

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

SEPTEMBER 14, 2016
AGENDA

Members

Jeff Matheny, Board Chair
Sam Winans, Vice Chair
Donna Smith, Secretary
Joe Campbell
Steve Hardman
Curtis Miller

Cheryl Donohoe
John Denbigh
Cody Irick
Matthew Santer
William Bell

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, September 14, 2016

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Board Room
2:00 p.m.	Administrative Services Committee	1332A
2:00 p.m.	Academic and Student Services Committee	1300
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of September 14, 2016
 President's Board 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
4.	President's Report	Dr. Fletcher Lamkin, President
5.	Approval of Minutes	
	<ul style="list-style-type: none"> • Regular Meeting – August 10, 20165 	
6.	Committee Reports	
	<ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee 	<ul style="list-style-type: none"> Jeff Matheny Steve Hardman Donna Smith
7.	Action Items	
	<ul style="list-style-type: none"> • President's Contract Revision • Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Nursing Program • Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Surgical Technology Program • Program Approval for Revised Admission Requirements to the WVU Parkersburg CAS in Patient Care Technician Program • Program Approval for Revised Admission Requirements to the WVU Parkersburg CAS in Pharmacy Technician Program • Naming Music Rehearsal and Performance Room 	<ul style="list-style-type: none"> Jeff Matheny, Chair.....9 Dr. Hank Dunn, Sr. VP.....10 Dr. Hank Dunn, Sr. VP.....12 Dr. Hank Dunn, Sr. VP.....13 Dr. Hank Dunn, Sr. VP.....14 Senta Goudy, VP Institutional Advancement.....15

8.	Consent Items	
	• Proposed Revision of Policy A-34 Equal Opportunity, Affirmative Action and Nondiscrimination	Debbie Richards, Special Assistant to the President For Policy & Social Justice...17
	• Proposed Revision of Policy E-39 Assessment, Payment and Refund of Fees	Debbie Richards, Special Assistant to the President For Policy & Social Justice.....20
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	• Proposed Revision of Policy D-51, Admission to West Virginia University at Parkersburg	Anthony Underwood, VP Student Services.....26
9.	Information Items	
	• Fiscal Update	Alice Harris, VP Finance & Administration.....34
10.	Board Comments/Announcements	
11.	Next Meeting November 9, 2016; Board Retreat President's Board Room	
12.	Adjournment	

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 10, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 10, 2016, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Sam Winans, Curtis Miller, Donna Smith, John Denbigh, Cody Irick, Matthew Santer, and William Bell. 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. Swearing in of New Board Member

Debbie Richards, Special Assistant to the President, conducted the swearing in of new Board member Cody Irick. Mr. Irick will be serving as the Staff Representative.

3. Roll Call

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

4. Board Chair Report

Chairman Matheny reported the Executive Committee met prior to the Board meeting. During the meeting Alice Harris, VP of Finance and Administration provided a report on the Colleges Property and Liability Insurance Policies. Members also discussed the tuition as compared to those of other CTC's.

5. President's Report

President Lamkin discussed that the fall semester is about to begin and we are experiencing our first uptick in enrollments in many years. There is a steady growth in new student enrollment especially freshmen. There has also been positive change in student retention.

Last month the WV CTCS Board denied our request for a 15% tuition increase, approving a five percent increase instead. This had already been planned for so our budget will be balanced and supportive of our mission for the coming year.

Dr. Lamkin reported that Guided Pathways for Student Success will be implemented in Spring 2017, and discussed ways we are paving the way for the full implementation.

Dr. Lamkin reviewed other highlights for the college. Moving to a more sophisticated and professional marketing message with a stronger focus on student success. Nursing has gained national accreditation for its RN to BSN program. Steadily making improvements

over the last year on the appearance of the college. During the next budget year we will be taking care of some of the physical plant needs. Peshka Calloway has been hired as the Alumni Relations Specialist and will be working on many projects.

6. Approval of Minutes

The minutes of the Regular Board meeting of May 11, 2016, were approved upon a motion by Mr. Miller, seconded by Ms. Smith.

7. Committee Reports

- Administrative Services Committee:
Board members present 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 marketing and communication efforts, alumni news and development update. A report was received on financial budget updates.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

8. Action Items

- Approval of 2016-2017 Capital Projects
Alice Harris, Vice President of Finance and Administration presented to the Board a proposed list of capital projects for the 2016-2017 academic year. Members reviewed the proposed list with Ms. Harris answering questions.
Mr. Miller moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the completion of the following capital projects for 2016-2017 academic year including the approval to apply for a loan not to exceed \$450,000 from the WVHEPC.

Mr. Denbigh seconded the motion. The motion passed.

- President's Deferred Compensation
Alice Harris, Vice President of Finance and Administration presented to the Board the proposed recalculation of the deferred compensation provision in the Presidents contract. Members reviewed and discussed the proposal with Ms. Harris answering questions.

Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the recalculation of the contractually agreed to deferred compensation provision in the January 2014 President's contract to be prorated to the first day of the month in which the approval of the new 3 year contract occurs. The payment of the deferred compensation will take place immediately after the execution of the new contract.

Mr. Bell seconded the motion. The motion passed.

- 2016-2017 Budget

Alice Harris, Vice President of Finance and Administration presented to the Board the proposed final budget for 2016-2017. Members reviewed and discussed the proposal with Ms. Harris answering questions.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the final budget for West Virginia University at Parkersburg for 2016-2017

Mr. Winans seconded the motion. The motion passed.

- 2016-2017 Tuition

Alice Harris, Vice President of Finance and Administration presented to the Board the proposed tuition rates for 2016-2017. Members reviewed and discussed the proposal with Ms. Harris answering questions.

Mr. Winans moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommended tuition rates included below for submission to the West Virginia Community & Technical College System for 2016-2017 academic year.

Ms. Smith seconded the motion. The motion passed.

- Five Year Program Review

Dr. Hank Dunn, Senior Vice President, presented to the Board the proposed resolution to approve the Five Year Program Reviews for 2015-2016. Members reviewed and discussed the proposal with Dr. Dunn answering questions.

Ms. Smith moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2015-16.

Mr. Miller seconded the motion. The motion passed.

- Modification of Allied Health Certificate to Patient Care Technician Certificate Program

This item has been moved to Information Items section. No action is needed.

- Program Approval for CAS and AAS in Broadcasting

This item has been moved to Information Items section. No action is needed.

9. Information Items

- Modification of Allied Health Certificate to Patient Care Technician Certificate Program

Dr. Dunn reported that the Allied Health Certificate Program has been modified to the Patient Care Technician Program. Dr. Rose Beebe provided an overview of the changes as well as the benefits.

- CAS and AAS in Broadcasting

Dr. Dunn reported the CAS and AAS in Broadcasting programs have been designed to be career ladders that can lead the CAS directly into the AAS and allow students to receive a degree in Communication and Media Studies with a Broadcasting Concentration.

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of July 31, 2016. Ms. Harris answered questions from the members.

- Property and Liability Insurance Update

Ms. Harris provided a brief overview of the Property and Liability Insurance Policy report she delivered in the Executive Committee meeting.

10. Board Comments/Announcements

There will be an Executive Committee meeting on Wednesday August 17, 2016 at 8:00 a.m.

11. Next Meeting

September 14, 2016, President's Board Room.

12. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held on September 14, 2016.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Donna Smith, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: President's Contract Revision

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the revisions of the President's Contract that was approved at the May 11, 2016 Board of Governors meeting.

STAFF MEMBER: Jeff Matheny, Chair

BACKGROUND:

Members of the West Virginia University at Parkersburg Board of Governors approved the renewal of the President's contract during the May 11, 2016 meeting. Members of the Executive Committee have met to discuss revisions recommended by the West Virginia CTCS and have been accepted by the President. Members are ask to approve the contract as discussed with an effective date of September 1, 2016.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Program Approval for Revised Admission Requirements to the WVU Parkersburg Associate of Applied Science (AAS) in Nursing Program.

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the AAS in Nursing degree.

STAFF MEMBER: Dr. Hank Dunn, Senior Vice President for Academic Affairs

BACKGROUND:

Current admission requirements for the AAS Nursing program are:

1. High school graduate or equivalent (USA GED)
2. English proficiency
3. 2.5 GPA from high school or college courses
4. Completion of Math 101 by placement exam or credit
5. Pre-nursing Health Education Systems, Incorporated (HESI) A₂ admission exam composite score of 75 or higher. HESI A₂ composite scores must be within the last three (3) years. Pre-nursing admission exams may be completed one time per semester for a maximum of three times for consideration for admission. Further information about the exam can be found online at

www.wvup.edu/academics/academic-divisions/health-sciences.

Current admission requirements for the AAS Nursing program require the student to be eligible to take college math, which is verified by completion of Math 101 with a "C" or higher or by accuplacer score. With the elimination of placement testing and remedial math (Math 101) effective next semester, these current admission requirements will no longer be offered for the student to demonstrate competency of the basic math needed prior to being admitted to the nursing program. The program of study includes a Drug and Dosage Calculation course the first and second semester of the program, which requires the competencies of Math 101 for success. To ensure students have the math competencies required for Drug and Dosage Calculations, the admission requirements are being revised to include a requirement of a subscore of 75 on the HESI Admission Exam or completion of Math 120 with a "C" or higher.

We are requesting Board of Governor's approval to change the current requirements for admission to the AAS Nursing program and eliminate the following admission requirement:

1. Completion of Math 101 by placement exam or credit

and add the following admission requirement:

1. HESI A2 math subscore of 75 or higher or completion of MATH 120 with a "C" or higher.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Program Approval for Revised Admission Requirements to the WVU Parkersburg Associate of Applied Science (AAS) in Surgical Technology Program.

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the AAS degree in Surgical Technology.

STAFF MEMBER: Dr. Hank Dunn, Senior Vice President for Academic Affairs

BACKGROUND:

Current admission requirements for the AAS Surgical Technology program are:

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit
3. Eligibility to take college level English with support lab
4. Minimum 2.0 cumulative college GPA.
5. Complete the pre-admission, entrance examination with the required benchmark.

Information about the exam can be found online at

www.wvup.edu/academics/academic-divisions/healthsciences.

With the elimination of placement testing and remedial English and Math courses (MATH 101 and MATH 102), the math and English requirements for admission (#2 and #3) are no longer applicable. MATH 102, currently in the program of study has been replaced with MATH 120 first semester. All students will be eligible to take ENG 101 with a support lab and MATH 120 with a support lab during the program of study.

We are requesting Board of Governor's approval to change the current requirements for admission to the Surgical Technology program and eliminate the following admission requirements:

1. Completion of Math 101 by placement exam or credit
2. Eligibility to take college level English with support lab

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Program Approval for Revised Admission Requirements to the WVU Parkersburg Certificate of Applied Science (CAS) in Patient Care Technician Program

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the CAS degree in Patient Care Technician degree.

STAFF MEMBER: Dr. Hank Dunn, Senior Vice President for Academic Affairs

BACKGROUND:

Current admission requirements for the CAS Patient Care Technician program are:

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit
3. Minimum 2.0 cumulative college or high school GPA

With the elimination of placement testing and remedial English and Math courses (MATH 101), the math requirement for admission to program (#2) is no longer applicable. MATH 120 has been added to the program of study first semester and all students will be eligible to take MATH 120 with a support lab during the program of study.

We are requesting Board of Governor's approval to change the current requirements for admission to the CAS Patient Care Technician program and eliminate the following admission requirement:

1. Completion of Math 101 by placement exam or credit

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Program Approval for Revised Admission Requirements to the WVU Parkersburg Certificate of Applied Science (CAS) in Pharmacy Technician Program

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the CAS degree in Pharmacy Technician.

STAFF MEMBER: Dr. Hank Dunn, Senior Vice President for Academic Affairs

BACKGROUND:

Current admission requirements for the CAS Pharmacy Technician program are:

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit
3. Minimum 2.0 cumulative college or high school GPA

With the elimination of placement testing and remedial English and Math courses (MATH 101), the math requirement for admission to program (#2) is no longer applicable. MATH 120 has been added to the program of study first semester and all students will be eligible to take MATH 120 with a support lab during the program of study.

We are requesting Board of Governor's approval to change the current requirements for admission to the CAS Pharmacy Technician program and eliminate the following admission requirement:

1. Completion of Math 101 by placement exam or credit

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Naming Music Rehearsal and Performance Room

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors recognize and honor Nina Phares, and her husband Francis, by naming the Music Rehearsal and Performance Room also known as Room 1300A and formerly the Community Room, the Nina Phares Music Rehearsal and Performance Room.

STAFF MEMBER: Senta Goudy, Vice President Institutional Advancement and Foundation Executive Director

BACKGROUND:

Earlier this year the former Community Room was renovated to create a space designed to showcase the college's music program. The room will be used for rehearsals and recitals featuring the talents of our students and community. We are requesting approval of naming the room to recognize the significant role planned for it in building our music program and engaging the community.

The Music Rehearsal and Performance Room was used to prepare for the 2016 New Student Convocation on August 22 performance of "Home Among the Hills" sung by Professor Holly Martin and accompanied by Cindy Dunstan-McClain. HG Young uses the room weekly for rehearsals of the WVU Parkersburg student chorus.

The name Nina Phares Music Rehearsal and Performance Room was chosen to recognize the gift received from the Francis and Nina Phares estate in July 2015.

In 1997 Nina and Francis Phares designated that any funds remaining in their estate at the time of their deaths be used to benefit West Virginia University at Parkersburg. Mrs. Phares passed away in August of 2014 following the death of her husband several years earlier. The two worked at E. I. DuPont as chemists and lived in Parkersburg throughout their careers and retirement.

In consultation with the WVU Parkersburg Board of Governors, the WVUP Foundation Board of Directors designated the Phares gift be set aside for the renovation of the James McNeil Stephenson Home located at Oakland, a property that was gifted to the Foundation by John and Pamela Lutz to benefit WVU Parkersburg in December 2015.

Francis and Nina Phares also may be recognized in plans for Oakland and the Stephenson Home.

Reference: Board of Governors Policy A-06, Naming Opportunities

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Proposed Revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination and hereby authorizes revision of said policy without further action by the Board if no comments are received.

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

BACKGROUND:

The Pregnancy Discrimination Act prohibits discrimination in employment on the basis of pregnancy. Title IX, the law addressing gender discrimination in education, also prohibits discrimination against students due to pregnancy. Therefore, the attached update of Policy A-34 includes “pregnancy” as a distinct class of protection under sex discrimination. The institution’s Notice of Nondiscrimination has been updated accordingly.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY A-34
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND NONDISCRIMINATION

Section 1: General

- 1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' policy on affirmative action in employment and on equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities.
- 1.2 Authority. – WV Code [§18B-1-6](#), [§18B-2A-4](#). [W.Va. C.S.R. § 135-40-2.3](#)
- 1.3 Effective Date. – ~~October 21, 2015~~
(Updates version dated ~~February 19, 2013~~ October 21, 2015.)

Section 2: Equal Employment Opportunity and Affirmative Action

- 2.1 The West Virginia University at Parkersburg Board of Governors is committed to the full realization of affirmative action and equal employment opportunity in its employment practices. West Virginia University at Parkersburg will:
 - 2.1.1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, marital status, pregnancy, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.
 - 2.1.2. Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
 - 2.1.3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;
 - 2.1.4. Ensure that all personnel actions including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, marital status, pregnancy, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.
- 2.2 The institution shall submit its affirmative action plan to the Chancellors of the Community and Technical College System by July 1 of each year.

Section 3: Equal Opportunity in Educational Programs and Activities

- 3.1 The WVU at Parkersburg Board of Governors is committed to providing equal opportunity in the delivery of its educational programs and activities. WVU at Parkersburg will:

3.1.2. Recruit, admit, assist, advise, test, place, enroll, teach, assess grades and award degrees to all students without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, marital status, pregnancy, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

3.1.3. Ensure that all extra-curricular and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, marital status, pregnancy, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

Section 4. Retaliation

4.1 The WVU at Parkersburg Board of Governors prohibits retaliation against any faculty, staff, student or applicant for filing complaints or assisting in an investigation of discrimination.

Section 5. Discrimination Complaint Procedures

5.1 WVU at Parkersburg shall designate the person(s) responsible for handling inquiries and complaints regarding equal opportunity, affirmative action, and discrimination. The institution shall identify by name and/or title, address, and telephone number the person(s) responsible for coordinating the institution's compliance efforts in a ~~statement~~ notice of nondiscrimination that shall be published in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees, as required by the U.S. Department of Education's Office for Civil Rights.

5.2 WVU at Parkersburg shall establish and publish procedures to be followed by students, applicants or employees for filing complaints that allege a violation of this policy.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Proposed Revision of Policy E-39, *Assessment, Payment and Refund of Fees*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy E-39, Assessment, Payment and Refund of Fees, and hereby authorizes revision of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Alice Harris
Vice President of Finance and Administration

BACKGROUND:

According to Section 7 of WV Council for Community and Technical College Education Series 32, *Tuition and Fees*:

§135-32-7. Deferred Payment Plans.

7.1. Each Board of Governors may establish a policy that provides deferred payment plan for students allowing them to pay their tuition and fees in installments. The deferred payment plan(s) must provide for full payment prior to the end of the academic term. This policy must address:

7.1.a. The interest rates, if any, that will be charged during the plan.

7.1.b. The types of installment plans available either institutionally or through a third party provider.

The attached revision of Policy E-39 expands the title and content of the policy to clarify that it addresses both tuition and fees and incorporates the institution's policy regarding deferred payment plans pursuant to Series 32.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY E-39
ASSESSMENT, PAYMENT AND REFUND OF FEES

Section 1. General

- 1.1 Scope – This document establishes general policies related to assessment, payment and refund of fees at West Virginia University at Parkersburg.
- 1.2 Authority – W.Va. Code §§ [18B-1-6](#), [18B-10-1](#), [18B-10-8](#)
- 1.3 Effective Date – July 1, 2006
(Replaces version dated July 1, 2006 and transferred from WVU Board of Governors on July 1, 2008)

Section 2. General Rules

- 2.1 Tuition and fees must be assessed, waived or refunded in accordance with any applicable West Virginia State Code. Tuition and fees include those where Board of Governors' approval is required as specified in the West Virginia State Code and other special user fees.
- 2.2 All tuition and fees and obligations must be collected prior to the first day of classes (for regular semester and nontraditional course registrations), except as provided in this policy.
- ~~2.3 All fees and obligations must be collected prior to the first class session for non-traditional course registrations except as provided in this policy.~~
- 2.2.1 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
- 2.2.2 Exceptions may be granted for late financial aid disbursements for situations at no fault to the student.
- 2.2.3 Exceptions shall be granted for deferred payment plans that shall be offered.
- 2.3 The use of credit cards and other electronic payment options may be offered. Processing fees may be assessed for such options.
- 2.4 All fees charged to students must have approval by the West Virginia University at Parkersburg Board of Governors and published so as to be readily available to students.
- 2.5 Deferred payment plans shall be offered through the institution, without interest, to qualified students and shall provide for full payment of tuition and fees prior to the end of the academic term. Details of the deferred tuition and fee payment plan will be published and readily available to students.

Section 3. Fee Charges

- 3.1 Undergraduate students enrolled during traditional time periods (semesters) for twelve or more hours pay maximum tuition and fee charges in each basic tuition and fee category.
- 3.2 Undergraduate students taking fewer than twelve credit hours in a regular time period (semester) shall have their tuition and fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 3.3 Tuition and fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital tuition and fees may not be limited to the total tuition and fees assessed during a traditional semester.
- 3.4 Tuition and fees may be established and charged for all non-credit community service courses in an amount to ensure that the offering is self-supporting, including indirect costs.

Section 4. Refund of Tuition and Fees

- 4.1 Only students who officially withdraw from all classes at the college shall be eligible for a refund in accord with an established schedule. For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU at Parkersburg web site(s) and published in the WVU at Parkersburg course catalog. For other course offerings that do not follow the regular semester schedule, the refund schedule shall be established by the ~~Chief Financial Officer~~ Vice President of Finance and Administration, and shall be noticed at appropriate WVU at Parkersburg web site(s) and shall to the extent practical be available by linkage from the website of the unit offering the course.
- 4.2 Refunded tuition and fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

Section 5. Late Payment and Registration Fees

- 5.1 A late registration fee shall be imposed on students who register for class(es) after the prescribed registration period.
- 5.2 Late payment fees shall be imposed periodically on students who do not pay fees by the prescribed due date associated with a registration period.
- 5.3 These fees shall be approved annually by the Board of Governors. Fees shall be posted on appropriate WVU at Parkersburg web site(s).
- 5.4 Due dates for tuition and fees must be published in advance.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Proposed Revision of Policy A-61, Social Justice

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy A-61, Social Justice, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

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

BACKGROUND:

Consistent with the proposed update and a prior update of Policy A-34, the attached update of Policy A-61 includes “gender identity” and “pregnancy” as distinct classes of protection under sex discrimination. The institution’s Notice of Nondiscrimination has been updated accordingly.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY A-61
SOCIAL JUSTICE**

Section 1. General

- 1.1 Purpose. - To establish a West Virginia University at Parkersburg Board of Governors policy regarding Social Justice.
- 1.2 Authority. - [W.Va. Code § 18B-1-6](#)
- 1.3 Scope. - This policy applies to all members of the West Virginia University at Parkersburg campus community.
- 1.4 Effective Date. – ~~January 6, 2014~~
Replaces version dated January 6, 2014

Section 2. Policy

- 2.1 West Virginia University at Parkersburg is committed to fostering an educational system that values the development of human potential, cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, national origin or genetic information.
- 2.2 This commitment is accomplished through the college social justice program and implementation of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination.
- 2.3 The President shall designate an individual to serve as the institution's Social Justice Officer. The Social Justice Officer is responsible for overseeing the Social Justice Program by developing plans, procedures, and regulations necessary to support an environment of diversity and inclusion, and by examining operations of the institution as necessary to assure their conformity with this social justice policy.
- 2.4 The President shall appoint a Social Justice Committee to actively assist the Social Justice Officer in the planning and implementation of activities that promote inclusion, an appreciation for diversity, and an understanding of social justice issues.
 - 2.4.1 The Committee membership will include:
 - Social Justice Officer (ex-officio) who shall serve as chair or co-chair
 - Director of Student Counseling and Disability Services (ex-officio)
 - Veterans Advocate (ex-officio)
 - Director of Human Resources (ex-officio)
 - Faculty representatives
 - Staff representatives
 - Student representatives

Representation from the Jackson County Center

Advisors and/or chairs of student organizations with social justice related purposes

Additional at-large representatives to assure diversity of the membership

- 2.5 Each dean, director, or supervisor has the immediate day-to-day responsibility for assuring social justice at WVU Parkersburg. All members of the campus community are expected to set the tone for positive change and results within the social justice area and to treat others with dignity and respect.
- 2.6 Formal complaints by employees, applicants and students who allege that they have been discriminated against shall be directed to the Social Justice Officer.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

ITEM: Proposed Revision of Policy D-51, *Admission to West Virginia University at Parkersburg*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy D-51, Admission to West Virginia University at Parkersburg, and hereby authorizes revision of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Anthony Underwood
Vice President of Student Services

BACKGROUND:

Three changes are being requested in the attached proposal to revise Policy D-51, *Admission to West Virginia University at Parkersburg*:

Placement Test Removal

Based on data from WVU Parkersburg students' first semester outcomes for the semesters Fall, 2014 and Fall, 2015, and from peer-reviewed published research, placement test scores are not an accurate indicator of first semester student success. Additionally, research offered by Complete College America indicates that the performance improvement in math and English classes for students at institutions who no longer use placement testing as a barrier to college-level gateway courses is substantial. Therefore, the college no longer offers remedial or pre-college foundation courses; thus, the need for placement tests as an admission process is no longer necessary.

Deposit Requirement for International Students

In order to ensure timely payment of tuition and fees, and provide a verification step for the information provided on a student's Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students) international admission students are required to make an advanced payment calculated by the Vice President for Finance and Administration to cover the semester's tuition and fees. The student will not be granted an I-20 until this step is satisfied. The deposit amount will be applied to the tuition and fees for the student, with any remaining balance required to be paid per the tuition guidelines.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be

considered approved following the comment period without further action by the Board of Governors.

High School Transcript Requirements

In order to make the admissions process as open as possible while adhering to the policy requirements of the State of West Virginia, with this revision students will be able to hand deliver sealed high school transcripts to the college and students who are military veterans or who have graduated from college more than five years ago will no longer be required to provide high school transcripts.

POLICY D-51
ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

Section 1. General

- 1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.
- 1.2 Authority – [W.Va. C.S.R. § 135-23](#)
- 1.3 Effective Date – ~~February 18, 2015~~
Replaces version dated ~~May 7, 2013~~ February 18, 2015.

Section 2. Purpose

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

Section 3. Categories of Admission

- 3.1 ~~Students may be admitted to West Virginia University at Parkersburg under any of the following categories:~~ Note: Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may publish their own requirements for admission. [Students may be admitted to West Virginia University at Parkersburg under any of the following categories:](#)
 - 3.1.1 General Admission, Transfer Admission, Transient Admission, Early Admission of High School, Students, Readmission, Non-degree Admission, International Admission including English as a Second Language
 - 3.1.2 Provisional Admission

Section 4. Admissions Requirements - General Admission

- 4.1 To be fully admitted under general admissions requirements, a student must:
 - 4.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
 - 4.1.2 Per ~~federal~~ financial aid regulation and institutional obligations to such, submit official high school transcripts or ~~General Education Development (GED)~~ secondary credential completion scores from an accredited institution or source, unless the applicant graduated from high school or received secondary

credential completion scores from an accredited institution or source more than five years before enrollment or has completed active military service. High school transcripts may be delivered to the college by the student applicant if it is provided in an unopened, sealed envelope, directly from the issuing school.

4.1.3 If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcript marked "issue to student," faxed or submitted directly by students cannot be accepted.)

~~4.1.4 Submit scores achieved on any one of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry.~~

4.1.5 Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission.

- a. The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c) and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. Therefore;
- b. In addition to all other admission requirements, home schooled students must provide one of the following:
 1. An official statement on letter head from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction as detailed in West Virginia Code 18-8-1 subsection (c), or
 2. Submit official test scores from a ~~GED~~ secondary credential completion test from an accredited institution or source, or
 3. Submit a transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services or the United States or West Virginia Department of Education.

Section 5. Admissions Requirements-Transfer Students

5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

5.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.

5.1.2 Pursuant to federal financial aid regulations and institutional obligations to such submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Office of Enrollment of WVU Parkersburg. Only credits earned at regionally accredited institutions will be

accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

- 5.1.3 ~~Depending on the nature of transferred course work the applicant may be required to submit scores achieved on one or more of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry.~~
- 5.1.4. Per federal financial aid regulations and institutional obligations to such, submit official high school transcripts or General Education Development (GED) scores from an accredited institution or source, unless the student has completed at least 24 college level credit hours.
- 5.1.5. In order to transfer to WVUP the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a Transfer Clearance Form completed by the senior student affairs officer/designee at the most recent institution that attests to the student's good disciplinary standing at that institution a written explanation of the issue, which may then be investigated by the college.

Section 6. Admission Requirement - Transient Students

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

Section 7. Admissions Requirements - Early Admissions Students

- 7.1 An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early admission requirements, a student must:
 - 7.1.1 Complete an Application for Early Admission, which is available from the Office of Enrollment in Parkersburg or from the Jackson County Center.
 - 7.1.2 Submit a written approval from either the high school principal or equivalent to take college courses while a high school or secondary student.
 - 7.1.3 Submit a partial, official high school transcript.

7.1.4 Applicants for the Early Admission programs who are pursuing a home school course of study must document the following: the equivalent of a 2.5 grade point average and the equivalent junior or senior standing at the secondary level by an official transcript of completed coursework, either notarized in the state of residence or mailed directly from a recognized accrediting agency as defined by the Division of Student Services.

7.2 Only secondary students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Senior Vice President for Academic Affairs upon appeal.

Section 8. Admission Requirements - Readmission Students

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

8.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online, if the student has not been enrolled for at least one academic year.

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

Section 9. Admissions Requirements - Non-degree Students

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

9.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.

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

Section 10. Admissions Requirements - International Students

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

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

10.2.1 Complete an International Application for Admission, which can be found at each administrative center of the college or can be mailed to any requesting individual.

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

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

Section 11. Admission requirements - Provisional Admission

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

**West Virginia University at Parkersburg Board of Governors
Meeting of September 14, 2016**

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 for month ending August 31, 2016.