

**West Virginia State University
Board of Governors
Academic Policies Committee
Meeting Minutes
September 20, 2012**

Dr. John Thralls called the meeting to order at 9:05 a.m. on Thursday, September 20, 2012, in the Grand Hall of the Erickson Alumni Center on the campus of West Virginia State University. Those members attending in addition to Chairman Dr. Thralls included: Dr. Tom Guetzloff, Mr. William Lipscomb, Attorney Larry Rowe, and Dr. Ann Smith; others attending included Dr. R. Charles Byers, Tom Bennett, Dr. Brian O. Hemphill, Dr. Donna Simon, and Scott White (student representative to the Board of Governors).

Verification of Appropriate Notice of Public Meeting: Dr. Thralls verified from a Notice from the WV Secretary of State's Office that this meeting was properly noticed.

Approval of the agenda: Dr. Smith moved that the agenda be accepted; Attorney Rowe seconded the motion and it carried.

Review and Approval of Minutes of Previous Meeting: In response to a question about whether or not the grid at the bottom of page 3 refers to Education, it was confirmed it does. Attorney Rowe moved that the minutes be approved; Mr. Lipcomb seconded the motion and it carried.

The Committee secretary was asked to send the members the agenda and the minutes in advance of the meeting in the future.

University Compact Report (action item): Dr. Thralls introduced this item as not being new since for some time there has been a state-wide master plan and that each institution has a Compact to address the goals of the overall plan. Annually the Compact update comes before this Committee – this is the Year 4 report. Following this Board's action, it will be sent to HEPC for their review and response.

- Attorney Rowe requested that a statement be included in the Report that WVSU is complying with Series 23.
- Our graduation rate increased from 23% in 2010-2011 to 24.5% in 2011-2012 – it was felt that should be stated in the document.
- There was concern that in some teaching areas licensure pass rates were not at 80%.
- In response to a question about the area in which we do not have specialized accreditation it was stated it is therapeutic recreation.
- In response to an inquiry about why the Entrepreneurship Master's program was not pursued, Dr. Byers said we do not have an undergraduate degree in that area. However, an undergraduate degree is now being considered with an emphasis toward the rural audience. Dr. Thralls noted it isn't a bad thing where we could not accomplish what was an original goal – it is important we critically evaluate the original assumptions.

- Dr. Guetzloff noted that only 20% of faculty are doing on-line courses when we have such a good on-line platform. Dr. Byers said in his interviews of them, all new faculty are queried about whether or not they can produce on-line courses. He also noted that Friday training sessions are presented for using the new system and learning to teach on-line courses.
- Dr. Thralls noted the goals for Year 4 were much higher than actual -- perhaps this Board may need to have input on the goals in the next compact cycle.
- Dr. Guetzloff asked whether or not we should we have adjusted our goals as the Compact cycle progressed. Dr. Hemphill said that until we get realistic information about our goals, we would just be putting in numbers, that we need to evaluate our metrics before adjusting them. A new strategic plan will be considered beginning in early October.
- Dr. Smith made a motion to recommend approval of the Year 4 Compact Report to the full Board for this report to be advanced to HEPC. Mr. Lipscomb seconded the motion and it carried.

Self-Study Update: Dr. Thralls noted that in higher education the self-study process provides tremendous learning opportunities for the institution. It is a most vital time in the life of the institution.

- Appendices C and D of the Compact Report contain the timeline for our preparation as well as the organization structure.
- We are currently in the process of appointing the committees that will address the criteria for the report. Those committees will consist of faculty, staff, students, and business and community members to provide feedback on the various aspects required for the report.
- We are on schedule according to the timeline for the visit.
- Dr. Thralls asked Dr. Byers to keep this Committee updated on the process throughout, to make it a recurring agenda item.

Academic Affairs Liaison Committees: The Office of Academic Affairs conducted initial meetings with the 4 community & technical colleges in our geographic region (Bridgmont, Kanawha Valley, Mountwest, and Southern) to explore articulation agreements between their associate degrees and our bachelor degrees.

- We had a day-long intensive meeting in early August with the Kanawha Valley Community & Technical College and worked on several articulation agreements -- which we anticipate we will finalize before this fall semester is over -- the one in Criminal Justice is ready for signature and five others are in process.
- The articulation agreement in 5 areas in Business was signed earlier in 2012.
- Dr. Hemphill said the University did a press release at the time the earlier articulation meeting occurred and will do another one when more articulation agreements are finalized.
- Meetings will occur in October with the other CTCs to work on articulation agreements with them.

Regents Bachelor of Arts Degree: We were all shocked and saddened when Mrs. Mimi Blaylock, Director of our Regents Bachelor of Arts degree program, died suddenly in late July.

- We had just positioned the degree program in the College of Professional Studies.
- Following Mrs. Blaylock's death, Dean Robert Harrison worked tirelessly to meet with RBA students and to assist them with registration with the start of classes on August 20.

- We have recruited a new Director of the Program: Dr. David Howard who has a joint appointment with the Department of Social Work where he will teach and have released time for administration of the RBA program.
- He has taught for us as an adjunct professor.
- With a Social Work background, we believe he will help our RBA students translate their life experiences into this academic program.

Continuing Education Program: We have explored several ways in which we could enter the continuing education market in a greater way.

- Mr. Nathan Gainer is now leading this program.
- President Hemphill is very interested in this outreach, supports our efforts, and is looking forward to results from this work
- We already have 4 faculty members who are interested in offering classes at the Capital Center – that will increase our enrollment.

Dual Enrollment (known as Early Enrollment): Mr. Nathan Gainer is also assuming responsibility for our Early Enrollment program.

- Formerly known as dual credit, these are University courses offered in the high schools.
- We have nearly 315 students enrolled in University courses at three Kanawha County High Schools and are working on courses to be offered at the Capital Center, for students from any of the high schools, and in Wyoming County at a community center.
- Mrs. Kim Cobb formerly supervised the program for many years prior to becoming a full-time University faculty member this year.
- Dr. Thralls noted that approximately 10% of our headcount enrollment is from Early Enrollment and asked whether we see that as increasing or decreasing.
- Dr. Byers responded that he is concerned because the State Department of Education may mandate Advanced Placement rather than Early Enrollment but he said we will be talking with principals frequently to try to keep them in this program.
- Dr. Guetzloff noted Putnam County is not included and asked if that was because of Marshall University? Dr. Byers said we plan to talk with Putnam County in the near future.

Academic Affairs Reorganization: Dr. Byers reported that some reporting authority to the Office of Academic Affairs has changed due to reorganization implemented by Dr. Hemphill.

- Some offices that formerly reported to Academic Affairs are now reporting to other administrative areas: Computer Services, now University Information Technology, reports to the Vice President for University Relations and Operations, Dr. Donna Simon.
- The Office of Institutional Research & Effective was also transferred to Dr. Simon's area along with Printing Services & Communication Services.
- There has been reorganization of some of the academic departments where we now have Program Coordinators where we formerly had Department Chairs. The first area in which this has been implemented is a new Department of Social & Behavioral Sciences comprised of the former Departments of Economics, History, Political Science, Psychology, and Sociology & Philosophy. Dr. Billy Joe Peyton is Chair of the new Department and program coordinators lead the faculty in each of the disciplines.

- He has asked the Departments of Physics and of Math & Computer Science to discuss combining by next semester.
- Dr. Guetzloff noted faculty are concerned about department combinations and why the combinations are being done.
- Dr. Thralls said it would be useful – for the Committee’s information – for Dr. Byers to prepare an organization chart to show the configuration of the academic unit both for the academic departments and the academic support units.
- Returning to Academic Affairs is the function of Student Retention as well as the University Honors program and the Office of International Programs.

Graduate Education: By the time we meet in November we anticipate we will have received formal approval from the Higher Learning Commission of the Master’s Degree in Education in Multicultural Instructional Leadership – with our first students to be admitted in May, 2013.

- The MPA degree passed in June by this Committee will have to come back to this Committee before submission to HEPC after revision due to the change in faculty members in the Department of Political Science.
- Dr. Thralls asked Dr. Byers to keep this Committee informed of other programs in the approval process.

Overview of Committee’s work for 2012-2013: This item will be added to the November agenda.

With the time for the meeting expired, the meeting adjourned.

Respectfully submitted,

Patricia M. Shafer, M.B.A./C.P.A.
Office of Academic Affairs