

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

OCTOBER 3, 2012
AGENDA

Members

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

Gregory K. Smith
Rock Wilson
Jamie Six
Violet Mosser
Loren Bell
Matthew Santer

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, October 3, 2012

Caperton Center for Applied Technology

2:30 p.m. – 3:30 p.m.	Readiness Center Liaison Committee	Auditorium
3:30 p.m. – 4:30 p.m.	Administrative Services Committee	C-105
	Academic and Student Services Committee	C-200
4:30 p.m. – 5:00 p.m.	Tour of Energy Lab (meet in Room C105)	
5:00 p.m.	Dinner	Atrium
5:45 p.m.	Board Meeting	Auditorium
	Possible Executive Session	C-105

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of October 3, 2012
Caperton Center Auditorium
5:45 P.M.

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| 1. | Call to Order | Board Chair, Jamie Six |
| 2. | Roll Call | Patsy Bee
Executive Assistant to the President |
| 3. | Board Chair Report
• Staff Recognition | Chairman Six |
| 4. | Approval of Minutes5
• Regular Meeting – August 22, 2012 | |
| 5. | President’s Report | Dr. Marie Foster Gnage, President |
| 6. | Committee Reports
• Executive Committee
• Audit Review Committee
• Administrative Services Committee
• Academic and Student Services Committee
• Campus Development Committee
• National Guard Parkersburg Readiness Center at WVUP | Chairman Six
Greg Smith
Curtis Miller
Cindy Bullock
Curtis Miller
Joe Campbell |
| 7. | Action Items
• WV Online Fee (Virtual Community)

• Honorary Degrees for December Commencement | Dr. Rhonda Tracy, Sr. VP..... 10
Academic Affairs

President Gnage..... 11 |
| 8. | Consent Agenda.....12
• Policy C-01, Program Review Procedures | Dr. Tracy |
| 9. | Information Items
• Fiscal Update
• HERA Assessment for FY2013 | Dr. Vincent Mensah, CFO.....17
Dr. Mensah.....18 |
| 10. | Possible Executive Session under the authority of WV Code §6-9A-4-2A
• Honorary Degrees for December Commencement | |

11. Board Comments/Announcements
 - DAEDALUS QUARTET www.daedalusquartet.com, Thursday, October 25, 2012, 7 p.m. College Activities Center
 - Commencement – December 14, 2012 at 7:00 p.m.
12. Next Meeting - Wednesday, December 5 (Board Retreat)
13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 22, 2012

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, August 22, 2012 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Violet Mosser, Jamie Six, Curtis Miller, Steve Chancey, Loren Bell, Greg Smith, Cheryl Donohoe, and Gerard El Chaar. Absent: Cindy Bullock, Rock Wilson and Matt Santer. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, and WVU at Parkersburg Foundation Board Members.

1. Call to Order

Mr. Six, 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 Six asked Mr. Miller to make a presentation to former Chairman Mr. Joe Campbell. On behalf of the WVU Parkersburg Board of Governors, Mr. Miller presented Mr. Campbell with an engraved clock for his years of service as Chairman of the Board from 2008-2012.

Chairman Six announced some conflicts with the October 17 Board meeting and provided some possible dates to the Board. After some discussion it was agreed the next meeting will be held on Wednesday, October 3 at the regular time.

Chairman Six announced that the Board of Governors Retreat this semester will be held on December 5, and he asked Board members to hold that date for an all day session.

Chairman Six reminded Board members of the Committee assignments that were listed in their agenda.

4. President's Report

President Gnage welcomed Board members and guests. She thanked Mr. Campbell for his past service as chair. President Gnage provided an update on college activities including several grants such as the Appalachian Regional Commission Grant in the amount of \$150,000 for the Culinary Arts program, and \$50,000 grant from Dominion for the Virtual Welding Program. She noted that Mr. Robert C. Orndorff, President of Dominion had planned to attend our meeting this evening but had to cancel at the last

minute. He asked to be invited to the next meeting.

5. Approval of Minutes

Minutes of the special Board meeting scheduled on July 17, 2012 was approved upon a motion by Mr. Smith and second by Mr. Campbell.

6. Committee Reports

Executive Committee:

No Report

Administrative Services Committee:

Mr. Miller introduced and welcomed Mr. Bob Wright, Chair of the WVU at Parkersburg Foundation, who attended the Administrative Services Committee and received an update from the Foundation on the Capital Campaign noting that a total of \$85,000 has been raised to date. Additionally, an update was provided from Facilities and Grounds on the Applied Technology Center, Child Development Center, Downtown Center, new sciences labs, and an update on Fleet and Security operations. Business Services provided an update on the new ERP, and changes in office personnel. Human Resources provided a recruiting update, explained the performance management calibration and an update on SB 330. Information Technology provided an update on the IT Goals

Academic and Student Services Committee:

Mr. ElChaar reported that Academic Affairs provided an update on the accreditation process, new adjunct faculty, assessment and advising. Workforce and Community Education provided an update on programs, grants and WorkKeys. Student Services provided an update on personnel noting that two individuals in the Financial Aid Office, Heather Skidmore and Renee Dunn, were to be commended for a much improved process in Financial Aid this year. An update was also provided on the Student Success Summit that was recently attended, and a schedule for Student Activities and Engagement was provided to the Committee. Mr. ElChaar also provided copies of the schedule to all Board members.

National Guard Parkersburg Readiness Center at WVUP:

Mr. Campbell provided the committee with an update on the User Group meetings that have been held. Next steps were discussed and it was recommended that the Center be on the agenda item for the first Legislative Breakfast that will be scheduled on campus this semester.

7. Action Items

Approval of Funding for the Renovation of Tech Wing for Science Labs

President Gnage reported that at the February 8, 2012 meeting of the WVU Parkersburg Board of Governors, the Board approved reserving funds for capital projects that included the renovation of the Tech Wing for new Science Labs at a projected cost of \$1,000,000. This area will provide a 14,000 square footage for the new science labs. The original science labs were built in 1968 and are in desperate need of updating. The new labs will

provide a much better learning experience for the students.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the use Reserve Funds in the amount of \$1 million dollars for the Renovation of the Tech Wing for new Science Labs

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

Tech Wing Roof Project

Mr. David White, Director of Facilities and Grounds provided a report to the board That the square footage for the welding shop area is 12,362. If these roofs are done with hot asphalt adhesive, as the others have been done in recent years, the cost could be \$275,000.00. Included in that amount is the estimated material portion that would be purchased directly from the GSA discounted price list for approximately \$70,000.00. An estimate for completion would be less than 35 days.

Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Welding Shop Roof Project as presented.

Ms. Bell seconded the motion. Following discussion and questions by the Board, the motion passed.

Institutional Undergraduate and Tuition Fee Waivers

Mr. Underwood reported that pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$525,809.02 in undergraduate waivers to a total of 360 students during FY 2011-12.

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 2011-12 into the minutes of this meeting of August 22, 2012.

Ms. Mosser moved to approve the following 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 2011-12 into its minutes.

Mr. Smith seconded the motion. After discussion and questions by the Board, the motion passed. Chairman Campbell recognized that student representative, Ms. Bell, recused herself from voting.

Culinary Arts Degree Fee Request

Dr. Tracy reported that for all classes for CUL 101 to CUL 245, fees assessed to students will be utilized to offset operating expenses incurred by the Culinary Arts program. The monies will be used to purchase food items, chemicals, beverages, smallwares, and any other items vital to the operation of a foodservice establishment. With food prices continuing to rise, this is a necessary fee assessment to allow for adherence to American Culinary Federation guidelines and expected student competencies.

For CUL 275, the fees assessed will be utilized to purchase a student membership in the American Culinary Federation, pay for online written testing fees, cover costs associated with practical exam, and the purchase of food items for the administration of the practical exam.

Ms. Bell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves fees for the Associate of Applied Science in Culinary Arts program.

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

8. Consent Agenda

No Consent Agenda Items.

9. Information Items

Fiscal Update

Dr. Mensah provided a report on the state of the college's finances and the budget.

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

No items were discussed.

11. Board Comments/Announcements

Distinguished Performance Series: *Kenya Safari Acrobats* - September 20, 2012 at 7:00 p.m. in the College Activities Center.

12. Adjournment

With no further business to be discussed, Ms. Donohoe moved that the meeting adjourn.

Ms. Bell seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Jamie Six, Chairman

Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of October 3, 2012**

ITEM: WV Online Fee

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the **WV Online** Fee.*

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

The West Virginia Community and Technical College System has launched a new online college program entitled **WV Online**. The purpose of the program is to offer system-wide courses that are needed for community college students that are flexible, accessible, and cost effective. While these courses will not supplant the online courses offered at the institutional level, they will provide a valuable alternative for students in terms of scheduling and availability.

Because the contract negotiated with the state for offering the online courses involves a fee for services, it will be more efficient to assess the students who are taking the online courses a fee. In essence the fee will be an access code that provides the student with the following:

- Access to the Pearson OpenClass learning management system;
- An electronic textbook (e-book) with a print option;
- An online tutorial (Smartthinking) that provide immediate access to learning support;
- Access to the “My Labs” that provide interactive teaching, learning, and assessment opportunities;
- Access to a 24/7 Help Desk; and
- Access to Pearson courseware and digital assets.

The fee to cover these costs is \$135 per course and because it includes the textbook it is cost effective for students.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 3, 2012**

ITEM: Approval of Honorary Degree Candidates

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 14 Commencement.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

West Virginia University at Parkersburg requests approval of individuals for honorary degrees. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Information about the nominees will be presented by Dr. Marie Foster Gnage.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 3, 2012**

ITEM: Revised Policy C-01, Program Review Procedures

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking to replace the previously proposed revision of Policy C-01, Program Review Procedures, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

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

BACKGROUND:

Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, effective September 30, 2005, sets forth the responsibilities of community and technical colleges and their governing boards for the review of existing academic programs. Policy C-01, Program Review Procedures, adopted by the West Virginia University Board of Governors on September 7, 2001, and transferred to the WVU at Parkersburg Board of Governors on July 1, 2008, did not fully address the requirements of the Council's Series 10. On the recommendation of the staff of the Council for Community and Technical College Education, it is recommended that the existing Policy C-01 and its previously proposed revision be replaced with a new Policy that addresses more fully the requirements of Council Series 10.

West Virginia University at Parkersburg, therefore, recommends a notice of proposed rulemaking to replace Policy C-01 with the new version attached, which incorporates all requirements of Council Series 10. 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.

**POLICY C-01
PROGRAM REVIEW PROCEDURES**

Section 1. General

1.1. Scope. This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in the review of existing academic programs.

1.2. Authority. [W. Va. Code § 18B-2A-4\(g\)](#); [W. Va. C.S.R. § 135-10](#)

1.3. Effective Date:

(Replaces version dated September 7, 2001, as transferred from WVU Board of Governors on July 1, 2008.)

Section 2. Basis of Program Review Process

2.1. WVU at Parkersburg shall review at least every five years all programs offered at the institution. Reviews shall address the viability, adequacy, necessity, and consistency with mission of the programs to the institutional master plan, the institutional compact, and the education and workforce needs of the responsibility district. The institution shall conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience.

2.2. For the purpose of this document, a "program" is defined as curriculum or course of study in a discipline specialty that leads to a certificate or degree.

Section 3. Assumptions Used in Developing the Review Process

3.1. A rational and comprehensive program review process requires differentiation among levels of degrees. The process, criteria, and standards for associate degree programs will differ significantly from those applied to graduate programs.

3.2. The program review process must be accomplished within the limits of available staff and resources.

3.3. A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal institutional planning efforts.

3.4. A readily accessible computerized data base should be available to support the program review process.

Section 4. Program Review Levels

4.1. The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at the institution. The Senior Vice President for Academic affairs will direct the formulation of self-studies

for the programs to be reviewed in a given year according to a [timeline](#) established by the institution. The institutional Outcomes Assessment Committee will review the programs in terms of their relationship to the institution's mission and the quality of the programs. The Senior Vice President for Academic Affairs shall identify external reviewers who will also be asked to review program self-studies. The governing board will report to the Chancellor, by May 31, the results of the program reviews conducted each academic year. The Council may modify any institutional action consistent with its authority for review of academic programs.

4.1.1. Program Review by the Institutional Board of Governors - The purpose of the appropriate Board review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability of, adequacy of, necessity for each academic program, consistent with the mission of the institution. Comprehensive institutional self-studies conducted in compliance with accreditation or institutional processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body. Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. For programs so accredited or approved, institutions shall submit: the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement from the chief academic officer regarding program consistency with mission, viability and necessity. In preparing the institutional self-study, each institution will utilize a collaborative process which includes faculty, students and administrators.

4.1.2. Program Review by the Council - The reports on actions resulting from program review at each institution shall be reviewed by the staff of the Council for Community and Technical College Education as described in Series 10.

4.1.3. Institutional personnel, external consultants, and the staff of the Board of Governors will be involved in establishing the criteria, standards, and process of evaluation, and in interpreting the information resulting from the review. It is the responsibility of the institution to assure that the program review process is carried out objectively and that persons external to the academic unit in which the program is housed and/or external to the institution participate in the review. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the institution will select approximately 20 percent of all programs for review each year. For each program identified for review, the institution will develop a self-study statement addressing the following items.

4.1.3.1. Viability - Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, the institution shall assess the program's past ability and future prospects to attract students and sustain a viable, cost-effective program.

4.1.3.2. Adequacy - The institution shall assess the quality of the program. A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the Federal Government or the Council for Higher Education Accreditation. The institution shall evaluate the preparation and performance of faculty and students, and the adequacy of facilities.

4.1.3.3. Necessity - The dimensions of necessity include whether the program is necessary for the institution's service region, and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions shall also be addressed.

4.1.3.4. Consistency With Mission -The program shall be a component of, and appropriately contribute to, the fulfillment of the institutional and system missions. The review should indicate the centrality of the program to the institution, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both institutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the institution's ability to accomplish its mission should be stated.

4.1.4. Special Program Review - the Board of Governors may request at any time that special program reviews be conducted for a given purpose. Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.

Section 5. Possible Outcomes

5.1. Institutional Recommendation - The Board of Governors' five-year cycle of program review will result in a recommendation by the institution for action relative to each program under review. The institution is clearly obligated to recommend continuation or discontinuation for each program reviewed. If recommending continuation, the institution should state what it intends:

5.1.1. Continuation of the program at the current level of activity, with or without specific action;

5.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action.

5.1.3. Identification of the program for further development; or

5.1.4. Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, and the like.

5.1.5. If it recommends discontinuance of the program, then the provisions of Council policy on approval and discontinuance of academic programs will apply.

5.1.6. For each program, the institution will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. The institution will also make all supporting documentation available to the Council upon request.

5.2. The President or designee will present the college recommendations for each program reviewed to the Board of Governors, normally by May 15.

5.3. The Board of Governors will review the recommendations and may request additional information or further review before making decisions. The Board of Governors will send the results to the Chancellor of the Council for

Community and Technical College Education by May 31.

5.4. If the program disagrees with the outcome of program review, it may appeal the decision to the Board of Governors by sending a memo to the Board, copied to the President. The memo should describe the basis for the appeal and should include supporting information.

Section 6. Programs of Excellence

6.1. As part of the WVU at Parkersburg Board of Governors program review process, programs can request to be considered for the designation, "Board of Governors Program of Excellence." A program being considered for the excellence designation should meet the following criteria.

6.1.1. Distinction: The program must be one of distinction. It should have received state or national recognition or some other clearly defined indicator appropriate to the mission of the program. External validation of high quality by a nationally recognized body will strengthen the case.

6.1.2. Curriculum and Assessment: The program must have clearly defined and measurable curricular goals and objectives and must regularly assess student learning outcomes. Evidence of a strong assessment plan that utilizes assessment data to improve the program must be included. The program should hold national or specialized accreditation if available and all accreditation criteria must be met fully.

6.1.3. Graduates: Evidence of success of graduates in career placement and or in continuing higher education must be documented.

6.1.4. Faculty: Faculty should hold terminal degrees or have equivalent professional experience. For faculty who teach in certificate and associates programs, alternative credentials such as work experience in the teaching field may be appropriate. There should be documented evidence of faculty achievement and scholarly activity. Evidence of innovation in instruction should also be included if appropriate.

6.2. The self-study document should provide a convincing statement and include adequate supporting data. Documented evidence of high quality is required. Mere assertion of quality or lists of accomplishments will not suffice. The case will be much stronger if placed in the context of national benchmarks.

6.3. Requests for the Board of Governors Program of Excellence designation will be considered by the Outcomes Assessment Committee, which will nominate those programs it feels are worthy of this designation. The President will review the nominations and endorse those that are appropriate. The Board of Governors will consider the nominations endorsed by the President and certify those that they deem appropriate as a Board of Governors Program of Excellence.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 3, 2012**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Vincent Mensah
Chief Financial Officer

BACKGROUND:

Dr. Mensah will report on the state of the college's finances and the budget.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 3, 2012**

ITEM: HERA Assessment FY2013

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Vincent Mensah
Chief Financial Officer

BACKGROUND:

Dr. Mensah will provide information on how the assessment is calculated by the WV Council for Community and Technical College Education.