

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

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**AUGUST 11, 2010  
AGENDA**

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## Members

Cindy Bullock  
Keith Burdette  
Joe Campbell  
Gerard El Chaar  
Curtis Miller

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

Marie Foster Gnage  
President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Wednesday, August 11, 2010**

3:00 p.m.	Campus Development Committee	Community Room
4:00 p.m.	Administrative Services Committee	Community Room
	Academic and Student Services Committee	Dean's Conference Room
5:15 p.m.	Board Meeting	Multi-Purpose Room
	Possible Executive Session	Aerobics Room
6:30 p.m.	Dinner	Multi-Purpose Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 11, 2010  
5:15 p.m.  
Multi-Purpose Room

1.	Call to Order	Board Chair, Joe D. Campbell	
2.	Roll Call	Patsy Bee Executive Assistant to the President	
3.	Board Chair Report	Chairman Campbell	
	<ul style="list-style-type: none"> <li>• Fall Board Retreat (October 13)</li> <li>• Critical Dates.....</li> </ul>		5
4.	Possible Executive Session under the authority of WV Code §6-9A-4-2A		
5.	Approval of Minutes (June 9, 2010).....		6
6.	President's Report	Dr. Marie Foster Gnage President	
	<ul style="list-style-type: none"> <li>• Career Ladder Effort – Two and Four Year Programs Road Map</li> <li>• Non –Traditional Programs</li> </ul>	Dr. Rhonda Richards, Sr. Vice President, Academic Affairs	
7.	Committee Reports		
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Audit Review Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> <li>• Campus Development Committee</li> </ul>	Chairman Campbell Rock Wilson Gerard El Chaar/Greg Smith Cindy Bullock Curtis Miller	
8.	Action Items		
	<ul style="list-style-type: none"> <li>• Institutional Undergraduate Tuition &amp; Fee Waivers</li> </ul>	Anthony Underwood.....	12 VP for Student Services
9.	Information Items		
	<ul style="list-style-type: none"> <li>• Update on Major Construction Projects <ul style="list-style-type: none"> <li>○ Downtown Center</li> <li>○ Applied Technology Building</li> <li>○ Child Development Center</li> <li>○ Student Square (Clock Tower)</li> </ul> </li> <li>• Update on Formation of Bookstore and Textbooks Policy</li> </ul>	Dave White, Director.....	13 Facilities and Grounds
		Teresa Wamer.....	14 Student Representative

- Academic Programs Update

Dr. Rhonda Richards.....20  
Sr. VP Academic Affairs

10. Consent Agenda

11. Board Comments/Announcements

- Faculty-Staff Professional Development Week (August 16 -20)
  - President's Address 9:00 a.m. Monday, August 16 – Multi-Purpose Room
  - Welcome Back Picnic – noon Monday, August 16 – Student Lounge/Court Yard
  - President's Reception for Adjunction Faculty – 5:30 p.m. Tuesday, August 17 – Community Room
- Classes Begin August 23

12. Next Meeting

Date: October 13, 2010  
Location: Room 2209-2211  
Time: 5:45 p.m.

13. Adjournment

<b>Board Agenda Calendar of Approvals</b>	<b>Critical Date</b>
<b>Institutional Undergraduate Tuition &amp; Fee Waivers</b>	August
<b>Honorary Degrees for December Commencement</b>	October
<b>Audits (finance, financial aid, veterans affairs, etc.)</b>	October
<b>Board Retreat (Fall)</b>	October
<b>Tuition and Fees</b>	March
<b>Sabbatical Leave 2010-2011</b>	March
<b>Honorary Degrees for May Commencement</b>	March
<b>President's Evaluation</b>	March
<b>Board Retreat (Spring)</b>	March
<b>Program Reviews</b>	June
<b>Budget 2010-2011</b>	June
<b>Salary Increases</b>	June
<b>Final Budget</b>	June
<b>Promotion and Tenure Report</b>	June
<b>Rules of Engagement between WVUP and WVU at Parkersburg Foundation</b>	June
<b>President's Annual Salary/Housing Allowance</b>	June
<b>President's Contract Renewal</b>	June, 2011
<b>Institutional Review for Re-Accreditation</b>	2014

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

**June 9, 2010**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, June 9, 2010 at the WVU Parkersburg beginning at 5:45 p.m. Board members present were: Joe Campbell, Curtis Miller, Cindy Bullock, Matthew Santer, Violet Mosser, Teresa Wamer, and Rock Wilson. Absent were Gerard ElChar, Gregory K. Smith and Keith Burdette. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

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

**2. Roll Call**

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

**3. Board Chair Report**

Chairman Campbell welcomed guests.

- Nominations/Election of 2009-2010 Officers

Ms. Bullock, Chair of the Nomination Committee, reported that nominations from the committee for the 2010-2011 year were Mr. Campbell as Chair, Mr. Burdette as Vice Chair and Mr. Miller as Secretary. Mr. Wilson moved that the nominations be closed and the nominations by the committee be approved. Ms. Mosser seconded the motion. Motion passed.

- Meeting Schedule for 2010-2011

Mr. Campbell noted that the meeting schedule for 2010-2011 had been previously sent out to Board members and is included in the agenda for their reference.

- Board Evaluation

Mr. Campbell provided copies of the Board Evaluation results for Board members to review, and noted that if there are questions to please let him know.

- Series 51, Bookstores and Textbooks

Mr. Campbell provided copies of a letter from Chancellor Skidmore from the WV Council for Community and Technical College Education noting the approval of Series 51, Bookstores and Textbooks. WV Code 18B-10-14 mandates each

governing board to adopt rules governing bookstore and the selection of textbooks and other course materials. Series 51 is intended to guide governing board in their adoption of rules mandated by the WV Code 18B10-14. The major provisions of the rule require the governing board's rules to:

- Address the mandates of WV Code 18B-10-14 and the federal Higher Education Opportunity Act regarding textbooks and course materials.
- Address the recommendations of the Task Force.
- Require deadlines for the selection of textbooks prior to a semester, so that students and parents will have ample time to pursue various purchasing options.
- Provide for a Textbook Affordability Committee to advise the governing board.
- Consider nationally recognized strategies that have been identified as reducing textbook and course materials costs.
- Be in place within 180 days of the effective date of Series 51, which is May 22, 2010.

Mr. Campbell appointed Ms. Wamer, Mr. Santer and Ms. Mosser to the committee to review the policy. He asked that Debbie Richards let them know when they will need to meet to make sure they meet the deadline. Mr. Campbell also asked that Ms. Richards provide hours of training that each Board member has completed. President Gnage noted that the WV Council for Community and Technical Colleges will also be scheduling a training session since the one previously scheduled had to be canceled.

Mr. Campbell reported that a Selection Committee has been nominated by the Foundation Board of Directors to fill the vacancy of the Executive Director of the Foundation, and he would like to appoint Cindy Bullock to serve on that committee.

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

Chairman Campbell reported that the President's Evaluation and Contract would need to be discussed in Executive Session. Mr. Campbell entertained a motion to go into Executive Session. Mr. Miller moved that the Board go into Executive Session to discuss progress on President's Evaluation and Contract. Mr. Wilson seconded the motion. The motion passed and the Board went into Executive Session at approximately 6:10 p.m. At approximately 7:20 p.m., Mr. Miller moved that the Board return from Executive Session. Ms. Bullock seconded the motion. The motion passed.

#### 4. Minutes

Minutes of the regular Board meeting scheduled on April 7, 2010 were approved upon a motion by Mr. Wilson and second by Ms. Mosser.

#### 5. President's Report

President Gnage welcomed members of the Board and guests. She thanked Board members for their attendance and participation in Commencement. Dr. Gnage introduced Dr. Vincent Mensah the new Chief Financial Officer at WVU Parkersburg. Dr. Mensah comes to our campus from Lansing Community College. She also announced the appointment of Mr. Jeremy Starkey the new Institutional Research Director. Dr. Phil McClung received an award as top professor in the country, and the annual report for the strategic plan will be completed and sent out at the end of June.

President Gnage introduced Ms. Mary Beth Busch, Vice President for Workforce and Community Education. Ms. Busch provided an update to the Board on all the areas of Workforce and Community Education such as:

- Fast track programs
  - Non-credit training
  - Working to make programs better
  - Customized training
  - Personal enrichment and development
  - Committee Reports
  - WorkKeys
  - Facility Rental and Use
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- Campus Development Committee – Mr. Curtis Miller, Chair
- Mr. Miller reported that the Campus Development Committee met to discuss the Comprehensive Master Plan; names of consultants for fundraising and capital campaign; and updates on naming opportunity.
- Executive Committee – Mr. Joe Campbell, Chair
- The Executive Committee did not meet.
- Audit Review Committee – Mr. Rock Wilson, Chair
- The Audit Review Committee did not meet.
- Administrative Services Committee–Mr. Gerard ElChaar/Mr. Greg Smith Co-Chairs
- Ms. Mosser reported that updates were provided on Facilities and Capital Planning including roofing project, elevator control project; salt storage/motorcycle project; Caperton Center HVAC project; Downtown Center; and Clock Tower/Memory Garden project.



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

Ms. Bullock reported that Academic Affairs provided updates on search for new faculty positions; grant updates and other new initiatives. Workforce and Community Education provided updates on process technology, WorkKeys and service to business and industry. Student Services provided an update on enrollment, scholarships, online Student Services, Counseling Services, and Official Athletic Logo.

## 6. Action Items

- 2010-2011 Budget

President Gnage introduced Mr. Jack Simpkin, Chief Financial Officer Emeritus, who has been providing assistance to the college during the hiring process for the new CFO. Mr. Simpkin provided a report on the 2010-2011 Budget proposal. Ms. Wamer moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2010-2011.

Mr. Santer seconded the motion. After questions and discussion by the Board, the motion passed.

- Architect for Downtown Center

President Gnage introduced Mr. David White, Director of Facilities and Grounds to provide a report on the Architect for the Downtown Center. Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves architect for WVU Parkersburg Downtown Center. Mr. Santer seconded the motion. The Board the motion passed.

- Comprehensive Master Plan

Following a report by President Gnage, Ms. Bullock moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Comprehensive Master Plan as presented. Ms. Wamer seconded the motion. Motion passed.

- Caperton Center for Applied Technology Agreement

Following a report by President Gnage, Mr. Wilson moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the agreement for the jointly operated Caperton Center for Applied Technology between West Virginia University at Parkersburg and the Wood County Schools.

Ms. Mosser seconded the motion. After additional questions and discussion by the Board, the motion passed.

- Revised Standards for Admission to Nursing

Following report a by Dr. Rhonda Richards, Sr. Vice President for Academic Affairs, Ms. Bullock moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revised standards for admission to Nursing as proposed.

Mr. Miller seconded the motion. After additional questions and discussion by the Board, the motion passed.

## **7. Information Items**

- Promotion and Tenure Report

- President Gnage reported that 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 department 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. Only one individual was promoted in rank during the 2010 review process: Professor Cheryl Brumfield. There were no candidates for tenure this year.

- Holiday Schedule

President Gnage reported that as authorized by Board of Governors Policy B-08, a holiday schedule for 2010-11 has been established and approved for West Virginia University at Parkersburg. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the implementation of a new payroll processing system. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility. While there are some changes in the winter holidays for staff, the only change to the academic schedule is that the campus will be closed on election day in November.

## 8. Consent Agenda

There were no Consent Agenda items.

## 9. Board Comments/Announcements

- President Gnage was elected to the Executive Board for the American Association of Community Colleges Board of Directors. She was also elected as Chair of the American Council on Education Network Executive Board for the Office of Women in Higher Education.
- Mr. Campbell requested that Critical Dates for the Board be updated and submitted at the next meeting.
- Mr. Campbell asked Board members to review the information they received on Open Governmental Proceedings Act and the WV Ethics Act.
- Mr. Campbell noted that the three-year evaluation for the President will be scheduled for next year.

## 10. Next Meeting

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, August 11, 2010 at the WVU Parkersburg main campus.

## 11. Adjournment

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

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 11, 2010**

**ITEM:** Institutional Undergraduate Tuition and Fee Waivers

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2009-10 into its minutes

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

Pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$331,684.15 in undergraduate waivers to a total of 280 students during FY 2009-10.

W.Va. Code § 18B-10-5 stipulates that, “The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board.” Therefore, in accordance with the statute and BOG Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate Tuition and Fee Waivers for FY 2009-10 into the minutes of this meeting of August 11, 2010.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 11, 2010**

**ITEM:** Update on Major Construction Projects

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dave White  
Director of Facilities and Grounds

**BACKGROUND:**

Dave White, Director of Facilities and Grounds, will present an up-to-date report on the following major construction projects:

- Downtown Center
- Applied Technology Building
- Child Development Center
- Student Square (Clock Tower)

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 11, 2010**

**ITEM:** Update on Formation of Policy on Bookstores and Textbooks

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Teresa Wamer  
Student Representative

**BACKGROUND:**

The West Virginia Council for Community and Technical College Education adopted a Procedural Rule, Series 51, Bookstores and Textbooks, as the outcome of recommendations made by a Statewide Task Force on Textbook Affordability effective May 22, 2010. The major provisions of the rule require governing board rules to:

- Address the mandates in W. Va. Code § 18B-10-14 and the federal Higher Education Opportunity Act regarding textbooks and course materials
- Address the recommendations of the Statewide Task Force
- Require deadlines for the selection of textbooks prior to a semester, so that students and parents will have ample time to pursue various purchasing options
- Provide for a Textbook Affordability Committee to advise the governing board
- Consider nationally recognized strategies that have been identified as reducing textbook and course materials costs

Series 51 requires the WVU at Parkersburg Board of Governors to adopt a policy addressing these points by November 22, 2010. To address this requirement, President Gnage appointed an ad hoc task force for the purpose of formulating a preliminary policy draft during the summer. The task force was chaired by Maggie Berdine, Professor of English, and included Teresa Wamer, President of the Student Government Association; Michele McVey, Manager of the Barnes & Noble Bookstore at WVU Parkersburg; Lauriel Edwards, Administrative Associate for the Business, Economics and Mathematics Division; and Debbie Richards, Special Assistant to the President.

Consistent with the project management outline attached, this task force recently submitted as a proposed replacement of the Board's existing Policy E-48, "Bookstores," the attached preliminary policy proposal, which strictly adheres to the guidance of Series 51. This draft will be shared informally with faculty and students upon their return to campus this month so that their input may be sought or their questions answered. The proposal will then be posted for public comment prior to the Board's October meeting. The final policy proposal will be presented for the Board's approval on October 13, 2010.

**Project Management Outline  
POLICY FORMULATION – BOOKSTORE & TEXTBOOKS**

WHEN	WHAT	WHO
Week of July 6, 2010	Identify and appoint a small task force to formulate a preliminary policy proposal during the summer.	President Gnage
July 12 to August 6, 2010	Review policy requirements and formulate preliminary draft of policy proposal. Seek input from faculty and staff BOG representatives.	Task Force
August 6, 2010	Submit preliminary policy draft to President.	Task Force
August 11, 2010	Provide this project management outline, preliminary draft, and status report to BOG Academic and Student Services Committee at scheduled meeting.	Teresa Wamer or designee
August 16, 2010	Share policy draft with key stakeholders (SGA, Academic Council, Faculty Senate, President's Cabinet, and Bookstore Advisory Committee). Answer questions and request feedback one week preceding public comment period.	Various (coordinated by Debbie Richards)
August 25, 2010	Issue invitation for 30-day public comment period (ending September 24) on policy proposal.	Debbie Richards
Sept. 27, 2010	Compile comments and provide to appropriate administrators for review and possible revisions.	Debbie Richards
October 1, 2010	Post and announce final policy proposal on BOG web page, as required, 10 days prior to October 13 BOG meeting.	Debbie Richards
October 13, 2010	Present policy proposal to BOG for approval.	President Gnage
October 14, 2010	Forward policy to Chancellor Skidmore for final approval.	Debbie Richards
November 22, 2010	Policy establishment deadline (180 days after effective date of Council Series 51).	

## West Virginia University at Parkersburg Board of Governors

**POLICY E-48  
BOOKSTORES and TEXTBOOKS****Section 1. General**

- 1.1. Scope: Policy regarding Bookstores and Textbooks at West Virginia University at Parkersburg.
- 1.2. Authority: W.Va. Code § 18B-10-14 and CCTC Title 135: Procedural Rule: Series 51.
- 1.3. Effective Date:

**Section 2. Purpose**

2.1 The purpose of this policy is

- a. To promulgate rules that fully and adequately address the mandates in W. Va. Code § 18B-10-14 regarding the operation of bookstores and the actions of employees of the institution in the selection and adoption of textbooks and course materials.
- b. To effectuate the mandates regarding textbooks and supplementary course materials set out by Congress in the Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, and any successor to that Act.
- c. To address the recommendations of the Statewide Task Force on Textbook Affordability contained in the final report of that Task Force jointly adopted by the Higher Education Policy Commission and the Council for Community and Technical College Education (Council).

**Section 3. Establishment of Bookstore(s)**

3.1 The President of West Virginia University at Parkersburg or his/her designee will establish a procedure for the establishment and operation of a bookstore to sell books, stationary and other school and office supplies generally carried in college bookstores. Bookstores will be managed in compliance with West Virginia Code § 18B-10-14 and CCTC Title 135: Procedural Rule: Series 51.

**Section 4. West Virginia Code Procedural Requirements**

4.1 This policy addresses the statutory mandates of W. Va. Code § 18B-10-14 in order to minimize the costs to students for textbooks and course materials:

- 4.1.1 To the maximum extent practicable, the bookstore will repurchase used books from students at the end of each semester, based on the new textbook price and demand.



4.1.2. No employee of the governing board may receive any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course materials, provided, however, that an employee may receive royalties or other compensation from such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional material but may not resell those items and retain the proceeds.

4.1.3. No employee of the governing board may require for any course a textbook that includes his or her own writing or workbook if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.

4.1.4. To the maximum extent practicable, the textbook selection procedure will

- a. Ensure that basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted, or selection of basic textbooks where earlier editions are easily and appropriately utilized in the courses, or the selection of e-books.
- b. Establish firm deadlines for faculty to be assigned to courses and textbooks and course materials to be selected prior to each semester.
- c. Institute a default selection of certain textbooks, continue the use of the previous textbook, or have a chair or dean select the textbook when deadlines are not met. Any such default selection must be strictly enforced and faculty not be allowed to change the selection.
- d. Ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester.
- e. Utilize the same title(s), excluding any supplements to the textbooks, for courses with multiple sections.

4.1.5. A listing of all selected textbooks and materials selected and assigned prior to each semester will be prominently posted immediately after such selection process is completed and the textbook and course materials designated for order by the bookstore:

- a. In a central location on campus communicated to the student body
- b. In the campus bookstore;
- c. On the institution's website; and
- d. With the International Standard Book Number (ISBN), edition number and any other relevant information regarding each textbook or supplemental course materials.

4.1.6. By November 1 of each year, the President's designee in consultation with the Bookstore Manager will report to the Chancellor of the Council, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 4.1.5.

4.1.7. All revenue the institution receives from a private entity for bookstore operation will be utilized for non-athletic scholarships at the institution.

## **Section 5. Federal Procedural Requirements**

5.1. This policy addresses the federal mandates regarding textbooks contained in the Higher Education Opportunity Act of 2008 (Public Law 110-315):

5.1.1. Textbook publishers soliciting any employee of the governing board to select textbooks or supplemental course material will provide that employee, in writing:

- a. The price of the textbook and supplemental course materials;
- b. The copyright dates of the three previous editions, if any;
- c. A description of substantial content revisions from the previous editions;
- d. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
- e. The price of textbooks unbundled from supplemental material; and
- f. The same information, to the extent practicable, for custom textbooks.

5.1.2. No employee of the governing board will select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 5.1.1 of this rule.

5.1.3. The institution will provide on its electronic course schedule and through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:

- a. The ISBN number and retail price, or if the ISBN number is not available then the author, title, publisher and copyright date.
- b. If such disclosure is not practicable, then the designation "To Be Determined."
- c. A reference will be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.

5.1.4. The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:

- a. Rental of textbooks;
- b. The purchase of used textbooks;
- c. Textbook repurchase or buy backs; and
- d. Alternative content delivery programs.

5.1.5. The institution will update its policies to comply with any future federal mandates.

## **Section 6: Textbook Affordability Committee.**

6.1. The President will establish a permanent Textbook Affordability Committee consisting of faculty, students, administrators and bookstore representatives which will meet periodically, but at least annually, to advise the faculty senate, student government, administration, and institutional board of governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.

6.2. The West Virginia University at Parkersburg Board of Governors will meet annually with the Textbook Affordability Committee to receive any recommendations or reports it may have generated and copies of any such recommendations and reports will be transmitted to the Chancellor of the Council.

### **Section 7. Required Provisions.**

7.1. This policy establishes the following guidelines for faculty in the selection of textbooks and supplementary course materials that ensure appropriate, high quality course materials are selected but give students timely access to the most affordable materials. To the maximum extent practicable,

- a. Faculty will consider more than one textbook publisher and compare prices for textbooks and course materials;
- b. Faculty are strongly urged to select textbooks in which at least 50 percent of the content will be used in the course unless the same textbook will be utilized by the student in other courses;
- c. Faculty are strongly urged to select textbooks that have low cost alternative editions available;
- d. Faculty are strongly urged to select textbooks they believe will not be revised by the publisher in the near future;
- e. Faculty are encouraged to consider utilizing consortiums which make available open source textbooks or course materials to faculty and students free or at low cost;
- f. The President's designee will implement a training program for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost.

7.2. To the maximum extent practicable, the bookstore will provide a textbook rental program.

7.3. To the maximum extent practicable, the institution will

- a. place a copy of required textbooks on reserve in the campus library;
- b. periodically update its rules to address emerging technologies or new strategies which address textbook affordability.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 11, 2010**

**ITEM:** Academic Program Updates

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Senior Vice President for Academic Affairs

**BACKGROUND:**

West Virginia University at Parkersburg has added three degree certificate programs and three additional majors to the Associate of Applied Science degree. These additions have been approved through the appropriate curriculum approval channels on campus and submitted to Charleston for inclusion on the institution's degree inventory.

Additional updates to the WVU at Parkersburg degree inventory include four programs that have been suspended and two degree name changes:

Additions

- Degree Certificate in Solar Energy Technology (CIP 150505)
- Degree Certificate in Energy Assessment and Management Technology (CIP 150503)
- Degree Certificate in Residential/Commercial Electricity (CIP 460399)
  
- Associate of Applied Science in Machining Technology (CIP 480501)
- Associate of Applied Science in Solar Energy Technology (CIP 150505)
- Associate of Applied Science in Energy Assessment and Management Technology (CIP 150503)

Suspensions

- BS Criminal Justice (Collaboration with WV State University)
- BSN Nursing (Collaboration with WVU)
- AS in Data Processing
- AAS in Industrial Maintenance

Revisions:

- The listing for BSBA has been updated to separate the degree program from the major. The degree program is BS and the major is Business Administration.
- The name for the Degree Certificate in Industrial Electricity has been changed to Degree Certificate in Electricity and Instrumentation.