

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

MARCH 11, 2020
AGENDA

Members

Donna Smith, Board Chair
Steve Hardman, Vice Chair
Joseph Oliverio
Sam Winans
Jeff Matheny
Jason Landers

John Denbigh
John Hushion
Stephanie McCoy
Chris Cunningham
JB Skidmore
Miranda Reed

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, March 11, 2020

11:30 a.m.	Executive Committee	Room 113
12:30 p.m.	Lunch – VP Smith-Strategic Recruitment Plan	Room 107
2:00 p.m.	Administrative Services Committee	Room 115
2:00 p.m.	Academic & Student Services Committee	Room 113
3:15 p.m.	Board Meeting	Student Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of March 11, 2020
Jackson County Center
Student Lounge
3:15 p.m.

1.	Call to Order	Board Chair, Donna Smith	
2.	Swearing in of new Board member Debbie Richards		
3.	Roll Call	Brady Whipkey Chief of Staff to the President Secretary to the Board	
4.	President’s Report	Dr. Chris Gilmer, President	
5.	Approval of Minutes		
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	• Academic and Student Services Committee	Joe Oliverio	
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	• Approval of Revision of Policy D-51, Admission	Dr. Chad Crumbaker, Provost..	20

To West Virginia University at Parkersburg

- Approval adoption of Policy C-40, Transferability Of Credits and Grades Dr. Chad Crumbaker, Provost..27
9. Possible Executive Session under the authority of WV Code §6-9A-4-2A, to discuss President's evaluation as required by Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.
 10. Board Comments/Announcements
 11. Next Meeting
April 8, 2020; Francis & Nina Phares Board Room
 12. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 8, 2020

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 8, 2020, in the Francis and Nina Phares Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Donna Smith, Steve Hardman, Joe Oliverio, Jeff Matheny, John Denbigh, JP Hushion, Chris Cunningham, JB Skidmore, and Miranda Reed. Others present included Dr. Chris Gilmer and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

Ms. Smith, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

2. Roll Call

Roll Call was taken by Brady Whipkey, Chief of Staff to the President and Secretary to the Board of Governors, noting that a quorum was present.

3. President's Report

Dr. Gilmer began his report by discussing the start of Professional Development week and that the farm is coming alive with new growth and untapped potential.

Next, Dr. Gilmer reported that this month we will formally accept the keys to our new Downtown Parkersburg location which will house the West Virginia Center for Civic Life, the Mid-Ohio Valley Arts Collaborative, and the community coordinator for a new project led by several area funders in partnership with WVU Parkersburg, to be announced later in conjunction with the funders. As part of our new Center for Center for Civic Engagement and Innovation led by Senta Goudy, we are taking WVUP actively back into the downtown community, with a number of other projects under consideration. Senta and I worked to secure \$238,000 in new grant funding from the Ross Foundation to provide seed money for the newly formed MOV Arts Collaborative, an opportunity for the university to take a leadership role in helping to coordinate arts in the Valley and to support nonprofit arts organizations. Senta, Michele Wilson, and others have also been working on a sustainable agriculture campaign focusing on bringing our farm back into service, for which we have already received a \$45,000 donation with the likelihood of a significant grant forthcoming from the West Virginia Community and Technical Colleges.

Dr. Gilmer then reported We have officially announced our partnership with the Arnold Foundation which will provide \$1.7 million in funding, the largest gift to the College from a Foundation in our nearly 60-year history, to replicate the City University of New York's research-based ASAP student retention program. You have heard me talking around the edges of this venture for some time, but contracts are signed and we are one of only two colleges selected nationally for this prestigious partnership which we trust will significantly

increase the retention and completion of our most vulnerable students. Provost Crumbaker and I took the local lead in bringing this opportunity to WVUP, with leadership at the state level from Chancellor Sarah Tucker and her team. Chad has named a task force which has met once with the CUNY implementation team. The project will now proceed under his leadership.

Dr. Gilmer also reported the National Institutes once again brought about 40 distinguished educators, civil rights leaders, and business and industry leaders representing 15 states and the District of Columbia together on our campus for an event headlined by Tony- and Emmy-winning Broadway legend Lillias White. The WVU Parkersburg Foundation, The Erickson Foundation, and Ntiva, a Washington, DC-based technology firm with whom we partner on a unique Learn and Earn project, provided funding for the event, and I oversaw the fundraising to underwrite the costs. In advance of the Institutes, National Book Award Winner Aaron Abeyta provided poetry readings on campus, transgendered educator and author Dr. Stacey Reicherzer mentored our OPEN Project, and award-winning K-12 Superintendent Chad Shealy conducted a leadership workshop for our area feeder schools. Dr. Dorothy McGill, a licensed mental health therapist and group facilitator, moderated a panel of our own students who told their stories of overcoming adversity in pursuit of higher education with hardly a dry eye in the house after they finished. Overall, the Institutes lived up to the high bar set in 2018, and we plan to continue nurturing and expanding this project.

Next, Dr. Gilmer reported In December, we hosted one of the largest fall commencements in our history, standing room only with two overflow rooms, and were inspired by the address of The Honorable Irene Berger, the first female African-American U.S. District Judge in West Virginia, presenting her with the Honorary Doctor of Humane Letters degree for her lifetime of accomplishment and service. After commencement, we honored the tradition of pinning the nursing students in an emotional ceremony transitioning them from student to professional.

Dr. Gilmer then announced he is delighted to recognize Darren Shearlock, our Veterans Affairs Coordinator, supervised by Kurt Klettner, our Executive Director of Student Services, as our veterans affairs program was ranked 8th in the entire nation by *Military Times*. Earlier in the fall semester, our online degree in child development was ranked 1st in the entire nation by *Intelligent.com*. This program is led by Christi Calvert under the direction of Dr. David Lancaster, and I hope you will help me to recognize these individuals, the full departments which support them, and the students they serve for placing us in the very top tier of national recognition. It makes a President quick to brag in public, and not on himself, as if this one was not already quick to brag on our institution. Further, we recently completed highly successful reaffirmation of accreditation visits for our education and nursing programs, and earlier in the year, for our business program.

Dr. Gilmer also reported that Dr. Steve Smith, our Vice President for Enrollment Management and Dean of our Jackson County Campus, has led a team in producing a draft, now ready for community review and feedback, of a five-year strategic recruitment plan based on the lifecycle of the student from recruitment through retention, completion, job placement, and alumni status. The draft has been vetted extensively by the Executive

Team, and I have waited to release it for community review until sufficient revision was completed for every vice president of the university to endorse the work. This has now occurred. At 38 pages and growing, this plan will be by far the most in-depth, research- and best practices-based recruitment plan in the history of WVUP, and will be released for review and comment by the entire community, including this Board, no later than January 17. We will solicit feedback in a number of ways, make relevant changes based on that feedback, and have the document completed and serving its purpose by the end of the semester. This document will then serve as the framework for development of a full new strategic plan for WVUP which will begin late spring and be in place by the end of 2020. Dr. Smith and his team produced the recruitment plan in draft form start to finish in about four months, whereas this easily takes a year at most institutions, underlining my commitment that we are indeed going to fight against state and national trends and stabilize our enrollment for the long-term. Speaking of enrollment, while it is too soon to provide any firm numbers for the spring semester, we stand in day-to-day comparison, 2020 to 2019, at 98.5 percent in headcount and 96.5 percent in full-time equivalent enrollment. We are aware of at least one large population for which a significant portion of enrollment has not been reported, early college, so I expect that we will exceed 100 percent in headcount and match, slightly exceed, or fall very slightly short of 100 percent in FTE spring 2020 compared to spring 2019. I will release final and more accurate numbers when I have them, and we are not bound to the numbers I present today. They are only provided as a report of very positive progress.

Dr. Gilmer then discussed we have received as expected a clean audit with no findings, and I commend Alice and her team for this accomplishment. The same is true for the Foundation's successful recent audit. As Alice will tell you, our budgetary process is very inclusive, and our WVUP family is careful with its money so, in fact, everyone shares some measure of credit. Our current cash reserves stand at \$13,895,000, a very comfortable and unique position for an institution of our size and mission. The Executive Team and I will likely come to this Board at its March meeting and ask you to consider approving the use of a still-to-be-determined amount of reserve funds to implement the ambitious strategic recruitment plan, as well as a number of retention and other programs not covered by our annual budget. Our request will be sufficient to propel us to the next level of accomplishment and long-term security, while being also conservative and representing good stewardship.

Next, Dr. Gilmer reported we have hosted many groups and events on our campuses since your last meeting, and the following may be an exhausting, but is not an exhaustive, list:

- Surgical Technology Advisory Panel
- Workforce West Virginia
- Pleasants County High School students
- Council for Accreditation of Educator Preparation
- STARS, a youth empowerment program celebrating students from throughout our service area
- No Small Matters, a documentary film on the importance of childcare and early childhood education
- Wood County Public Schools National Technical Honor Society

- Phi Theta Kappa's fall induction
- Regional Educational Consortium
- A Poetry Slam hosted by our LGBTQ affinity group
- Educational Personnel Preparation Advisory Committee
- WVUP Alumni luncheon
- Early College Forum, and
- WVUP Legislative Breakfast.

Dr. Gilmer then discussed that he has been active in the community since your last meeting, presenting to the Beverly, OH, Lions Club and the Wood County Commission; fulfilling directorship roles with the Rotary Club of Parkersburg, Artsbridge, the Mid-Ohio Valley Regional Council, and the Children's Museum; celebrating with Dr. H.G. Young as he was selected for the highest award presented by the local chapter of the National Society of Arts and Letters during recognition at the Parkersburg Country Club; attending Chamber After Hours events and the Wood County Area Development Corporation; and legislative events sponsored by the Pleasants County School District and the Mid-Ohio Valley Chamber of Commerce. I was honored and deeply surprised to be selected by the Chamber as the Business Leader of the Year for 2019. Additionally, I was named a National Commissioner on College Readiness for the American Association of Community Colleges and attended the first meeting in Washington, DC in November.

Lastly, Dr. Gilmer discussed that upcoming we will soon be hosting luncheon meetings of the Mid-Ohio Valley Arts Collaborative members; a group of farmers and those with interest in and knowledge about agriculture from across the region and state to help jumpstart our farm project; the Wood County Public Schools Early College team; and a production of *Sense and Sensibility* staged on our campus by the Parkersburg Actors Guild. These are but a few among dozens of events scheduled throughout the remaining winter and spring on our campuses, and we will do our best to keep you abreast of the many opportunities.

4. Approval of Minutes

The minutes of the Regular Board meeting of October 9, 2019 were approved upon a motion by Mr. Denbigh, seconded by Mr. Cunningham.

5. Committee Reports

- Executive Committee

Chairman Smith reported that the Executive Committee met to discuss updates on enrollment, legal, expansion opportunities, National Institutes, Social Justice Policy, Faculty Senate, and then an open discussion. Chairman Smith, then reported the Board of Governors would conduct an evaluation of the President. Chairman Smith had the following to report: In compliance with West Virginia Code Section 18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, Employing and Evaluating Presidents, the governing board is to conduct a formal written performance evaluation of its President at the end of the initial contract period. Dr. Gilmer will complete his initial contract and second year as President of West Virginia University at Parkersburg on June 30, 2020. The governing board's evaluation will be reported to the President, the

Chancellor, and the Chair of the Council for Community and Technical College Education. To begin this task, I am appointing the following individuals to serve on the Presidential Review Committee:

Past Board Chair – Jeff Matheny
Board Vice Chair – Steve Hardman
Board Member – John Denbigh
Faculty Representative – Chris Cunningham
Staff Representative – JB Skidmore
Student Representative – Miranda Reed
Vice President and Jackson County Center CEO – Dr. Steven Smith
Associate Provost and Foundation Chair – Dr. Cynthia Gissy
Alumni Representative – Savannah Jeffers
And I will serve as the Committee Chair.

Thank you to all for agreeing to serve.

The role of the Presidential Review Committee is to seek comment from the President, administration, faculty, staff, students, alumni, foundation board members and key community leaders from the receipt of written comments or evaluations and oral comments during an on campus visit scheduled for Thursday, February 20th. Once completed, the Review Committee will share its assessment with the President for his comments and ultimately deliver a summary to the Board of Governors at its March meeting. Following that meeting, it is the duty of the Executive Committee of the board to present the terms of a contract renewal to the full Board at its April meeting.

- Administrative Services Committee:
Mr. Hardman reported that the Administrative Services Committee met and discussed updates on finance and administration, renovations to facilities and campus, information technology, position vacancy and new hires, and marketing and communication efforts and website updates.
- Academic and Student Services Committee:
Mr. Oliverio reported that the Academic and Student Services committee met and discussed updates on assessment, zoom and three semester schedules, JCC updates, WV Climb, Early College, NACEP Conference, and on WED short term programs, business and industry, and the entrepreneur center/maker space.

6. Information Items

- Fiscal Update
Ms. Harris provided a detailed report on the budget summary for December 31, 2019. With review and discussion, Ms. Harris answered questions from the members.

7. Action Items

- Approval of WVU at Parkersburg Fiscal Year 2019 Audit

Alice Harris, Executive VP of Finance and Administration, presented to the Board the proposed resolution for approval of the WVU at Parkersburg Fiscal Year 2019 Audit.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2019 as submitted

Mr. Denbigh seconded the motion. Motion passed.

- Approval of adoption of Policy C-40, Transferability of Credits and Grades

Chad Crumbaker, Provost, presented to the Board, the proposed resolution to approve the adoption of Policy C-40, Transferability of Credits and Grades. Provost Crumbaker reported the policy establishes the College's commitment to assuring that students may transfer and apply toward the requirement for a degree the maximum number of credits earned at other accredited colleges and universities with minimal additional requirements.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy C-40, *Transferability of Credits and Grades*, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. Matheny seconded the motion. Motion passed.

- Approval of MOU with WV Center for Civic Life

President Gilmer, presented to the Board, the proposed resolution to approve the MOU with West Virginia Center for Civic Life. Dr. Gilmer discussed the MOU would locate the Center on the campus of WVU Parkersburg with the University providing an academic home for the respected nonprofit with the goal of pursuing joint ventures and grant funds.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors gives final approval to enter into a Memorandum of Understanding with the West Virginia Center for Civic Life.

Mr. Cunningham seconded the motion. Motion passed.

- Approval of Real Estate Contract

President Gilmer, presented to the Board, the proposed resolution for approval of a real estate contract. Dr. Gilmer reported that at its October 9, 2019 meeting, the Board granted approval for President Gilmer to negotiate and complete the rental of said real estate on terms discussed and approved by the Board in accordance with Board policy and West Virginia law. Dr. Gilmer has completed the negotiation, and the lease is included in today's Board packet.

After review and discussion, Mr. Hushion moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors gives final consent for the rental of property at 414 Market Street, Parkersburg, West Virginia.

Mr. Cunningham seconded the motion. Motion passed.

8. Executive Session

Chairman Smith asked for a motion to move into Executive Session. Mr. Matheny moved to adjourn to Executive Session. Mr. Oliverio seconded the motion. The motion passed and the Board moved into Executive Session, under the authority of WV Code §6-9A-4(b)-(2)(A) at approximately 4:10 p.m. to discuss president's evaluation.

Chairman Smith announced that the Board would return to regular meeting at 4:58 p.m. Mr. Denbigh moved to return to regular session. Mr. Oliverio seconded the motion. Motion passes.

9. Board Comments/Announcements

None

10. Next Meeting

March 11, 2020; JCC

12. Adjournment

With no further business to be discussed, Chairman Smith, requested a motion to adjourn. Mr. Hushion moved to adjourn the meeting. Mr. Cunningham seconded. The regular meeting of the Board of Governors adjourned at 5:00 p.m.

Respectfully submitted,

Brady Whipkey
Chief of Staff to the President
Secretary to the Board of Governors

Donna Smith, Chair

Joe Oliverio, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Executive VP
Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending February 29, 2020.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Approval of Honorary Degree

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the award of the honorary degree, Doctor of Humane Letters, to Dr. Lynn Tincher-Ladner as part of the May 2020 Commencement.

STAFF MEMBER: Dr. Chris Gilmer, President

BACKGROUND:

For the last three commencement ceremonies, WVU Parkersburg has made it a practice to award the honorary degree, Doctor of Humane Letters, to its commencement speakers, inviting educators and leaders of state and national significance to fill this role and believing that an honorary degree is the best way to show the University's gratitude for their service.

- Dr. Lynn Tincher-Ladner is President and CEO of Phi Theta Kappa, the oldest and largest community college honor society in the world, having served 3.5 million students in 11 countries, including every state in the United States. Phi Theta Kappa has almost 1,300 campus-based chapters worldwide.
- Dr. Tincher-Ladner has been personally supportive of the advancement of WVU Parkersburg's local Phi Theta Kappa Chapter.
- Dr. Tincher-Ladner earned a doctoral degree in community college leadership from Mississippi State University and serves on the national Boards of College Promise Campaign and the Center for Community College Student Engagement, as well serving as a Commissioner for Academic, Student, and Community Development for the American Association of Community Colleges.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Approval of Tuition Waiver for the Children of David and Brittany Shutts, the Minor Children Gracelyn and Jonah Shutts

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors grants the currently offered tuition waiver for dependent children to the children of the late David Shutts, Gracelyn and Jonah Shutts, at the time when they meet the admission requirements of the University, or any tuition and fees waiver of greater value which might be Board policy at that time, and for as long as they maintain satisfactory academic progress in continuous pursuit of an associate degree and/or a first bachelor's degree, and after having applied for all available cost-free federal or state aid and having applied any such aid received to the cost of their education at WVU Parkersburg. This waiver has no transferrable cash value, but instead provides only a waiver of costs generally paid to the University under the conditions herein stipulated.

STAFF MEMBER: Dr. Chris Gilmer, President

BACKGROUND:

As a student and then as an employee, the late David Shutts demonstrated a great love for WVU Parkersburg and a high commitment to professionalism. He was beloved of the campus community, and the community wishes to extend the tuition waiver that his continued employment would have provided to his children. The Board may wish in future to review its policies related to any precedent this decision might set and to further delineate any future circumstance in which a similar waiver might or might not be made. The authority to make this tuition waiver has been verified through proper legal channels and it is within the gift of the Board of Governors, upon recommendation of the President.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Approval of Feasibility Study for Campus Housing

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors empowers the President to develop a feasibility study to determine the feasibility, including need and cost, of campus-based housing, including any reasonable expenditure of funds necessary to complete said study.

STAFF MEMBER: Dr. Chris Gilmer, President

BACKGROUND:

As part of the job description advertised which resulted in President Gilmer's hiring, the Board of Governors indicated an interest in exploring the possibility of campus-based housing. During President Gilmer's tenure, he has observed significant interest on the part of many stakeholders in moving this initiative forward. Having secured the full consent of the Chancellor to engage in a feasibility study and having verified that the creation of such housing is not prohibited in West Virginia law, the President is now ready to undertake a feasibility study under the authority of the Board.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Approval of FY 2020-2021 Tuition Rate Request

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the recommended tuition rates included below for submission to the West Virginia Community & Technical College System for 2020-2021 academic year.

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration, Chief Financial Officer

BACKGROUND:

West Virginia University at Parkersburg is seeking approval to submit a tuition rate request to the WVCTCS Board for FY 2020-2021 as follows:

In-State Rates	Associate Level	Baccalaureate Level
FY 19-20 Rate Per Hour	\$ 160.00	\$ 221.00
Percentage Increase	5.0%	4.99%
Increase Per Hour	\$ 8.00	\$ 11.00
FY 19-20 Rate Per Hour	\$ 168.00	\$ 232.00
Total Annual Tuition	\$4,032.00	\$5,568.00

Out-of-State Rates	Associate Level	Baccalaureate Level
FY 19-20 Rate Per Hour	\$ 358.00	\$ 382.00
Percentage Increase	4.75%	4.97%
Increase Per Hour	\$ 17.00	\$ 19.00
FY 19-20 Rate Per Hour	\$ 375.00	\$ 401.00
Total Annual Tuition	\$9,000.00	\$9,624.00

The high school and early college rate will remain at the previous year rate of \$50 per credit hour.

Tuition rate increases are necessary to cover pay increases necessary to comply with updated Mercer pay scale, increasing accreditation costs; insurance premiums; software license and hosting fees; investment in human capital necessary to grant academic credit for workforce skill sets; and resources to promote West Virginia University at Parkersburg as the college of choice in our region.

	Associate In State Rate	Baccalaureate In-State Rate	Associate Out-of- State Rate	Baccalaureate Out-of-State Rate
Percentage Increase FY 21	5.00%	4.99%	4.75%	4.97%
Percentage Increase FY 20	4.50%	4.65%	4.93%	4.89%
Percentage Increase FY 19	6.19%	5.99%	4.60%	5.19%
Three Year Average	5.23%	5.21%	4.76%	5.01%

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: Approval of FY 2020-2021 Fees

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2020-2021 academic year.

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration, Chief Financial Officer

BACKGROUND:

The administration of West Virginia University at Parkersburg recommendation the approval of the attached fee schedule for FY 2020-2021 academic year. The following is a list of new fees and significant changes to existing fees:

- The WVUP STEM Division has requested the addition of a fee to cover the cost of purchasing on-line Geology Lab Kits of \$50. Students who are enrolled in the on-line Geology class sign an agreement that they will return their Lab Kit at the end of each semester. If the student returns the kit, they will receive a full refund of the fee. If the kit is not returned, the \$50 fee will be retained and utilized to purchase a new lab kit. Since the fee is refundable, we expect little or no additional revenue to be collected during FY 21.
- The Surgical Technology Program is requesting an increase of \$65 to the Surgical Tech Lab Fee to cover the cost of Platinum Online Clinical Tracking Fee and the Surgical Tech Testing fee of \$75 to cover the cost of Board Vitals Question Bank materials. The lab fee is expected to generate an additional \$1,170 of revenue and the testing fee is expected to generate approximately \$1,350.
- Increase the diploma replacement fee from \$20 to \$25. Anticipated additional revenues generated by this increase should be approximately \$1,500.

With the exception of the items listed above, all other fee levels remained the same as the prior year. The complete list of fees is included in the following attachment.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 11, 2020**

ITEM: 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: Chad Crumbaker
Provost

BACKGROUND:

The substantive revisions proposed in the attached copy of Policy D-5, *Admission to West Virginia University at Parkersburg*, are designed to provide greater access to post-secondary education, especially for early admission students. Additional clarification, consistent with federal financial aid requirements, has been added in relation to transfer students. References to the names of departments and job titles have also been updated.

A notice of proposed rulemaking will be issued proposing the revision of this policy on Admission. 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. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

West Virginia University at Parkersburg Board of Governors

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 – ~~January 30, 2018~~
Previous versions: January 30, 2018; August 3, 2017; November 10, 2016

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 Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may have more rigorous admission standards, subject to the president's approval and consistent with the rules of the WV Council for Community and Technical College Education. Students may be admitted to West Virginia University at Parkersburg under either 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 financial aid regulation and institutional obligations to such, submit official high school transcripts or a secondary credential, such as a diploma or completion scores from an accredited institution or source, such as a recognized school administrator, 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 or other qualifying documents 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~~ Center for Student Services. Transcript marked "issue to student," faxed or submitted directly by students cannot be accepted.)
- 4.1.4 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 only 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 with a recognized Home School Administrator as detailed in West Virginia Code 18-8-1 subsection (c), or
 2. Submit official test scores from a 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~~ Provost 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~~ Center for Student Services. Only credits earned at regionally

accredited institutions or meeting 70% of the learning objectives of a similar WVU Parkersburg course as determined by college faculty will be accepted for transfer. (These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Enrollment office Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

5.1.3 Per financial aid regulations and institutional obligations to such, submit official high school transcripts or a high school equivalency exam, such as the General Education Development (GED) or Test Assessing Secondary Completion (TASC) scores from an accredited institution or source, unless the student has completed at least 24 college level credit hours applicant graduated more than five years prior to WVU Parkersburg enrollment.

5.1.4. In order to transfer to WVU Parkersburg 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 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 sophomore, junior, or senior (or a high school student approved for Early Admission at the discretion of the Provost) ~~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~~ administrative centers or online.

7.1.2 Submit a written approval from ~~either~~ the high school principal, counselor, 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~~ Provost 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~~ April 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, submitted online, or can be emailed 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 the 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~~ Center for Student Services will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the ~~Office of Enrollment~~ Center for Student Services 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~~ Center for Student Services will issue an I-20.
- 10.5 Students who have not attained the necessary TOEFL, 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 and Student 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 March 11, 2020**

ITEM: Adoption of Policy C-40, *Transferability of Credits and Grades*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy C-40, Transferability of Credits and Grades, without revision.*

STAFF MEMBER: Chad Crumbaker, Provost

BACKGROUND:

The proposed policy was presented to the Board of Governors on January 8, 2020. A notice of proposed rulemaking was subsequently issued on January 21, 2020, for a comment period ending on February 21, 2020.

One comment was received and is attached with the institution's response. The policy is recommended for approval without revision.

Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

COMMENTS RECEIVED
Policy C-40, Transferability of Credits and Grades
 Public Comment Period: January 21 to February 21, 2020

Date Received	Comments	Revisions to policy proposal
1/23/20	I recently graduated from WVUP with an associate degree in applied science Advanced Maintenance Technician. I graduated with a 3.87 for my studies. However, since I transferred in my courses from xxxxxxxx University my combined GPA was less than 3.0. I don't believe any of my courses we used to obtain my degree from WVUP. I scored well enough on my entrance exam to not need to take the advance math class. I only transferred the classes because I was advised to by WVUP. Because of this decision I was not able to graduate with honors. I believe this is a policy that needs to be reviewed by WVUP.	None

West Virginia University at Parkersburg Board of Governors

Proposed POLICY C-40
TRANSFERABILITY OF CREDITS AND GRADES

Section 1. General.

- 1.1 Scope. – This establishes the policy regarding transferability of credits and grades to West Virginia University at Parkersburg.
- 1.2 Authority. -- W. Va. Code [§ 18B-2A-4](#); W.Va. C.S.R. [§ 135-17](#)
- 1.3 Effective Date. –

Section 2. Policy

- 2.1 It is the policy of West Virginia University at Parkersburg to ensure that students may transfer and apply toward degree requirements the maximum number of credits earned at an institution that is accredited by a regional, national, programmatic or other accredited body recognized by the U.S. Department of Education with minimal requirements to repeat courses or to take additional courses above those required by native students.
- 2.2 WVU at Parkersburg will publicize the course objectives for every credit-bearing course in an easily accessible location, such as on the institution’s website, college catalog, or other format.
- 2.3 Undergraduate level credits and grades earned at any public post-secondary institution in West Virginia, or any private post-secondary institution which has been approved by the state to operate in West Virginia, shall generally

- be transferable to West Virginia University at Parkersburg. When at least 70 percent of the learning objectives are in alignment with WVU at Parkersburg's comparable course, the course credit will be accepted.
- 2.4 Once WVU at Parkersburg has reviewed the course objectives of the course requested for alignment and transfer, WVU at Parkersburg will notify the student of the course credits awarded. If requested transfer course credit is not awarded, WVU at Parkersburg will provide clear and specific details to the student and sending institution in regard to:
 - a. The changes to the course curriculum that are needed to achieve 70 percent alignment;
 - b. Reason(s) that WVU at Parkersburg has denied course credit transfer;
 - c. Additional information or actions, if any, necessary to permit the transfer;
 - d. Information about resubmitting a course credit transfer request that has been denied;
 - e. The institutional process for transfer appeal and the process for appealing the decision to the Joint Recommending Committee for Transfer and Articulation.
 - 2.5 The president or president's designee shall establish an appeal process for the denial of transfer credit. Upon completion of the second-to-final stage of the appeal process, the student may request external review by the Joint Recommending Committee for Transfer and Articulation established by the Council for Community and Technical College Education and Higher Education Policy Commission. The Joint Recommending Committee will hear such appeals and send a recommendation to the president. The president or the president's designee shall issue the final decision. WVU at Parkersburg's appeal process shall be published on the institution's website and in the college catalog.
 - 2.6 With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at WVU Parkersburg shall generally, upon transfer to another baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a non-transfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for occupational/career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program, or where requirements of the major have not been met.
 - 2.7 The [Core Coursework Transfer Agreement](#) between the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System will be followed in the evaluation of students' core coursework. The Agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.
 - 2.8 WVU at Parkersburg shall develop and maintain specific detailed articulation agreements between appropriate public and private institutions in West Virginia. Information on articulation agreements between private post-secondary institutions, community and technical colleges and baccalaureate institutions in West Virginia, including specific courses that are part of the agreement, shall be published in official campus materials and widely disseminated to students.
 - 2.9 Grades for transferred course credit shall be counted for institutional purposes, such as, without limitation, criteria for academic probation, recognition for graduation with honors or other institutional purposes.
 - 2.10 WVU at Parkersburg shall file its policy on transfer of academic credits including the appeals process with the Chancellor's office.