

**West Virginia State University**  
**Board of Governors Recruitment and Retention Committee**  
**March 10, 2011**

The WVSU Board of Governor's Recruitment and Retention Committee met Thursday, March 10, 2011 at 11:00a.m., in the Grand Hall of the Erickson Alumni Center. Those persons in attendance included: Mrs. Sally Marcus-Burger, Mr. Joey Oden, Mr. Bryce Casto, Dr. Danny Cantrell, Mrs. Kellie Toledo, Mrs. Trina Sweeney, Mr. Chris Jackson, Mr. Kris Casdorff, and Mrs. Sheliah Payne. Guests included: Ms. Patricia Dickinson, and Mr. Michael Fultz, and Mrs. Patty Shafer. Mr. Eric Hicks chaired the meeting.

**Review of January 2011 Minutes:**

Mr. Eric Hicks asked if there were any questions regarding last month's minutes. It was moved by Mr. Joseph Oden to approve last month's minutes, seconded by Mrs. Kellie Toledo. The minutes were approved as presented.

**Admissions and Recruitment – Mrs. Trina Sweeney and Mr. Chris Jackson**

The following information includes any new events, issues, and concerns occurring within the WV State University Admissions and Recruitment Offices.

- Application Totals
  - Summer Numbers 2011
    - Processed 323 WVSU Applications
      - 28 Accepted
      - 5 Rejected
      - 290 Pending
  - Fall Numbers 2011
    - Processed 1134 WVSU Applications
      - 229 Accepted
      - 39 Rejected
      - 866 Pending
- Report on the WV HEPC Admissions and Records Advisory Committee
  - Loan forgiveness programs for:
    - Nurses
    - Social Workers
    - Dentist and Dental Hygienist
  - Series 23
    - Concerns for how GED student are calculated in conditional admits
    - Revisiting if allowance for conditional admits should be based on acceptance or enrollment
    - No punitive damages for those who don't meet Series 23 requirements
    - CTC Series 23 being implemented (open access)

- Program Integrity
  - Effective 7/1/11
  - Must obtain permission to offer distance courses in another state
  - Institution can be fined for any misrepresentations
  - Fairmont creating an application fee
  - Senate Bill 330 could affect how staff is classified (classified and non-classified)
  - House Bill 3241 could lift an institution's cap on tuition wavers
- Degree Works
  - Working on agreement similar to Net Price Calculator
  - Anyone can use
  - Institution is responsible for set up with SunGard
- Working with Computer Services to develop 8 new reports
  - Ready for Evaluation
  - Pending Report
  - Wait List Report
  - Acceptance Report
  - Rejected Report
  - No Show Report
  - Monthly Hold Report
- Spring files have been moved to the Office of Registration
- Working with Ms. Shafer to get Advising Report
- Completing our second round of Spring High School visits
- Open House for counselors
  - Reviewing dates in Sept. 2011

Mr. Jackson explained to the committee what a pending application is: which is one that is not fully completed. All required documents are not in for the student.

#### **Collegiate Support and Counseling – Mrs. Kellie Toledo**

- We currently have 120 Students registered to utilize the services that Collegiate Support and Counseling has to offer.
- AmeriCorps – Applications will be distributed for the 2011-2012 AmeriCorps cycle. They will be emailed to students with a 2.8 gpa or higher, information will be sent to faculty, flyers will be posted, Coston Davis will give the info to the Leadership Students.
- Kaymee Kelly, the Academic Assistance Counselor, has resigned and the position will be posted ASAP.
- The Return to Learn posters are being printed for spring 2011. Mrs. Toledo has requested the Return-to-Learn link be reactivated through Computer Services.

### **Academic Orientation, Advising and Registration – Mrs. Patricia Shafer**

- Students register on the WVSU website to attend the orientation
- An icon on the WVSU homepage contains that registration information
- First Orientation for fall is Saturday, April 16 – two will follow in June and two in July; the final one will be at the start of the fall semester on August 18
- Provision will be made over the summer to advise and register students who live out of the area – usually out of state
- We are better able to plan for the number of students to expect
- Advisors are recruited by the Deans of each of the Colleges
- Transcripts for transfer students are obtained and given to each Dean in advance of the session, usually with a transfer evaluation of all general education already done
- The list of students expected for each of the Colleges is provided to each Dean ahead of time for planning purposes – list includes expected major of the student
- First portion of the Orientation begins in Ferrell Hall Auditorium with introductory remarks and an overview of the day. Mrs. Sally Burger from Financial Assistance is invited to speak and each of the Deans speaks about the majors in his/her College- this is less than an hour
- Students are then led by the Deans and faculty advisors to another location where the College Orientation occurs – more about the majors in the College, student expectations and responsibilities
- Students are then usually subdivided into smaller groups by Departments in which they plan to major and a faculty members assists the student in selecting his/her classes and registers the student for them – sometimes this is done in a computer lab where the student is instructed on how to use the University's online registration system.
- Faculty Advisors have access to the student's on-line information regarding placement test scores or the printed transcripts for transfer students
- The College and Department portion of the Orientation takes from 1-4 hours, depending on the size of the group
- The student leaves the session with a finalized schedule for the next semester
- One course into which all new and transfer students (with fewer than 30 credit hours) are to be scheduled is Freshman Experience.

### **Advising During Academic Career**

- About 1 month into each semester, Advising for the subsequent semester begins
- Students are asked to see their advisor in the department of their major for suggestions of courses to consider for the subsequent semester – and possible for advise on which courses are routinely offered during which subsequent semesters
- Students are given an unique access code (which changes every semester) to use when registering on-line – the code “works” during certain hours of the first two weeks of the on-line registration period – then during all of the approximately 15 hours a day through the end of the electronic registration period

- The class schedule for the subsequent semester is posted on-line about 2 weeks prior to the beginning of the actual registration period for students to select their course times and actual courses they wish to take
- The electronic registration period for the subsequent semester usually begins approximately 6 weeks prior to the end of the current semester
- Some departments required the student to meet with the Department Chair prior to admission to the major courses in the degree to evaluate eligibility for completion of that major
- Students who fail to register during the earlier electronic registration period may register on the “Friday before classes begin” for each semester.

#### **Advising (Evaluation) at End of Academic Year**

- Students are evaluated for graduation both by their academic department and by the Office of Registration & Records for completion of degree requirements
- While this must be done in the semester of anticipated graduation, some departments are implementing a “pre-graduation” evaluation, also called a “senior evaluation, in the semester’s immediately preceding graduation to avoid any last minute problems and/or deficiencies.

#### **WVSU – Web-Site – Mrs. Patricia Dickinson in the Absence of Mr. Bob Loughry**

- Mr. Loughry has redesigned the university’s web-site to make it look more current and easier to navigate. It is now turned over to Computer Services to do the technical part of actually getting the pages posted, up and running by the end of March, 2011. The address to look at the new web-site is: [www.Beta.WVSU.edu/test2](http://www.Beta.WVSU.edu/test2).
- One of the problems that they are encountering right now is that some of the pages have not been looked at which is not the responsibility of Computer Services, but that of the Academic Departments’.

Mr. Kris Casdorff asked if the university has tested the My-State site because this is the site the students frequently utilize. Ms. Dickinson stated that this site has not been tested yet. Mr. Casdorff stated that this site should be tested so that we do not encounter any problems.

Dr. Epps stated that he believed that every site is being tested now. All icons are currently being tested. We will be notifying the students on the list-serve once the new website is up and running.

#### **Marketing Plan Fall 2011 – Mrs. Patricia Dickinson**

- We are in the process of looking at what we intend to do for the Marketing Plan for fall.
- When we received our report from the Consultant about the changes with the Strategic Plan we decided not to share this because we knew it was going to change.
- Some of the standard things we’re continuing to do right now that are successful, the Bill-Board, Ads at the Power Park, the Airport, and some Ads at the Cinema we will continue to do.

- Mr. Hicks mentioned that this is music to his ears he feels that this is the way we are going to continue to build our perception in the community. Having one message to the public.
- Mr. Hicks asked, "Why the public needs to care about whether the Institution is a Land-Grant Institution? What makes us so unique from any other institution?"
- Discussion took place explaining the uniqueness of the Land-Grant designation.

Meeting Adjourned at 12:00 p.m.

Mrs. Fatiema J. Wilkerson  
Recorder