per federal financial aid regulation and institutional obligations to such, submit official high school transcripts or General Education Development (GED) scores at the request of the college if the Office of Enrollment or office of Financial Aid has reason to suspect that an applicant's declaration of secondary credential holding is suspect or not properly accredited.
- 4.1.3 If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcript marked "issue to student" or submitted directly by students cannot be accepted.)
- 4.1.4 Submit scores achieved on any one of the following: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Accuplacer Ability to Benefit, Asset, or Compass. (This requirement does not apply to applicants who graduated from high school more than five years previous unless a specific test score is required for admission to a program or required for a specific scholarship award.)
- 4.1.5 ~~Submit measles and rubella immunization records if a full-time student and if born after January 1, 1957. Acceptable documentation might include one of the following:~~
 - ~~a. Proof that student was born before Jan. 1, 1957.~~
 - ~~b. Copy of permanent health record with report of measles and rubella immunization from the high school.~~
 - ~~c. Report of immune titer or a positive antibody test providing immunity from a physician or the Health Department.~~
 - ~~d. Health history signed by a physician that the student had the disease (applies only to measles).~~
 - ~~e. Proof that measles and rubella vaccines were given after one year of age.~~

Section 5. Admissions Requirements-Transfer Students

- 5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:
- 5.1.1 Submit Application for Admission wherein the applicant states that they have graduated from an accredited secondary institution or have successfully completed a course of General Education Development (GED) with attendant scores. Applicants who have not completed a secondary credential may attain admission to the college so long as they are 18 years of age or older and can prove an Ability to Benefit (ATB) as defined by the federally recommended Accuplacer ATB test scores of: Arithmetic 34; Reading Comprehension 55; and Sentence Skills 60. Applicants with 30 or more hours of college credit are not subject to Ability to Benefit testing.
 - 5.1.2 Pursuant to federal financial aid regulations and institutional obligations to such—Submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Office of Enrollment of WVU Parkersburg. Only credits earned at regionally accredited institutions will be accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcripts marked "issue to student" or submitted directly by students cannot be accepted.)
 - ~~5.1.3 Submit measles and rubella immunization records if full time student and if born after January 1, 1957.~~
 - ~~5.1.4 Submit a high school transcript indicating graduation date and ACT, SAT, Accuplacer, Asset, or Compass scores IF~~
 - ~~a. The applicant has fewer than 30 hours of college credit. And if~~
 - ~~b. The applicant graduated from high school fewer than five years previous to WVU Parkersburg enrollment.~~

Section 6. Admission Requirement - Transient Students

- 6.1 A Transient student is defined as any student who is officially enrolled in another college (referred to as home college) and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:
- 6.1.1 Submit an Application for Admission.
 - 6.1.2 Submit a transient approval form or letter of good standing from the home institution.

Section 7. Admissions Requirements - Early Admissions Students

- 7.1 An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative 2.8 grade point

average. To be fully admitted under early admission requirements, a student must:

7.1.1 Submit Application for Admission form.

7.1.2 Submit a written recommendation either the high school principal or a high school counselor to take college courses while a high school student.

7.1.3 Submit a partial, official high school transcript.

7.2 Only high school students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid.

Section 8. Admission Requirements - Readmission Students

8.1 A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:

8.1.1 Submit a new application for admission if the student has not been enrolled for at least one academic year.

8.1.2 If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for admission transfer.

Section 9. Admissions Requirements - Non-degree Students

9.1 A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

9.1.1 Submit Application for Admission.

9.2 The non-degree student is not eligible for financial aid.

Section 10. Admissions Requirements - International Students

10.1 An International student is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by May 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

10.2 To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:

10.2.1 Submit an International Application for Admission.

10.2.2 Submit a certified copy of secondary school transcripts if seeking transfer credit from the institution.

- 10.2.3 If transferring to West Virginia University at Parkersburg submit a copy of all prior institution college or university transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.
- 10.2.4 Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
- 10.2.5 Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- 10.2.6 Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.
- 10.2.7 All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.
- 10.2.8 Submit a copy of a current passport.
- ~~10.2.9 Provide documentation from a doctor proving immunization from measles, mumps and rubella.~~
- 10.3 Upon receipt of all documentation, the Office of Enrollment will complete an evaluation and notify the student of an admissions decision.
- 10.4 Upon confirmation of a positive admission decision, the Office of Enrollment will issue an I-20.
- 10.5 Students who have not attained the necessary TOEFL, IELTS, or STEP EIKEN scores and wish to participate in the WVU Parkersburg English as a Second Language (ESL) course of study, may do so provided that they complete all other provisions as defined in section 10 of this policy. The I-20 will be issued to qualifying students for ESL study according to federal regulations.
- 10.5.1 Students will be limited to two consecutive semesters of participation in the WVU Parkersburg

English as a Second Language course of study.

- 10.5.2 Students completing two consecutive semesters or less must then pass a test of English proficiency as identified by the Office of Academic Affairs or in this policy in order to be eligible for continued study at WVU Parkersburg.
- 10.5.3 Students who complete two consecutive semesters and fail to meet the pre-requisites for additional classes at WVU Parkersburg will not be allowed to continue study at this institution and will not be issued an additional student visa documentation.

Section 11. Admission requirements - Provisional Admission

- 11.1 Applicants for General Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: New Programs

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the addition of two new programs: Bachelor of Applied Science in Child Development and the Associate of Applied Science in 3-D Modeling.*

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

After review, research, and consultation, two new programs are being recommended for inclusion in the degree offerings at WVU Parkersburg.

The recommendations are as follows:

Bachelor of Applied Science in Child Development – This new applied baccalaureate degree provides a pathway for students who are enrolled in the current AAS in Child Development to continue their studies. Additionally, it provides an option for students who may not be successful in the teacher licensure track for the BA in Elementary Education to pursue another pathway for working with young students. Lastly, the statistics and data indicate a need in this region for child development employees to staff centers and agencies that offer services to children.

Associate of Applied Science in 3-D Modeling—This new associate of applied science degree is an updated degree combining the former drafting courses and program with the digital animation and gaming program. Research and review by the technology division indicated that this field is more encompassing and prepare students for careers in design, entertainment, industry, and education to name a few.

Upon approval by the WVU Parkersburg Board of Governors, the new programs will be submitted to the WV Higher Education Policy Commission and the WV Community and Technical College System for inclusion in the state approved program inventory by July 1, 2011.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Institutional Compact Update for 2011-2012

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg Institutional Compact Update for 2011-2012.*

STAFF MEMBER: Rhonda Tracy, Senior Vice President
Academic Affairs

BACKGROUND:

The WVU Parkersburg Institutional Compact Update for 2011-2012 has been submitted to the Board of Governors for review and approval. Once approved by the Board, it will be submitted to the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Revised 2011-012 Student Fee Schedule

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves a revised Student Fee Schedule for 2011-12.

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

The proposed schedule of special student fees approved by the Board of Governors on February 9 has been revised to correctly reflect the proposed fee changes for criminal justice, nursing, pharmacy tech, surgical tech and placement testing. The attached fee schedule reflects all proposed changes in the fee schedule, most of which were approved in February, with revisions indicated in red.

WVU at Parkersburg Schedule of Special Student Fees
(Revisions reflected in red.)

Special Fees	2010-11	Proposed 2011-12
Art Fee (Art 240,241,243,244)	35.00	35.00
Bad Check Fee	25.00	25.00
BOG AAS Portfolio Evaluation Fee	300.00	300.00
BOG AAS Posting Fee (Per credit hour)	10.00	10.00
Capstone Course Assessment Fee	35.00	35.00
CIT Fee (per credit hour)	25.00	25.00
CNA Course Fees for CNA 101	205.00	205.00
Computer Lab Replacement Fee (per credit hour)	7.00	7.00
Credit by Examination	25.00	25.00
Criminal Justice (Admission to BAS)	37.00	37.00
Criminal Justice Background Check Fee (CJ 291)	37.00	36.00
Criminal Justice Lab Fee--per course (CJ 321, 330, 331, 341, 355, 375, 388)	65.00	65.00
Developmental Mathematics Fee--per course (MATH 011 & 021)	35.00	35.00
Diploma Replacement Fee	20.00	20.00
Distributed Learning Fee (per credit hour)	25.00	25.00
Drug Testing Fee (per student, NURS 111, NURS 213, ST 101, PTEC 101, EMED 211)	40.00	40.00
Education Database Fee (EDUC 100)	120.00	120.00
Education Field Placement Fee (per credit hour) EDUC 250, 255, 302, 402, 403, 411 and MATH 301, 302, 303	25.00	25.00
Engineering and Manufacturing Technology Credit Fee	5.00	0
ENGL 091 Fee	0	35.00
HPER 172 Fee	0	20.00
Graduation Fee	25.00	25.00
ID Card Replacement	10.00	10.00
Late Registration Fee	15.00	15.00
Late Tuition Payment Fee (Per each payment deadline)	25.00	25.00
Music Fee (non-refundable)	284.00	284.00
NCCER Assessment Fee (MTEC, IM, HVAR, ELEC) per course	35.00	35.00
Nursing Fee (NURS 111, 112, 213, 216)	372.00	200.00
Nursing Testing Fee (NURS 111, 112, 213, 216)	0	150.00
Nursing Lab Fee (NURS 111)	65.00	145.00

Nursing Lab Fee (NURS 112)	65.00	140.00
Nursing Lab Fee (NURS 213)	135.00	115.00
Nursing Lab Fee (NURS 216)	135.00	120.00
Paramedic Lab Fee (EMED 211, EMED 212)	50.00	50.00
Parking Fee--Per Semester	20.00	20.00
Pharmacy Tech 101	0	15.00
Placement Testing Fee	5.00	10.00
Placement Retesting Fee	10.00	10.00
Practicum Fee (per credit hour) ECE 150, ECE 250, & ECE 251	20.00	20.00
RBA Credit Hour Posting Fee	10.00	10.00
RBA Portfolio Evaluation Fee	300.00	300.00
RBA Degree Evaluation Fee	100.00	100.00
Reading 090 Fee	0	35.00
Science Lab Fee	20.00	20.00
Surg-Tech Lab and Testing Fee (ST 101)	40.00	80.00
Surg-Tech Lab and Testing Fee (ST 111)	40.00	0
Surg-Tech Lab and Testing Fee (ST 112)	40.00	40.00
Surg-Tech Fee	270.00	270.00
Transcript (after first)	6.00	6.00
Transcript (faxed)	8.00	8.00
Transcript (on demand)	10.00	10.00
Tuition Payment Plan Processing Fee	10.00	10.00
Welding Course Fee	65.00	65.00

**West Virginia University at Parkersburg Board of Governors
Meeting of June, 15, 2011**

ITEM: 2011-2012 Budget

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the final budget for West Virginia University at Parkersburg for 2011-2012 as presented.*

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

The final budget for 2011-2012 for West Virginia University at Parkersburg will be presented to West Virginia University at Parkersburg Board of Governors for approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of June, 15, 2011**

ITEM: 2011-2012 Salary Increases

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves salary increases for West Virginia University at Parkersburg for 2011-2012 as presented.*

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

As approved by the Board of Governors on February 9, 2011, the college will fully fund the Mercer Schedule for classified staff, and faculty salaries will be adjusted according to the approved benchmark chart.

Salary increases will be awarded in accordance with the approved salary policy, funded by a 2% pool for each employee group (faculty, classified staff, non-classified staff). Increases will be merit based. For the classified and non-classified staff increase, the scale categories “effective” and “outstanding” will have the same point value.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Proposed Policy E-58 on Affordable Tuition Program

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy E-58, Affordable Tuition 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:

Currently, West Virginia University at Parkersburg and Washington State Community College participate in a reciprocity agreement that allows students residing out-of-state from the respective institution to attend that institution at in-state tuition, but only if that student has been admitted to one of a restricted list of programs. While of great benefit to those who qualify, at WVU Parkersburg it is of no benefit to any Ohio resident who does not wish to pursue one of these programs, and of no use to a student in the first two years of a bachelor's degree.

This proposed policy would allow the institution to offer "Affordable Tuition Program" (also known as metro rates) that would float between the in-state and out-of-state rates for students in Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington counties in Ohio who would otherwise not qualify for any discount, despite being a resident of the greater Mid-Ohio Valley. Further, it would allow any student who is not a resident of West Virginia or the designated counties in Ohio to enroll in strategically targeted programs identified by the institution at a reduced out-of-state tuition rate.

This program is modeled upon similar programs within the state of West Virginia at institutions such as Bluefield State College, Concord University, Marshall University, Southern West Virginia Community and Technical College, West Liberty University and West Virginia Northern Community and Technical College.

Given the limited number of Ohio residents currently taking advantage of the programs offered at West Virginia University at Parkersburg and the strong cross-border ties that exist in other regional arenas, this will be a significant opportunity to expand the natural market for the college's programs.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy establishing the Affordable Tuition 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 E-58
AFFORDABLE TUITION PROGRAM

Section 1. General

- 1.1 This policy establishes the Affordable Tuition Programs for out-of-state students in qualifying geographic, academic and student populations.
- 1.2 Authority. §§ [18B-1-6](#); [18B-2A-4](#)
- 1.3 Effective Date.

Section 2. Purpose

- 2.1 This policy grants authority for WVU at Parkersburg to charge reduced out-of-state tuition to specific student populations.
- 2.2 As the college is centrally located in an important economic region that includes a significant population on the local state border and there are existing significant recruitment opportunities that current articulation agreements cannot fully address, a unique fee structure for students living across the state border or seeking admission into those academic programs as selected by the institution is necessary.
- 2.3 In no way should this policy be seen as a replacement for any articulation agreement that the college may have currently or negotiate in the future.

Section 3. Qualifications

- 3.1. Students shall qualify for the Affordable Tuition Program if:
 - 3.1.1 The student is a resident of Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington Counties in Ohio, **or**
 - 3.1.2 The student seeks admission to a degree program from a pre-defined list, as specified in institutional [procedures](#) approved by the President, **or**
 - 3.1.3 The student seeks admission as an Early Admission student, **and**
 - 3.1.4 The student is not considered a resident of the state of West Virginia for purposes of enrollment.

Section 4. Tuition Rate

- 4.1 The tuition rate to be charged will be approved on an annual basis by the Board of Governors and shall be greater than in-state tuition and less than out-of-state tuition.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Faculty Promotion and Tenure Decisions

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

The faculty promotion and tenure review process at West Virginia University at Parkersburg runs from January through May 15. It involves faculty file preparation, reviews and recommendations by division colleagues and chair, college colleagues, and the Senior Vice President for Academic Affairs, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of this review process.

Promotions Awarded:

John Altman, Assistant Professor
Zachary Orcutt, Assistant Professor
Rebecca Duckworth, Assistant Professor
Stacey Watkins, Assistant Professor
Stephen Smith, Assistant Professor

Tenure Awarded:

Rob Anderson
Nancy Dew
Lisa Flowers-Clements

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Capital Campaign Feasibility Study Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kim Jones, Executive Director
WVU at Parkersburg Foundation

BACKGROUND:

An update on the Capital Campaign Feasibility Study will be provided.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Program Articulation Agreements

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Tracy, Senior Vice President for Academic Affairs.

BACKGROUND:

WVU Parkersburg has developed two comprehensive articulation agreements with two community colleges, New River CTC and Blue Ridge CTC, that will allow their students to seamlessly complete applied baccalaureate degrees.

New River CTC Articulation:

This articulation enables students in the AAS in Business at New River to enter the Bachelor of Applied Science (BAS) in Business Administration at WVU Parkersburg. Students will complete their program of study without coming to the WVU Parkersburg campus through a variety of delivery modes, including online classes, point-to-point video conferencing, and face-to-face courses delivered by WVU Parkersburg faculty at New River.

Blue Ridge CTC Articulation:

This articulation enables students in the AAS in Computer Information Technology and Computer Network Engineering at Blue Ridge to enter the Bachelor of Applied Technology (BAT) in Business Administration at WVU Parkersburg. Students will complete their program of study without coming to the WVU Parkersburg campus through a variety of delivery modes, including online classes, point-to-point videoconferencing, and face-to-face courses delivered by WVU Parkersburg faculty at Blue Ridge.

The articulation agreements have been signed by the Presidents of both institutions and are supported by program faculty on both campuses.

ARTICULATION AGREEMENT

Between

West Virginia University at Parkersburg and New River Community and Technical College

PURPOSE

West Virginia ranks near last in baccalaureate degree attainment and is experiencing significant shortages in 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 baccalaureate educational opportunities for students attending New River Community and Technical College. The community college pathway to baccalaureate degree programs will further ensure opportunities for non-traditional students who desire to meet local high demand workforce needs for training and education.

Effective Dates: July 1, 2011-June 30, 2013 and renewable with the agreement of both parties at the date of expiration.

A. ELEMENTS OF THE AGREEMENT

New River Community and Technical College students who have completed an Associate of Applied Science degree programs Business Administration will be eligible to apply for the Bachelor of Applied Science (BAS) program to meet the advanced training needs of the state in the area of business administration.

a. NEW RIVER COMMUNITY AND TECHNICAL COLLEGE WILL:

- i. Offer the New River CTC Associate of Applied Science degree program in business on the New River campus.
- ii. Inform students of the seamless pathway to the Bachelor of Applied Science (BAS) at WVU Parkersburg through advising, publications, and other means.
- iii. Meet with WVU Parkersburg faculty as needed to update course offerings and to ensure a seamless articulation for students.
- iv. Advise students who want to enter the BAS program prior to enrollment at WVU Parkersburg.

b. WEST VIRGINIA UNIVERSITY AT PARKERSBURG WILL:

- i. Admit New River CTC students into the BAS program who meet all admission requirements.
- ii. Accept the AAS in Business coursework from New River Community and Technical College students as applicable toward the Bachelor of Applied Science (BAS) degree.
- iii. Develop minors/concentrations that fit the needs of students from New River CTC as appropriate.
- iv. Work with New River Community and Technical College faculty to develop a seamless pathway for students from the AAS to the BAS degree at WVU Parkersburg through an identified Course of Study that is clearly communicated and disseminated.
- v. Publish, with New River CTC, the courses needed through the AAS in Business at New River that articulate into the BAS program.
- vi. Offer coursework in a flexible manner to meet the needs of students from the New River CTC service area.
- vii. Provide up to date and timely information regarding any changes to the BAS program.
- viii. Provide qualified students the opportunity to apply for financial aid and scholarship assistance.

B. AMENDMENTS

Amendments to this agreement shall be in writing, approved and signed by the WVU Parkersburg president, and the New River Community and Technical College president. Recommendations for amendments by either party should be submitted in writing to the appropriate office, to be distributed for each party's consideration and approval.

C. EFFECTIVE DATE, REVIEW, AND TERMINATION

This Articulation Agreement shall become effective upon the signature of WVU Parkersburg president and the New River Community and Technical College president. It shall be reviewed bi-annually by the both parties to the agreement. The Articulation Agreement may be terminated by either party upon written notification within 30 days to the appropriate party.

Ted Spring, President
New River Community and Technical College

Marie Foster Gnage, President
West Virginia University at Parkersburg

ARTICULATION AGREEMENT

Between

**West Virginia University at Parkersburg
and**

**Blue Ridge Community and Technical College
for
Bachelor of Applied Technology (BAT) Degree**

PURPOSE

West Virginia ranks near last in baccalaureate degree attainment and is experiencing significant shortages in 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 baccalaureate educational opportunities for students attending Blue Ridge Community and Technical College. The community college pathway to baccalaureate degree programs will further ensure opportunities for non-traditional students who desire to meet local high demand workforce needs for training and education.

Effective Dates: July 1, 2011-June 30, 2013 and renewable with the agreement of both parties at the date of expiration.

A. ELEMENTS OF THE AGREEMENT

Blue Ridge Community and Technical College students who have completed an Associate of Applied Science degree programs in Computer Information Technology will be eligible to apply for the Bachelor of Applied Technology (BAT) program to meet the advanced training needs of the state in the areas of computer and networking technology.

a. BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE WILL:

- ix. Offer the Blue Ridge CTC Associate of Applied Science degree program in Computer Information Technology and Computer Network Engineering on the Blue Ridge campus.
- x. Inform students of the seamless pathway to the Bachelor of Applied Technology (BAT) at WVU Parkersburg through advising, publications, and other means.
- xi. Meet with WVU Parkersburg faculty as needed to update course offerings and to ensure a seamless articulation for students.
- xii. Advise students who want to enter the BAT program prior to enrollment at WVU Parkersburg.
- xiii. Attempt to recruit a cohort of qualified students (10-15) who wish to pursue the BAT at WVU Parkersburg.

b. WEST VIRGINIA UNIVERSITY AT PARKERSBURG WILL:

- xiv. Admit Blue Ridge CTC students into the BAT program who meet all admission requirements.
- xv. Accept the AAS in CIT and CNET coursework from Blue Ridge Community and Technical College students as applicable toward the Bachelor of Applied Technology (BAT) degree.
- xvi. Develop minors/concentrations that fit the needs of students from Blue Ridge CTC as appropriate.
- xvii. Work with Blue Ridge Community and Technical College faculty to develop a seamless pathway for students from the AAS to the BAT degree at WVU Parkersburg through an identified Course of Study that is clearly communicated and disseminated.
- xviii. Publish, with Blue Ridge CTC, the courses needed through the AAS in CIT and CNET at Blue Ridge that articulate into the BAT program.
- xix. Offer coursework in a flexible manner to meet the needs of students from the Blue Ridge CTC service area.
- xx. Provide up to date and timely information regarding any changes to the BAT program.
- xxi. Provide qualified students the opportunity to apply for financial aid and scholarship assistance.

B. AMENDMENTS

Amendments to this agreement shall be in writing, approved and signed by the WVU Parkersburg president, and the Blue Ridge Community and Technical College president. Recommendations for amendments by either party should be submitted in writing to the appropriate office, to be distributed for each party's consideration and approval.

C. EFFECTIVE DATE, REVIEW, AND TERMINATION

This Articulation Agreement shall become effective upon the signature of WVU Parkersburg president and the Blue Ridge Community and Technical College president. It shall be reviewed bi-annually by the both parties to the agreement. The Articulation Agreement may be terminated by either party upon written notification within 30 days to the appropriate party.

Pete Checkovich, President
Blue Ridge Community and Technical College

Marie Foster Gnage, President
West Virginia University at Parkersburg

**West Virginia University at Parkersburg Board of Governors
Meeting of June 15, 2011**

ITEM: Delivery of Foreign Language Instruction to
Belpre City Schools

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

WVU Parkersburg has been working with Belpre City Schools to articulate the delivery of foreign language instruction to high school students. One of the barriers encountered has been the out-of-state tuition. This is one example of an identified need that may be addressed with the inclusion of early admission students as a qualified category for the proposed "Affordable Tuition Program."

Effective: August 2, 2009

Form 6
BOARD OF GOVERNORS PROGRAM REVIEW
West Virginia University Parkersburg
Format for Programs Without Specialized Accreditation

Date April 29, 2011
Institution West Virginia University at Parkersburg
Program (Degree and Title) AAS Criminal Justice

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuation or discontinuation of a program and to provide a brief rationale for its recommendation:

- X 1. Continuation of the program at the current level of activity, with or without specific action
2. Continuation of program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action
3. Identification of the program for further development
4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like
5. Discontinuation of the Program (the provisions of the Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply)

Memorandum

To: Dr. Rhonda Tracy
CC: Denise McClung, Louis Roy
From: The Outcomes Assessment Committee
Date: 4/29/11

The AAS Criminal Justice has been reviewed and was found to be overall "Good." The program has impressive enrollment and a bright future. This program has experienced a period of extreme turnover that has resulted in three program coordinators in the last six years and continuous program changes. With a program assessment plan now established and the hiring of a new faculty member who will have program assessment responsibilities assigned to him/her, the AAS in Criminal Justice will see greater stability and continuing growth. The Outcomes Assessment Committee is in agreement that the next program review should be their regularly scheduled review. We look forward to seeing data-based decision making in the future.

1. **Previous reviews and actions taken:** *Good*

The introduction does not explicitly explain what the follow-up required. However it is well known that the identified problem in the last report was the assessment plan.

2. **Strengths and weaknesses identified:** *Good*

A plan has been identified that will provide these results within an ongoing well laid out plan of data collection. Also their advisory council (CJAC) meets twice per year and is a representation of area employers, thereby providing continuous feedback from area employers directly involved with the hiring of new applicants.

3. **Plans for enhancing strengths and removing weaknesses:** *Good*

In May 2010 and September 2010 the CJAC recommend that writing and report writing skills be improved in the Criminal Justice Program. Report Writing CJ-150 and English 107, Technical Writing were added to the Criminal Justice program as required course. The Criminal Justice program also is beginning writing across the curriculum initiative designed to respond

Effective: August 2, 2009

Form 6
BOARD OF GOVERNORS PROGRAM REVIEW
West Virginia University Parkersburg
Format for Programs Without Specialized Accreditation

Date April 29, 2011
Institution West Virginia University at Parkersburg
Program (Degree and Title) CP Surgical Technology

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuation or discontinuation of a program and to provide a brief rationale for its recommendation:

- ☒ 1. Continuation of the program at the current level of activity, with or without specific action
- ☐ 2. Continuation of program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action
- ☐ 3. Identification of the program for further development
- ☐ 4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like
- ☐ 5. Discontinuation of the Program (the provisions of the Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply)

Memorandum

To: Dr. Rhonda Tracy
CC: Rose Beebe Chair of Health Sciences
From: The Outcomes Assessment Committee
Date: 4/29/11

The Certificate of Surgical Technology has been reviewed and was found to be overall "Excellent." The program has necessary enrollment and a bright future. The program is following the charge set forth by their National Accrediting Board and therefore future program reviews will follow the needs of their accrediting Body. Those programs that have National Accrediting Agencies will use their accreditation report as a substitute for the review process. The next program review cycle will allow for a more complete analysis do to the increasing data pool.

1. **Previous reviews and actions taken:** *Excellent*

The introduction does explicitly explain what the follow-up required.

2. **Strengths and weaknesses identified:** *Excellent*

Strengths and weaknesses have been explicitly identified. Analysis based on Accreditation needs seems to be happening on a continuous basis.

3. **Plans for enhancing strengths and removing weaknesses:** *Excellent*

Enrollment seems to be one of the programmatic weaknesses that seem to have been alleviated. Their plan for national accreditation seems to be a step designed to allow for greater stability. They have experience turnover at the coordinators position, with the stabilizing of the faculty will come greater stability within the program.

4. **Student learning outcomes description and measurement:** *Good*

Student learning outcomes are clearly identified. However, some of the objectives will be difficult to measure. These outcomes were identified by their national accrediting agency therefore the Surgical Technology program should continue to follow these outcomes while searching for more measureable outcomes in addition to those set by their National Accrediting Board.

5. **Scores on license or exit examinations:** *Good*

Surgical Technology students are required to take the Program Assessment and Evaluation exam upon completion of the program. The results have been good, but

the failure rate seems high. Continue to explore ways that may lead to greater student success.

6. Summary of Data collected: *Excellent*

All needed data was in place and in alignment with their needs.

7. Analysis of data: outcomes identified as met or needing attention: *Excellent*

Program assessment data have been analyzed such that the degree to which student learning outcomes have been accomplished has been determined .

8. Graduate satisfaction data and analysis: *Excellent*

Systematic surveys of graduate satisfaction have been conducted, data collected and analyzed, and conclusions drawn.

9. Employer satisfaction data and analysis: *Excellent*

Systematic surveys of graduate satisfaction have been conducted, data collected and analyzed, and conclusions drawn. However, trend analysis will be difficult as not many years of data exist at this time. The next program review should see a more meaningful data set.

10. Job placement data and analysis: *Excellent*

Placement data have been collected and analyzed, and procedures for follow-up contact with graduates are described.