

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 14, 2009
AGENDA**

Members

Cindy Bullock
Keith Burdette
Joe Campbell
Gerard El Char
William H. Hopkins
Curtis Miller

Kennad Lee Skeen, II
Gregory K. Smith
Rock Wilson
Gregory Busch
Violet Mosser
Kim Starkey

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, January 14, 2009

Rooms 2209-2211

4:00 p.m.	Administrative Services Committee	1105 (President's Conference Room)
	Academic and Student Services Committee	1211C (Dean's Conference Room)
5:00 p.m.	Dinner	1300 (Community Room)
5:45 p.m.	Board Meeting	2209-2211 (2 nd Floor)
	Possible Executive Session	2212 (MBA Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of January 14, 2009
5:45 p.m.
Room 2209-2211

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| 1. | Call to Order | Board Chair, Joe D. Campbell |
| 2. | Roll Call | Patsy Bee
Executive Assistant to the President |
| 3. | Possible Executive Session under the authority of WV Code §6-9A-4-2A
<ul style="list-style-type: none"> o HB 3215 Agreements | |
| 4. | Approval of Minutes (December 4, 2008 – conference call)..... | 4 |
| 5. | Board Chair Report | Chairman Campbell |
| 6. | President’s Report | Dr. Marie Foster Gnage,
President |
| | o Student Government Association Presentation | Kim Starkey, SGA Chair |
| 7. | Committee Reports | |
| | • Executive Committee | Chairman Campbell |
| | • Audit Review Committee | Bill Hopkins |
| | • Administrative Services Committee | Gerard El Chaar/Greg Smith |
| | • Academic and Student Services Committee | Cindy Bullock |
| 8. | Action Items | |
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| | o B-05, Change in Organization | |
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| | o B-22, Faculty and Administrative Productivity | |
| | o B-24, Employee Leave | |
| | o B-26, Employee Development | |
| | o B-27, Work Scheduling | |
| | o B-32, Annual Increment Payments | |
| | o B-34, Affirmative Action and Equal Employment Opportunity | |
| | o B-38, Emeritus Status | |

- B-49, Employment of Minors
- B-50, Meal Breaks

10. Information Items

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11. Next Meeting

Date: March 11, 2009
 Location: Room 2209-2211
 Time: 5:45 p.m.

12. Adjournment

Upcoming Events at WVU Parkersburg:

January 15, 2009

"One Dream, One World, One Community"

6:30 p.m., Multi-Purpose Room

Co-sponsored by WVUP and DuPont in honor of Martin Luther King, Jr.

February 6, 2009

Voices of Triumph Gospel Community Choir

7:00 p.m., Theatre (Room 1305)

February 18, 2009

Sylvester C. Myers, Author of "*From Coal Fields to Oil Fields & Beyond—A Life in Pursuit of All I Could Be*"

11:00 a.m., Theatre (Room 1305)

February 27, 2009

Christian McBride Band (Distinguished Performance Series)

8:00 p.m., Multi-Purpose Room

March 9, 2009

Portrayal of Florence Nightingale

11:00 a.m., Theatre (Room 1305)

April 21, 2009

The Swingle Singers (Distinguished Performance Series)

7 p.m., Multi-Purpose Room

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
December 4, 2008

A meeting of the West Virginia University at Parkersburg Board of Governors was held on December 4, 2008 by teleconference in the President's Conference Room at WVU Parkersburg beginning at 4:00 p.m. Board members present were: Cindy Bullock, Gregory Busch, Joe Campbell, Gerard El Chaar, William H. Hopkins, Curtis Miller, Violet Mosser, Gregory K. Smith, Kim Starkey, Rock Wilson, Keith Burdette and Kennad Skeen, II. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included 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.

2. Roll Call

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that all Board members were present.

3. Approval of the Minutes

The minutes of the November 12, 2008 meeting were approved upon a motion by Mr. Smith and second by Mr. Miller.

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

Mr. Miller moved to go into Executive Session. Ms. Bullock seconded the motion. The motion passed. At approximately 4:07 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 4:43 p.m., Mr. Wilson moved that the Board return from Executive Session. Mr. Miller seconded the motion. Motion carried.

Mr. Burdette explained the terms of the Presidential Contract and Compensation, and moved to approve the contract with some editing changes previously discussed. Mr. Smith seconded the motion. Motion carried. The contract will be presented to the WV Council for Community and Technical College for review and approval.

5. Action Items

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

Following a report by President Gnage and Chairman Campbell, 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 2008-2009 as presented.

Ms. Starkey seconded the motion. Motion carried.

6. Next Meeting

Date: January 14, 2009
Location: Room 2209-2211
Time: 5:45 p.m.

7. Adjournment

With no further business to be discussed, Mr. Burdette moved that the meeting be adjourned. Mr. Miller seconded the motion. The motion passed.

Respectfully submitted,

Patsy J. Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Cooperative Education Project

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Cooperative Education Project between West Virginia University at Parkersburg and the University of Ruse, Angel Kanchev, Bulgaria, for the academic year 2009-2010.*

STAFF MEMBER: Rhonda Richards
Executive Dean of Academic Affairs

BACKGROUND:

The Cooperative Education Project is an agreement between the University of Ruse, Angel Kanchev, Bulgaria, and West Virginia University at Parkersburg to facilitate transfer of credit between the two institutions so that students enrolled in the Course of Study in Primary School Pedagogy with Foreign Language at the University of Ruse can obtain immersion in the English language while taking courses in the elementary education degree program at WVU Parkersburg. The University of Ruse Faculty of Sciences and Education offers a course of study in Primary School Pedagogy with Foreign Language. One of the languages of specialization is English. The University of Ruse agrees to accept specific courses from the WVU Parkersburg Elementary Education degree program so that students can spend a semester at West Virginia University at Parkersburg. These students will be immersed in English at the same time that they are gaining credits toward their degree from the University of Ruse, Angel Kanchev.

**West Virginia University at Parkersburg, U.S.A.
and
“Angel Kanchev” University of Ruse, Bulgaria**

**Cooperative Education Project between the
WVU Parkersburg Education Division and the
Faculty of Sciences and Education of “Angel Kanchev” University of Ruse**

Statement of Purpose: The purpose of this agreement is to facilitate transfer of credit between “Angel Kanchev,” University of Ruse (RU), and West Virginia University at Parkersburg (WVUP) so that students enrolled in the Course of Study in Primary School Education with Foreign Language (PSEFL) at the University of Ruse can obtain immersion in the English language while taking courses in the elementary education degree program at WVU Parkersburg.

Description of Specific Project: The University of Ruse Faculty of Sciences and Education (FSE) offers a course of study in Primary School Education with Foreign Language. The language of specialization is English. The University of Ruse agrees to accept specific courses from the WVUP Elementary Education degree program which are equivalent to courses from the degree program in PSEFL so that Bulgarian students can study for a semester at West Virginia University at Parkersburg. These students will be immersed in an English-speaking environment while enrolled in these equivalent courses. After a transfer to grades and ECTS credits from the degree program of PSEFL, the University of Ruse will recognize the grades and academic credits earned from the courses successfully completed by the students. (The approved courses will be listed in Appendix I.)

Plan of Operation:

- The Dean of the Faculty of Sciences and Education at the University of Ruse and the Dean of Academic Affairs at WVU Parkersburg will, in consultation with the relevant academic departments, agree on those courses for which credits may be transferred.
- Faculty at the University of Ruse will screen students for their appropriateness for the WVU Parkersburg program. Among the criteria are English proficiency, professional seriousness, and cultural flexibility.
- The selected student(s) will apply for admission to WVU Parkersburg in time for admission for the semester in which they wish to enroll.
- The admitted student(s) will arrive in Parkersburg no later than one week prior to the opening of classes for the semester.

Responsibilities of Each Institution

Angel Kanchev, the University of Ruse

- The University of Ruse agrees to evaluate potential student participants in the program for English proficiency, both spoken and written.

- The University of Ruse agrees to evaluate student appropriateness for the program at WVU Parkersburg and to submit a list of recommended students.
- The University of Ruse agrees to accept for transfer credit those courses successfully completed by the student(s) at WVU Parkersburg.
- The University of Ruse Faculty of Education and Sciences will select students (no more than four) to apply for the scholarship offered by WVU Parkersburg for Fall 2009. (Scholarship details in Appendix 2)
- The Dean of the Faculty of Education and Sciences will submit the names of between two and four students to the Director of the WVUP Office of Global Initiatives for consideration for the scholarship.

West Virginia University at Parkersburg

- WVU Parkersburg agrees to waive formal admission to the elementary education degree program for University of Ruse students recommended for this program.
- WVU Parkersburg agrees to waive its TOEFL requirement for students who have passed the English proficiency exam for transfer students administered by the University of Ruse Department of Foreign Languages.
- For academic year 2009-2010, WVU Parkersburg will provide a one-semester tuition waiver and \$1500 scholarship for one student from the degree program in Primary School Pedagogy with English Specialization.
- A committee composed of members of the Education Division and the Committee on Internationalization will choose the scholarship recipient from the list provided by the Dean of the Faculty of Education and Sciences at the University of Ruse.

Timetable for Program (2009-10)

Dec. 1	Pending Board of Governors approval, prescreening begins. Interested students submit letter of interest in the WVU Parkersburg program to the University of Ruse Faculty of Sciences and Education. Students apply for English language screening in Ruse.
Jan. 15	Students are notified of their recommendation for the WVU Parkersburg program. Students are notified of the results of their English proficiency screening. List of students recommended for admission to program is forwarded to WVU Parkersburg.
Jan. 30	List of students recommended for the scholarship and tuition waiver is sent to the director of the Office for Global Initiatives, WVU Parkersburg.
Feb. 15	Students apply to WVU Parkersburg.
March 15	Student recipient of scholarship is notified.
April 1	Student applies for visa to enter the U.S.

August Student arrives at least one week prior to beginning of fall semester.
 Students who have chosen the homestay option meet host family.

Responsible Officials at Each Institution

WVU Parkersburg: President
 Dean of Academic Affairs
 Dean of Students
 Director, Office for Global Initiatives
 Acting Chair, Education Division

University of Ruse: Rector
 Vice Rector of Academic Affairs
 Vice Rector of International relations
 Dean, Faculty of Sciences and Education
 Vice Dean of International Relations and ECTS coordinator
 FSE

Review and Termination

This Agreement becomes effective on the date of signature. It is valid for five years with the understanding that either party may terminate the Agreement with sixty days’ notice, unless an earlier termination is mutually agreed upon. If any students have begun the program at the time of notice of intent to terminate, those students shall be allowed to finish the program under the terms of the agreement. The Agreement is automatically renewed after the first five years unless either party notifies the other party of its intention to terminate through written statement. Revisions or modifications may be proposed at any time, effective from the date of the written agreement signed by both parties.

Signatures

West Virginia University at Parkersburg, USA	“Angel Kanchev” University of Ruse, Bulgaria
President: Marie Foster Gnage, PhD	Rector: Hristo Beloev, PhD Eng
Dean of Academic Affairs: Ronda Richards, PhD	Vice Rector of Academic Affairs: Borislav Angelov, PhD Eng
Director Center of Global Initiatives:	Vice Rector of International Relations:

Rebecca Phillips, PhD	Nikolay Mihailov, PhD Eng
Acting Chair Education Division:	Dean of FSE:
Cindy Gissy, PhD	Margarita Teodosieva, PhD Eng
Dean of Students:	ECTS coordinator FSE:
Anthony Anderwood	Emilia Velikova, PhD

Date:

Appendix I
Course Equivalencies between the Faculty of Sciences and Education, Angel Kanchev, University of Ruse, and West Virginia University at Parkersburg

WVUP Course	U of Ruse Course
Art 101 Art Appreciation	2021 Theory and History of Fine Arts
PSYC 241 Human Growth and Development	1977 Psychology of Age
ENGL 403 Children's Literature	2439 Literature for Children
HPER 315 Skills and Strategies	2438 Teaching Sport and Physical Activity
Math 301 Instructional Strategies	2413 Methodology of Teaching Mathematics
MUSI 121 Music Theory 1	2406 Intro to the Theory of Music
LANG 301 Language Arts	2048 Teaching Reading and Writing Skills
EDUC 200 Intro to Exceptional Children	2459 Working with Special Populations
EDUC 300 Theories of Learning	2082 Pedagogical Psychology
EDUC Comparative Education (new course; Not yet approved)	1538 Comparative Education
EDUC 315 Art Strategies	2422 Methodology of Teaching Fine Arts
EDUC 316 Music Strategies	2412 Methodology of Teaching Music
EDUC 320 Educational Assessment	New course
EDUC 330 Classroom Management	New course
CS 108 Educational Technology	2447 Audiovisual and Information Technologies in Teaching

The curriculum sheet for the Primary School Education program also lists optional foreign language courses, so students spending a semester at WVUP might wish additional work in English.

Appendix 2

Criteria for the Bulgaria Scholarship and Tuition Waiver 2009-10

- Enrolled in the Primary School Pedagogy with Foreign Language degree program at the University of Ruse in second year or beyond
- Near-native fluency in both spoken and written English
- Applicants will have earned a preponderance of grades at the level of 5 or above, in accordance with the University of Ruse grading scale. (See below)

An absolute 6-point grading scale is used at the University of Rouse with 3 and higher being passing grades, and 2 and 1 being failing grades. At the moment the university uses the ECTS-Rousse grading conversion table for all the mobile students and no statistical data is being used for these purposes. The statistical analysis of the grades has been made at the very beginning of the ECTS implementation. The analysis revealed the differences in grading among the faculties (e.g. pedagogic and mechanics), but as from the institutional perspective these differences statistically have leveled out, the decision has been made to rely on the conversion table.

- Applicants will provide recommendations (in English) from two faculty members at the University of Ruse.

Procedure for Selection of Scholarship Recipient

- Students will submit a letter of interest in studying at WVU Parkersburg to the Dean of the Faculty of Education and Sciences at the University of Ruse. Students will arrange for English proficiency testing with the University of Ruse Department of Foreign Languages.
- Students will write an essay (in English) detailing the ways in which study at WVU Parkersburg will benefit them educationally and professionally.
- Students will provide two letters of recommendation (in English) from faculty at the University of Ruse.
- A committee selected by the Department of Primary School Pedagogy will choose no more than four students to recommend to the selection committee at WVU Parkersburg.
- The Dean of Education and Sciences will forward the scholarship applications of the selected students to the Director of the Office for Global Initiatives at WVU Parkersburg.
- The Director of the Office for Global Initiatives will convene a committee selected from the Education Division and the Committee on Internationalization to select the student to be offered the scholarship.
- The Director of the Office for Global Initiatives will forward the committee's decision to the Dean of Academic Affairs and Dean of Students at WVU Parkersburg.
- The Deans will authorize the scholarship and inform the Director of the Office for Global Initiatives.

- The Director will contact the Dean of Education and Sciences at the University of Ruse.
- The Dean of Education and Sciences will contact the selected student.
- The student will complete a scholarship acceptance form, which will be faxed and mailed in hard copy to the Director of the Office for Global Initiatives.
- The Director of the Center for Global Initiatives will inform the Director of the WVU Parkersburg Foundation of the scholarship acceptance.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Presidential Contract and Compensation
Amendment

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors hereby amends President Gnage's 2008-09 contract to reflect an additional increase of \$2,500 in the housing allowance over the amount approved at the December 4, 2008, meeting of the Board of Governors.

STAFF MEMBER: Joe D. Campbell, Board Chair

BACKGROUND:

Since the Board of Governors was not in place in time to formulate an employment contract for the President of West Virginia University at Parkersburg at the beginning of the fiscal year, President Gnage did not receive a salary increase in October, 2008, when salary increases were effective for all other employees of the institution. Therefore, an increase in the housing allowance for 2008-09 is viewed as a fair method for compensating Dr. Gnage for the delay in her receiving a salary increase for 2008-09. The increase in housing allowance will not affect the percentage increase (3%) in Dr. Gnage's annual salary, which may not be paid retroactively.

The contract will be submitted to the Council for Community and Technical College Education with a recommendation for approval at its next meeting scheduled for January 30, 2009.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Transfer of Property from WVU Board of Governors to WVU at Parkersburg Board of Governors

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves and accepts the transfer by deed of parcels of real estate in Wood County, WV, which comprise WVU at Parkersburg main campus and in Jackson County, WV, which comprise the WVU at Parkersburg satellite campus, from the West Virginia University Board of Governors. And further resolves that the President of WVU at Parkersburg is authorized to execute acceptance of the deeds on behalf of the WVU at Parkersburg Board of Governors.

STAFF MEMBER: Elizabeth Baker
Chief Financial Officer

BACKGROUND:

Pursuant to the provisions of West Virginia Code 18B-3C-8, which became effective as of July 1, 2008, West Virginia University at Parkersburg became an independent state institution of higher education, with its own Board of Governors. Currently, the WVU Board of Governors is the owner of all of the real estate located in Wood County, WV and Jackson County, WV, which comprises the WVU at Parkersburg main and satellite campuses.

This transfer of real estate will enable the West Virginia University at Parkersburg Board of Governors to hold title to their real estate and manage it appropriately.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Policies B-03, Sabbatical Leave; B-05, Change in Organization; B-08, Holidays; B-13, Part Time Classified Employees; B-17, Ethics; B-22, Faculty and Administrative Productivity; B-24, Employee Leave; B-26, Employee Development; B-27, Work Scheduling; B-32, Annual Increment Payments; B-34, Affirmative Action and Equal Employment Opportunity; B-38, Emeritus Status; B-49, Employment of Minors; B-50, Meal Breaks

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors concurs with non-substantive alterations specific to WVU at Parkersburg with the transfer of WVU Board of Governors Policies 3, 5, 8, 13, 17, 22, 24, 26, 27, 32, 34, 38, 49 and 50 to the WVU at Parkersburg Board of Governors, as re-numbered B-03, B-05, B-08, B-13, B-17, B-22, B-24, B-26, B-27, B-32, B-34, B-38, B-49 and B-50.

STAFF MEMBER: Debbie Richards, Special Assistant to the President for Policy and Social Justice

BACKGROUND:

As directed by H.B. 3215, effective July 1, 2008, policies adopted by the West Virginia University Board of Governors will continue in effect for WVU at Parkersburg until they are rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

Non-substantive alterations are proposed in the attached list of WVU Board of Governors Policies to make the documents specific to WVU at Parkersburg.

In addition, a re-numbering system to organize policies into functional categories will result in updated numbers for these policies, as reflected on the attached list. The 30-day review period is not required for non-substantive alterations of transferred policies.

With the consent of the WVU at Parkersburg Board of Governors the edited versions of these policies will be posted on the Board's web page, as required.

Policy B-03, Sabbatical Leave

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “West Virginia University” to “West Virginia University at Parkersburg” (Section 2.1)
- Changed “university” to “college” (Section 4.1)
- Changed “president’s designee” to “president” [WVU BOG policy interpretation: president = WVU President; WVU President’s designee for WVUP = WVUP President]

Policy B-05, Change in Organization

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed 1 reference from “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Section 1.1)
- Changed “an institution” to “the institution” (Section 1.1)
- Added “Council for Community and Technical College Education Series 13” (Section 1.2)
- Changed “Chancellor” to “Chancellor(s)” (Sections 2.1, 2.2)
- Added two references to “Council for Community and Technical College Education” (Section 2.1)

Policy B-08, Holidays

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Sections 1.1, 2.1)
- Deleted “in the institutions” (Section 1.1)
- Changed “president of each institution” to “president” (Sections 2.1, 3.1, 5.2)
- Changed “that institution” to “WVU at Parkersburg” (Section 2.1)
- Changed “West Virginia University Board of Governor’s Institutions” to “West Virginia University at Parkersburg” (Section 3.2)
- Changed “West Virginia University” to “West Virginia University at Parkersburg” (Section 3.2)
- Changed “each president” to “the president” (Section 4.1)
- Changed “that institution” to “the institution” (Section 5.2)

Policy B-13, Part Time Classified Employees

- Changed “West Virginia University” to “West Virginia University at Parkersburg” (Sections 1.1, 2.1)
- Added reference to “CCTCE Series 39 & Series 8” (Section 1.2)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed all references from “HEPC Series 8” to “Series 8” (Sections 2.1.1, 2.1.2, 2.1.3, 2.1.4)

- Changed “*West Virginia University and its regional campuses*” to “*West Virginia University at Parkersburg*” (Section 3.1)
- Changed “*...requests for temporary or casual employees will be routed through the Mountaineer Temps Program (hereinafter “Mountaineer Temps”) in the Department of Human Resources.*” to “*...requests for temporary or casual employees will be routed through the Mountaineer Temps Program in the WVU Department of Human Resources or other acceptable temporary employment agency.*” (Section 4.1)
- Changed “*Mountaineer Temps*” to “*WVU’s Mountaineer Temps*” (Section 4.2)
- Changed “*If Mountaineer Temps is unable to fill the staffing need, then Mountaineer Temps will coordinate...*” to “*If the WVU Mountaineer Temps Program is unable to fill the staffing need, then the Human Resources Director will coordinate...*” (Section 4.2)
- Changed “*Assistant Vice President of the Department of Human Resources*” to “*Director of Human Resources*” (Section 4.4)

Policy B-17, Ethics

- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)
- Changed “*as defined by this Board in Series 9*” to “*as defined by this Board in Policy B-2*” (Section 1.4, 4th paragraph)
- Changed “*an institution’s*” to “*the institution’s*” (Sections 2.3, 3.1)
- Changed “*a president*” to “*the president*” (Section 2.3)
- Changed “*Each institution*” to “*The institution*” (Section 2.5)
- Changed “*the employing institution*” to “*West Virginia University at Parkersburg*” (Section 3.1)
- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 4.2, 4.3, 4.6, 4.8, 6.1, 6.2, 7.1)
- Changed “*Presidents*” to “*President*” (Section 7)

Policy B-22, Faculty and Administrative Productivity

- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)

Policy B-24, Employee Leave

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Section 1.1)
- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)
- Changed “*Each institution*” to “*The institution*” (Section 2.2.5)
- Changed “*Where institutions employ*” to “*If the institution employs*” (Section 15.2)

Policy B-26, Employee Development

- Changed “*West Virginia University and its regional campuses (each a ‘campus’)*” to “*West Virginia University at Parkersburg*” (Section 1.1)
- Changed “*campus*” to “*college*” (Section 1.1)
- Changed “*their employees*” to “*its employees*” (Section 1.1)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “*West Virginia University and its regional campuses*” to “*West Virginia University at Parkersburg*” (Section 3.1)
- Changed “*The president of each campus*” to “*The president*” (Section 4.1)
- Changed “*needs and resources of the campus as determined by the campus in its sole discretion*” to “*needs and resources of the college*” (Section 4.1)
- Changed “*Each campus’s program*” to “*The program*” (Section 4.2)
- Deleted “*At the discretion of each campus,*” (Section 4.4)
- Changed “*Each campus*” to “*WVU at Parkersburg*” (Section 4.5)

Policy B-27, Work Scheduling

- Changed “*institutions governed by the West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg*” (Section 1.1)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “*University’s*” to “*college’s*” (Section 2.1)
- Changed “*WVU*” to “*WVU at Parkersburg*” (Section 4.1)
-

Policy B-32, Annual Increment Payments

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 1.1, 1.2, 2.3, 3.1.1, 3.2.1, 3.3, 3.4.3)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “*Policy #2*” to “*Policy B-2*” (Sections 1.2, 3.2.1)
- Changed “*West Virginia University*” to “*West Virginia University at Parkersburg*” (Sections 2.5, 2.9, 2.10)
- Changed “*University*” to “*college*” (Section 2.11)

Policy B-34, Affirmative Action and Equal Employment Opportunity

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 1.1, 2.1, 2.2)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “*Each institution*” to “*The institution*” (Section 3.1)

Policy B-38, Emeritus Status

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Section 1.1)
- Changed “*WVU BOG Policy 2 Section 6.1 (approved by the WVU Faculty Senate on 2/12/96)*” to “*See also BOG Policy B-2*” (Section 1.2)

- Added reference to “*Council for Community and Technical College Education Series 9, Section 6.1*” (Section 1.2)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed “*University*” to “*college*” (Sections 2.1, 2.4)

Policy B-49, Employment of Minors

- Changed “*West Virginia University and its Regional/Divisional Campuses*” to “*West Virginia University at Parkersburg*” (Sections 1.1, 2.1)
- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 1.3, 1.5)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.4)
- Changed “*Division of Human Resources – Employment Services Unit*” to “*Human Resources Department*” (Section 2.2)
- Changed “*Division of Human Resources – Employment Services Unit*” to “*Director of Human Resources*” (Section 3.2)
- Changed “*Vice President for the Division of Human Resources*” to “*Director of Human Resources*” (Section 4.1)

Policy B-50, Meal Breaks

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 1.3, 1.5)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.4)
- Changed “*University*” to “*college*” (Section 2.5)
- Changed “*Vice President for the Division of Human Resources*” to “*Human Resources Director*” (Section 4.1)

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Agreements between West Virginia University at Parkersburg and the West Virginia Corrections Academy regarding the Associate in Applied Science Degree in Technical Studies

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Paul Milhoan, Director Non-Traditional Programs

BACKGROUND:

On December 4, 2008, West Virginia at Parkersburg entered into two agreements with the West Virginia Corrections Academy covering four program areas for the Associate in Applied Science Degree in Technical Studies.

The attached agreements allow West Virginia Corrections Academy students to pursue four different program areas in the Associate in Applied Science Degree in Technical Studies at West Virginia University at Parkersburg including 1) Correctional Officer – Corrections Emergency Response Team (CERT) or Marksmen/Observer, 2) Correctional Officer – Crisis Negotiator, Case Manager, or Unit Manager, 3) K-9 Handler – Controlled Dangerous Substance (CDS), or 4) K-9 Handler – Patrol.

As defined in the attached agreements, corrections academy students couple the basic corrections courses with a group of specialized corrections courses and take 21 hours of general education courses offered by West Virginia University at Parkersburg to complete their degree. As a result of these agreements, the enrollment in our Associate in Applied Science Degree in Technical Studies program has the potential of increasing exponentially.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Certificate Program in HVAC/R

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards
Executive Dean, Academic Affairs

BACKGROUND:

WVU at Parkersburg received funding from the WV Community and Technical College System for a one-year certificate program in Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R). The curriculum for the certificate program was approved by the campus Curriculum Committee at their November 2008 meeting for delivery in Spring 2009.

The HVAC/R is a certificate program designed to meet the standards and skill training necessary to be licensed in West Virginia. All objectives and criteria are aimed at meeting content competencies needed to pass the HVAC/R Technician Certification Examination and the **North American Technician Excellence, Inc. (NATE), the leading certification program for technicians in the heating, ventilation, air-conditioning, and refrigeration (HVAC/R) industry and the only test supported by the entire industry.** The program may be completed as a stand-alone certificate program or may be imbedded in the Board of Governors Associate of Applied Science degree program or the AAS in Technical Studies at WVU Parkersburg.

The program curriculum is attached.

HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION CERTIFICATE

FALL SEMESTER

COURSE #	COURSE DESCRIPTION	CREDIT HOURS
HVAR 101	Intro to HVAC/R Electrical Control Systems: Module 1	1
HVAR 102	Intro to HVAC/R Electrical Control Systems: Module 2	1
HVAR 103	Intro to HVAC/R Electrical Control Systems: Module 3	1
HVAR 111	Intro to HVAC/R High-Temperature Systems: Module 1	1
HVAR 112	Intro to HVAC/R High-Temperature Systems: Module 2	1
HVAR 113	Intro to HVAC/R High-Temperature Systems: Module 3	1
HVAR 121	Intro to HVAC/R Low-Temperature Systems: Module 1	1
HVAR 122	Intro to HVAC/R Low-Temperature Systems: Module 2	1
HVAR 123	Intro to HVAC/R Low-Temperature Systems: Module 3	1
HVAR 131	Intro to HVAC/R Soldering/Brazing/Handling/Storage: Module 1	1
HVAR 132	Intro to HVAC/R Soldering/Brazing/Handling/Storage: Module 2	1
HVAR 133	Intro to HVAC/R Soldering/Brazing/Handling/Storage: Module 3	1
		12

SUMMER SEMESTER

COURSE #	COURSE DESCRIPTION	CREDIT HOURS
ENGL 107	Technical Writing	3
MATH 107	Shop Math 1	3
		6

SPRING SEMESTER

COURSE #	COURSE DESCRIPTION	CREDIT HOURS
HVAR 201	Advanced HVAC/R Electrical Control Systems: Module 1	1
HVAR 202	Advanced HVAC/R Electrical Control Systems: Module 2	1
HVAR 203	Advanced HVAC/R Electrical Control Systems: Module 3	1
HVAR 211	Advanced HVAC/R High-Temperature Systems: Module 1	1
HVAR 212	Advanced HVAC/R High-Temperature Systems: Module 2	1
HVAR 213	Advanced HVAC/R High-Temperature Systems: Module 3	1
HVAR 221	Advanced HVAC/R Low-Temperature Systems: Module 1	1
HVAR 222	Advanced HVAC/R Low-Temperature Systems: Module 2	1
HVAR 223	Advanced HVAC/R Low-Temperature Systems: Module 3	1
HVAR 231	Advanced HVAC/R Soldering/Brazing/Handling/Storage: Module 1	1
HVAR 232	Advanced HVAC/R Soldering/Brazing/Handling/Storage: Module 2	1
HVAR 233	Advanced HVAC/R Soldering/Brazing/Handling/Storage: Module 3	1
		12
PROGRAM TOTAL		30

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Certificate Program in Pharmacy
Technician

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards
Executive Dean, Academic Affairs

BACKGROUND:

WVU at Parkersburg received funding from the WV Community and Technical College System for a one-year certificate program in Pharmacy Technician. The curriculum for the certificate program was approved by the campus Curriculum Committee at their April 2008 meeting for delivery in Fall 2008.

The Pharmacy Technician Program at West Virginia University at Parkersburg is a two-semester Certificate program that will prepare graduates to perform general pharmacy technician skills under the direct supervision of a licensed pharmacist. The program is designed to meet the qualifications for the graduate to sit for the National Certification exam for Pharmacy Technicians. The program is open to any person who holds a high school diploma or GED with no felony convictions.

A pharmacy technician works under the direction of a licensed pharmacist and assists the pharmacist in providing medication and other health care products to patients. Roles of the pharmacy technician vary and depend on State rules and regulations as well as the type of setting employed; retail versus institutional.

The program curriculum is attached.

Pharmacy Technician Certificate

FIRST SEMESTER

SPCH 112	Interpersonal Communication	3 hours
BIOL 109	Introduction to Anatomy and Physiology	3 hours
PTEC101	Pharmacy Practice	8 hours
PTEC 112	Pharmacology 1	3 hours
		Total 17 hours

SECOND SEMESTER

PHIL 346	Introduction to Ethics	3 hours
PTEC 111	Calculations for Pharmacy Technicians	2 hours
PTEC 114	Pharmacology II	3 hours
PTEC 102	Clinical-Community Practice	4 hours
PTEC 121	Pharmacy Tech Certification Review	3 hours
		Total 15 hours

TOTAL HOURS

32 Hours

**West Virginia University at Parkersburg Board of Governors
Meeting of January 14, 2009**

ITEM: Certificate Program in Animation, Game, and Web Design

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards
Executive Dean, Academic Affairs

BACKGROUND:

The Animation, Game, and Web Design certificate program is an embedded major within the approved Associate of Science in Computer Science degree program. This program meets the demands of a new era of mobile technology and virtual work environments that will serve the needs of area residents who wish to tap into local, commercial design jobs or those persons who wish to stay in West Virginia and meet the job demands of national or international employers without the expense of relocating. Graduates from the certificate program will be able to work in the film, television, broadcast design, and game design industries.¹ According to the March 2007 issue of *Wired Magazine*,

*“Fifty years ago, there were about 1,000 animators in Hollywood - half of them at Disney. Today, there are countless digital animators, effects specialists, and videogame makers in every major city. Whole categories of filmmaking professionals, from set designers to cinematographers, have been supplemented - or supplanted - by computer-generated images, motion-capture, and digital compositing.”*²

Many of these employees work from their homes and in locations around the world. Our goal is to establish West Virginia as a location for digital animators, game, and web designers to train and work in either regional or distant markets.

The program curriculum is attached.

¹ Centennial College School of Communications, Media, and Design 2007.

² March 2007 WIRED Magazine.

Animation, Game and Web Design Certificate

<u>Fall Semester</u>	<u>Hours</u>
CS 123 Flash	3
CS 204 Digital Game Design	3
CS 130 3D Animation and Modeling	3
CS 230 Graphics	3
*General Education Elective: ENGL 101, ENGL 102, ENGL 107 or SPCH 111 (recommended)	3
Total Hours for Semester	15
<u>Spring Semester</u>	<u>Hours</u>
CS 127 Flash Interactivity & Games	3
CS 128 Intro to Animation	6
CS 129 Web Page Design	3
CS 203 Animation for Advertising	3
*General Education Elective: ART 101, ENGL 131, ENGL 132, MUSI 170 or THEA 101 (recommended)	3
Total Hours for Semester	18
TOTAL CERTIFICATE PROGRAM	33