

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JUNE 10, 2015
AGENDA**

Members

Joe Campbell
Cheryl Donohoe
Curtis Miller
Jeff Matheny, Board Chair
William Bell
John Denbigh

Jamie Six
Violet Mosser
Matthew Santer
Sam Winans
Steve Hardman
Donna Smith

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, June 10, 2015

11:30 a.m.	Executive Committee	Community Room
12:30 p.m.	Working Board Lunch	Community Room
1:30 p.m.	Administrative Services Committee	Community Room
1:30 p.m.	Academic and Student Services Committee	President's Conference Room
2:30 p.m.	Tour of Nursing area	
3:15 p.m.	Board Meeting	Multi-Purpose Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of June 10, 2015
 Multi-Purpose Room
 3:15 p.m.

1.	Call to Order	Board Chair, Jeff Matheny
2.	Roll Call	Brady Whipkey Executive Assistant to the President
3.	Board Chair Report	Chairman Matheny
	• Employee Recognition	
4.	President’s Report	Dr. Fletcher Lamkin, President
5.	Approval of Minutes	
	• Regular Meeting – May 13, 2015	5
6.	Committee Reports	
	• Executive Committee	Jeff Matheny
	• Administrative Services Committee	Sam Winans
	• Academic and Student Services Committee	Curtis Miller
	• Campus Development Committee	Joe Campbell
7.	Action Items	
	• Changes to Culinary Arts Program	Dr. Jane Milley, Sr. VP Academic Affairs.....8
	• Approval of Program Review	Dr. Jane Milley, Sr. VP Academic Affairs.....9
8.	Information Items	
	• Non-Traditional Programs Update	Robin Ambrozy, Director Non-Traditional Programs....12
	• Campus Master Plan	Alice Harris, VP Finance & Administration.....13
	• Fiscal Update	Alice Harris, VP Finance & Administration.....14
9.	Board Comments/Announcements	

10. Next Meeting
August 12, 2015 - Multi-Purpose Room
11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 8, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 13, 2015, at the Jackson County Center, beginning at 3:45 p.m. Board members present were: Joe Campbell, Cheryl Donohoe, Violet Mosser, Curtis Miller, Matthew Santer, Jeff Matheny, Sam Winans, William Bell, Steve Hardman, John Denbigh and Donna Smith. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Roll Call

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

3. Board Chair Report

Chairman Matheny thanked members of the Board and staff for making the trip to JCC for the meeting and thanked Mr. John Gorrell for the tour of the facilities.

4. President's Report

President Lamkin distributed a report to the Board members and provided an overview. Dr. Lamkin began with discussing the status of enrollment at the college. With the enrollment numbers still being a concern a number of steps are being taken to help with recruitment while trying to save money. Enrollment in courses and programs are being looked at and if enrollment does not meet the mark some faculty positions could be cut. A hiring freeze is in effect and all request to fill a vacant position will be approved by the President. A similar examination will occur with regard to staff and administration, and adjustments will be made to ensure organizational efficiency.

Dr. Lamkin discussed with the members, putting in place a "One-Stop Shop." We have identified areas where our customer service was in need of improvement, and we are taking steps to correct deficiencies. The Welcome Center will be reorganized to contain pertinent representation of key administrative functions to provide this important service, and should be functional before the Fall Semester.

Next, Dr. Lamkin discussed the Workforce Engagement. The college has hired a sector partnership coordinator through the Bridging the Gap grant. This position will facilitate a regional, employer driven partnership of industry, education and training, and other stakeholders that focus on workforce needs.

Lastly, Dr. Lamkin stated that as he gets ready to participate in his first Commencement

ceremony at WVUP, he is pleased with our progress to date and optimistic about our future. Dr. Lamkin discussed that the college has established some significant initiatives in financial management, strategic planning, master planning, enrollments and student service.

5. Approval of Minutes

The minutes of the Regular Board meeting of April 8, 2015, were approved upon a motion by Mr. Miller, seconded by Mr. Winans.

6. Committee Reports

- Executive Committee:
Board members present received a report on updates of the Board of Governors meeting dates and committee assignments for the next academic year, as well as updates on budget, College Master Plan, and College Strategic Plan.
- Administrative Services Committee:
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies and new hires. A report was received on information technology project updates. A report was also received on marketing and public relations.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, student success, and faculty; credit and non-credit programs; student loan and enrollment/recruitment updates were given.

7. Action Items

- FY2016 Budget
Alice Harris, VP of Finance and Administration provided an overview of the proposed FY 2016 budget. Members reviewed and discussed the proposed budget.

Mr. Campbell 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 2015-2016.

Mr. Winans seconded the motion. The motion passed.

- Happy Valley Property Sale
Ms. Harris provided an overview of the request for the Happy Valley Property Sale.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the administration of West Virginia University at Parkersburg to pursue the

sale of the property located at Happy Valley as described below.

Mr. Winans seconded the motion. The motion passed.

- Fee Approval for Value Added Processing Summer Classes
Dr. Cindy Gissy, Dean of Academic Success provided an overview for the Fee Approval for Value Added Processing for Summer Classes.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a \$75 fee for Value Added Processing classes.

Mr. Bell seconded the motion. The motion passed.

8. Information Items

- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of April 30, 2015.
- 2015-2016 Holiday Schedule
Dr. Lamkin provided members with the 2015-2016 Holiday Schedule, noting that the college would be closed on these days and that we are following the schedule set by WVU to align with their pay periods.

9. Board Comments/Announcements

Chairman Matheny reminded members that the Spring Commencement will be held Saturday, May 16 at 2 p.m.

10. Next Meeting

June 10, 2015, College Multi-Purpose Room.

11. Adjournment

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held June 10, 2015, at 3:15 p.m. in the College Multi-Purpose Room.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Sam Winans, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2015**

ITEM: Suspension of Culinary Arts Program

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approve to suspend the Culinary Arts Program

STAFF MEMBER: Dr. Jane Milley, Interim Sr. VP
Academic Affairs

BACKGROUND:

Due to low enrollment and the cost to operate the Downtown Center and Culinary Arts Program, West Virginia University at Parkersburg is requesting approval from the Board of Governors to make adjustments to this program.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2015**

ITEM: Five-Year Program Reviews 2014-15

RECOMMENDED RESOLUTION:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2014-15.

STAFF MEMBER:

Jane Milley, Ph.D.
Interim Senior Vice President for Academic Affairs

BACKGROUND:

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, —Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of five programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review:

- 1) Continuation of the program without specific action,
- 2) Continuation of the program with specific action;
- 3) Continuation of the program at a reduced level;
- 4) Identification of the program for further development;
- 5) Development of a cooperative program with another institution; or
- 6) Discontinuation of the program.

The recommendations are as follows:

CONTINUATION WITHOUT SPECIFIC ACTION

AAS in Journalism – The Associate in Applied Science in Journalism should be continued at the current level with no specific action. The quality of the report was excellent and all categories were met. The next report is due in Fall 2019.

Associate in Arts General Education - The Associate in Arts degree in General Education should be continued at the current level with no specific action. The quality of the report was good but can be improved by providing more specific analysis showing how student performance on the General Education strands are being used to improve student learning outcomes. The next report is due in Fall 2019.

CONTINUATION WITH SPECIFIC ACTION

AAS in Computer Science - The Associate in Applied Science (which replaced the

Associate in Science in Computer Science five years ago) should be continued at the current level with specific action. The overall report was good; however, data on performance of student outcomes was not included. The report noted a new data collection plan that began Spring 2015. This should enable the program leaders to create an update report by Fall 2015 to include CVs for all faculty teaching CS 101, a revised Program Assessment Plan, and the assignment of a program coordinator to oversee the CS degree. A follow-up assessment report should be submitted by Fall 2016 that demonstrates the implementation of the assessment plan and includes analysis of data collected and articulates how the data was used to improve student performance on learning outcomes. The next program review is due in Fall 2019.

CAS Electricity and Instrumentation – The Certificate in Applied Science in Electricity and Instrumentation (which replaced the CAS in Industrial Electricity) should be continued at the current level with specific action. A follow-up report is due by Fall 2015 to include copies of minutes of Advisory Board meetings and a current list of Advisory Board members and their relationship to the industry. A detailed credit-hour production enrollment report should be submitted accounting for full- and part-time faculty credit hour production and clarifying enrollment from institutional research reports. A follow-up report should be submitted by Fall 2016 that updates the assessment section of the 5-year program review and details how data collected from the National Center for Construction and Education Research (NCCER) scores are used to improve achievement of student learning outcomes. The next program review is due in Fall 2019.

CAS Welding Technology – The Certificate in Applied Science in Welding Technology should be continued at the current level with specific action. This is based on a follow-up report that was submitted from the 2012-13 program review year. A follow-up report should be submitted in Fall 2015 that includes a revised Program Assessment Plan and describes the methodology used to track data collection on student learning outcomes. Current curriculum vitae should be provided for each full- and part-time faculty member teaching in the welding program. By Fall 2016, a follow-up assessment report should be submitted that demonstrates how the assessment data is being used to improve student performance on outcomes. The next full 5-year program review is due Fall 2017.

DISCONTINUATION OF THE PROGRAM

CAS in Advanced Leadership & Management – The Certificate in Applied Science in Advanced Leadership & Management should be suspended. Fewer than five graduates have completed this program in its five years of existence. No program review report was submitted. The Social Science & Languages Division recommends suspension of this program with the option to reopen it in the future if need is established. The Outcomes Assessment Committee concurs with the recommendation and moves its suspension.

CAS in Culinary Arts – The Certificate in Applied Science in Culinary Arts should be suspended. The STEM Division recommends suspension; the Outcomes Assessment Committee concurs with the recommendation and moves its suspension.

AAS in Culinary Arts – The Associate in Applied Science in Culinary Arts should be

suspended. The STEM Division recommends suspension; the Outcomes Assessment Committee concurs with the recommendation and moves its suspension.

Follow-up from 2014-15 Program Reviews: In addition to the follow-up reports listed above, the following reports are due Fall 2015 from previous years' program reviews:

- **AAS Computer Information Technology** – New Program Review report due to West Virginia Community & Technical College system by November 1, 2015.
- **AAS in Criminal Justice** – Follow-up report on Assessment due Fall 2015.
- **BA in Multi-disciplinary Studies** – Follow-up report on Assessment due Fall 2015.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2015**

ITEM: Non-Traditional Programs Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Robin Ambrozy,
Director, Non-Traditional Programs

BACKGROUND:

Ms. Ambrozy will provide a report on the West Virginia University at Parkersburg Non-Traditional Programs to the Board of Governors.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2015**

ITEM: Master Plan

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

Ms. Harris will report on the status of the College Master Plan. A copy of the plan will be distributed to members to review. Members of the Board will be asked to provide a vote for approval of the updated plan at a later date.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2015**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget.