

WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
ACADEMIC POLICIES COMMITTEE
DRAFT MINUTES OF THE MEETING OF JANUARY 26, 2012

Dr. John Thralls, Committee Chair, called the meeting to order at 8:35 a.m. in the Cleveland Room of the Erickson Alumni Center on the Institute Campus of West Virginia State University. Committee members present in addition to Dr. Thralls were: Dr. Tom Guetzloff, Mr. William Lipscomb, Attorney Larry Rowe, and Dr. Ann Smith. Others present included Ms. Mimi Blaylock – Advisor for the Regents Bachelor of Arts program, Dr. R. Charles Byers - Provost & Vice President for Academic Affairs, Mr. Bryce Casto - Vice President for Student Affairs, Dr. Abainesh Mitiku – Dean of the College of Business & Social Sciences, Dr. Billy Joe Peyton – Chair of the Department of History, Dr. Steven Richards – Program Director for Tourism & Recreation, Dr. W. Scott Snyder – Program Director for Health Sciences, and Mr. L. Vincent Williams – Board of Governors member.

1. **Approval of the Minutes of the 11/10/11 meeting:** A. Smith made the motion to approve the minutes; W. Lipscomb seconded the motion and it passed. A. Smith made the motion to approve the agenda; ~~W. Lipscomb seconded the motion and it passed.~~ T. Guetzloff indicated he had additional questions if time permitted.

2. **Proposal for revisions to the Conditional Admissions policy:** Background: concerns have been expressed regarding the Series 23 policy which defines parameters for conditional admission and establishes a limit of 10% where such a limit did not previously exist.

- WVSU concern: 330 students for the 2011 Fall semester might have been admitted had that restriction not been in place. The other side of the equation is graduation rates and trying to find a balance of raising those yet giving individuals the opportunity to succeed.
- This committee moved in November (2011) to entertain the idea of a variance in the Admissions Policy.
- Since this is a policy of the HEPC, any variance would have to be approved by them – Former Chancellor Noland had indicated he would prefer if there is a variance, it be system-wide and not on an individual institution basis.
- Two touch points are important: views of the faculty and discussion with HEPC about whether there is any possibility for variance.
- Vice President Casto was asked by Provost Byers to take a lead role in developing a proposal. The primary concern has been particularly about those who underperform on the standardized (ACT/SAT) test. Provisions of the draft policy variance include:
 - 1) written recommendation letter from high school principal or designee
 - 2) admissible would be high school graduates who have a gpa of 2.4-2.99 and ACT of 15-16-17 (or higher) or comparable scores on other standardized test
 - 3) students admitted under the variance must participate in all applical tutorial enrichment activities
 - 4) students must have a 2.0 college gpa and 24 credit hours completed each academic year
 - 5) an Admissions Committee would be created
 - 6) student will be subject to possible suspension if he/she does not meet standards
 - 7) this will be a pilot program
 - 8) students admitted under this variance are in addition to the 10% permitted under the current policy

- The current 10% conditionals will still remain and they are admitted on a first come, first served basis. This targets those students who underperform on the tests and will be subject to the recommendation of the Admissions Committee.
- Dr. Byers said he felt if we make any type of proposal, it should be system-wide since it will likely have a better chance of acceptance and it will effect all institutions.
- Attorney Rowe said we would approach HEPC that this would be a pilot program and we would prefer it system-wide, but if they do not accept that, then request permission for WVSU to try it as a pilot program for Fall, 2012.
- Dr. Guetzloff prefers assessment annually rather than after three years.
- Dr. Byers said he strongly supports the Chairman's proposal that it be called a pilot program.
- Dr. Byers said the Deans Council, Academic Leaders, and Faculty Senate (in that order) should be the order of discussion.
- Dr. Thralls asked Dr. Byers to make sure those touch points at the institution occur and then bring the comments back to this Committee for presentation to the full Board in a subsequent meeting.
- A. Smith moved to accept this proposal to present to campus entities in time to have feedback prior to the March meeting. T. Guetzloff seconded the motion and it passed.
- A draft is to be sent to HEPC to let them know we are considering this and to ask them about the feasibility of considering it as a state-wide policy; if not, the feasibility of it being a pilot program for WVSU.

3. Transferability of CTC courses (specifically KVCTC business courses) Dr. Thralls said he has received feedback from board members as well as other friends of the University on this issue of extreme interest and some are troubled by impediments to transfer and concerned about recent publicity about MU having an articulation agreement in this matter.

- Consultants for the Presidential Search conducted forums and during discussion one area discussed was the challenge of working well with CTCs, particularly KVCTC.
- At the recent forums conducted by the Presidential Search consultant, one commenter described the recent separation of the KVCTC as a divorce – and the intent seemed to be that we try to moderate those “ragged edges” in this process.
- Dr. Byers said following the November Board meeting he initiated discussion with Dr. Badgley regarding this. He has also initiated discussion with Departments for wider consideration than transferability limited only to those courses from community and technical colleges.
- He has asked departments to assess the 300- and 400-level courses in their majors and to develop a policy for how much of that major course work must have been from WVSU courses in order to earn a baccalaureate degree from this institution. The purpose is two-fold:
 - If we are going to place our “brand” on our graduates, we must consider how much of their upper level course work in their major came from our courses; and
 - To maintain the academic rigor in departments, they must have control over the origin of the courses taken by their graduates.
- We anticipate there will be different requirements among the Departments and Colleges at this University.
- Deans as well as the Office of Academic Affairs will monitor the proposals and will be a part of the approval chain for them.
- The Deans Council has looked at the proposed policy and helped to craft what has gone to the departments.
- Departments have just begun the development of their policy; the results of this effort will be reported at a later time.

The second prong of this issue relates to a situation with the Kanawha Valley Community & Technical College and the transferability of their courses to this University, particularly in the business area.

- The dominant issue is whether or not lower level courses from the KVCTC can be accepted at West Virginia State University in place of upper level courses; KVCTC signed an agreement with Marshall University regarding this matter.
- Our Department of Business Administration has been in discussions with the KVCTC to develop a transfer agreement that will closely mirror the one they signed with Marshall.
- An agreement with KVCTC has not yet been finalized but it is under discussion with essentially the same parameters as those used in the agreement with Marshall University.
- Dr. Thralls said the MU-KVCTC agreement got a lot of press and some were concerned they would take the students that we would prefer come to WVSU.
- The MU provision of acceptance of certain courses also had satisfactory completion of subsequent courses for granting credit for the preceding courses.

4. Program Review Follow-up reports (an action item). Dr. Thralls observed that Program Review goes back 25-30 years system-wide and the HEPC still has a 5-year cycle for comprehensive review. Today we are dealing with 4 required follow-up reports.

- Dr. Byers told the group that in 2008-2009 the issue of assessment was becoming a prominent topic on this campus.
- While some assessment had occurred for many years, a campus-wide, structured, concerted effort was just emerging. With the hiring of Dr. Barry Pelphrey assessment has developed into a prerequisite for Program Review approval of programs for continuation without specific action.
- Many of the degree programs presented for Program Review in 2008-2009 were asked to do follow-up reports primarily addressing their assessment activities and were given enough time that they could collect data in order to consider program revisions if warranted.
- Six of the degree programs in 2008-2009 and two in 2009-2010 were asked to prepare follow-up reports, due during Spring, 2012, with the results of their activities.
- One-half of those programs reported at the January meeting; the other half will report at the 2012 March meeting.
- Dr. Byers introduced the faculty members and dean present for each report and invited questions as follows:

Health Science report (Dr. Scott Snyder, Program Director):

- Attorney Rowe asked about graduation rates. Dr. Snyder reported 5-6 graduates each semester.
- Answering a question about the working relationship with the KVCTC, he said he has worked well with them on transfer students from KVCTC for the 10 years the program has been in existence.
- The Recommendation for the Bachelor of Science in Health Science is "Continuation of program with continued development of Program Assessment as presented in follow-up report."
- "The Department presented an assessment plan and data from graduates and employers collected for two years. The Plan shows the Department is progressing toward the implementation of an appropriate assessment plan; the data presented for the two years represents a good start on an appropriate assessment plan."
- "The Committee looks forward to seeing a full five years of data together with the other parts of the full assessment plan when the next comprehensive review is presented in Fall, 2013."
- Dr. Byers indicated he concurred with the Committee's recommendation and rationale.
- T. Guetzloff moved to accept the recommendation for Health Science, A. Smith seconded the motion and it passed.

History report (Dr. Billy Joe Peyton, Department Chair, and Dr. Abainesh Mitiku, College of Business & Social Sciences Dean):

- T. Guetzloff asked how many majors are in program and how many graduate? Dr. Peyton responded the number of majors has consistently risen and is now at 60 majors. Of the last cohort, above 50%-52% of those who entered in 2006 have graduated.
- We have a larger number of transfer students now than previously (for whom we do not receive "credit" in the graduation rate statistic).
- The recommendation for the Bachelor of Arts in History is "Continuation of program with continued development of Program Assessment as presented in follow-up report."
- "The Department presented an assessment plan and data from graduates and employers collected for two years."
- "The Plan shows the Department is progressing toward the implementation of an appropriate assessment plan; the data presented for the two years represents a good start on an appropriate assessment plan."
- "The Committee looks forward to seeing a full five years of data together with the other parts of the full assessment plan when the next comprehensive review is presented in Fall, 2013."
- Dr. Byers indicated he concurred with the Committee's recommendation and rationale.
- T. Guetzloff moved to accept the recommendation for History, W. Lipscomb seconded the motion and it passed.

Recreation report (Dr. Steven Richards, Program Director for Recreation & Tourism):

- Dr. Thralls noted the Executive Summary as well as the rationale indicated the program had "neither adequately addressed its assessment plan nor provided evidence of an Advisory Committee" – should this APC ask for an intermediate report prior to Fall, 2013?
- Dr. Richards noted the program is in transition and the emphasis is moving toward tourism and parks and recreation; he was employed in 2009.
- Dr. Thralls noted that Therapeutic Recreation is moving to inactive status. Enrollments in Therapeutic Recreation have been falling and all other WV public universities have dropped that program.
- Dr. Byers concurred and said based on a consultant's recommendations, we deliberately moved from Therapeutic Recreation to tourism and recreation.
- Dr. Thralls asked if there are more issues with developing an assessment plan in this area than in other areas of the institution? Dr. Richards indicated that with the change in emphasis, assessment has been slower.
- Attorney Rowe said the change of focus into tourism and recreation is good and the State of WV needs that kind of programming; it is a niche we need to fill.
- The recommendation for the Bachelor of Science in Recreation was "to continue the program in its generalist and tourism tracks but the therapeutic recreation track will become inactive."
- "The Department has neither adequately addressed its assessment plan nor provided evidence of an Advisory Committee."
- "The Committee feels that these items must be addressed immediately in order to assess data collected prior to the next comprehensive review due in Fall, 2013."
- Dr. Byers indicated he concurred with the Committee's recommendation and rationale.
- T. Guetzloff made a motion to accept the recommendation and for the Program to report back to this Committee at the June meeting on their Assessment plan and Advisory Committee issue as a matter for information. A. Smith seconded the motion and it passed.

Regents Bachelor of Arts Report (Ms. Mimi Blaylock, Advisor for RBA program):

- M. Blaylock indicated she is working on the areas expressed as the concerns.

- The Program Review Committee's recommendation was that "While guidelines for admission to the program have been clarified, assessment remains a concern."
- "The Committee recognized the progress made in addressing concerns regarding the assessment program but still had the following concerns:
 - "The RBA program has established neither program level outcomes nor a viable assessment program. Assessment data included in the report clarifies student need for the degree but the data are subjective, based upon student 'attitudes and beliefs' as measures of evaluation."
 - "The proposed entrance survey will provide limited diagnostic assessment, but the program has not specified instruments to be used for formative assessment of student learning. If implemented, the proposed ETS Proficiency Profile (ETSP) will partially address the lack of summative assessment."
 - "The program suggests that it could develop rubrics to assess RBA student learning and employer data, but has not done so."
- "The Committee feels that these items must be addressed immediately in order to assess data collected prior to the next comprehensive review due in Fall, 2013."
- Dr. Byers indicated he concurred with the Committee's recommendation and rationale.
- A. Smith made a motion to accept the recommendation and for the Program to report back to this Committee at the June meeting on the areas of concern as a matter for information. T. Guetzloff seconded the motion and it passed.

With the time allotted for the meeting expired, the remainder of the agenda was carried over to a subsequent meeting. Dr. Thralls asked for any other comments.

Dr. Byers said he will be establishing liaisons with Bridgemont and Southern Community & Technical Colleges to discuss working together and will do the same with Kanawha Valley Community & Technical College. He expects to have formal meetings with those entities.

Dr. Guetzloff noted that the University *Catalog* for 2011-2012 has not yet been made available. At the April Board Meeting Dr. Byers had said the *Catalog* problem would be addressed in a timely manner.

- Dr. Byers said the *Catalog* is at the Print Shop.
- We now have College Bulletins for students and they had to precede the *Catalog*.
- Dr. Guetzloff indicated the *Catalog* trumps the Bulletin on policies – it is very important that it be available.
- Dr. Byers indicated he will double check why 2011-2012 *Catalog* isn't on the website.

Attorney Rowe said he believes we need a February Board meeting, perhaps during the 3rd or 4th week of the month.

T. Guetzloff made the motion to adjourn at 10:10 a.m.; A. Smith seconded.

Respectfully submitted,

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

