**WEST VIRGINIA STATE UNIVERSITY**

**ADMINISTRATIVE STAFF REPORT TO THE BOARD OF GOVERNORS**

**MARCH 22, 2012**

**REPORT ON THE UNIVERSITY**

Dr. R. Charles Byers, Provost

**West Virginia State University**

1. The Administrative Staff completed the proposal to reorganize communications personnel to form the new area of **University Communications** to avoid additional costs of new employees.
2. The Administrative Staff completed the proposal to reorganize technology areas by combining them to form **University Information Technology**. The Computer Services area was merged with the Center for Instructional Technology and the Educational Technology Center. Computer Services was divided into Programming, Networking, and Computer Services. Copy Service and Mail Services will be transferred to Business and Finance under the new proposal. These areas have been successfully functioning under this organization since November.
3. The process of preparing for the Higher Learning Commission **Reaffirmation of Accreditation** has begun. The organizational structure will be announced in April, after the conference in Chicago. We are scheduled for evaluation either during fall, 2014 or spring, 2015. The PATHWAYS process will be used for evaluation.
4. The faculty, Faculty Senate, Student Affairs, and Academic Affairs conferred on conditional admissions and resolved to form an **Admissions Committee** to establish policy and to ensure the those students conditionally admitted would be selected fairly and tracked properly.

**ACADEMIC AFFAIRS**

Dr. R. Charles Byers, Vice President

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**Reorganization**

1. The **Office of the Provost and Vice President of Academic Affairs is being reorganized** to accommodate the increased load and areas of need. Those areas include Summer School, Online Education, Early Enrollment/Contract Classes, Enhanced Studies (Continuing Education).
2. The Provost/VPAA **met with department chairs of three member academic departments**, to encourage reorganization for a university academic (larger departments) structure. After a faculty meeting of those departments, the comment period will end March 28, 2012.

**College of Arts & Humanities**

1. Seven students **traveled** with a faculty member **to Costa Rica to study Spanish**.
2. The **WVSU Jazz ensemble toured in Jacksonville, NC** at four high schools performing and presenting master classes.
3. **Two certificates in Modern Foreign Languages**, one in French and the other in Spanish, were approved by the Educational Policies Committee.
4. The College will co-sponsor their **Spring convocation** on April 5 with the College of

Professional Studies, celebrating the new five-year partnership between the University and the West Virginia Symphony Orchestra.

**College of Business and Social Sciences**

1. DepartmentalFaculty voted unanimously to reduce **requirements for graduation** with a BA **in History from 121 to 120 hours.**
2. The Educational Policies Committee approved **lowering the number of credit hours needed for graduation with a BA in Psychology** from 127 **to 120 hours**.

**Natural Sciences and Mathematics**

1. Seven College faculty members visited Elizabeth City State University in February and Texas Southern University in March in fulfillment of the **NSF HBCU-UP Planning Grant** received by Provost Byers and College Faculty.
2. **The External Advisory Committee of Biology and Biotechnology programs** (CESA, Committee on Expectations, Standards and Assessment) met and Dr. Fultz delivered a presentation on the outreach activities he is organizing for college faculty to interact with area schools.
3. **Sixty-one 10th grade high school science students** from South Charleston High School visited Hamblin Hall to conduct a DNA fingerprinting/isolation workshop.
4. Dean Harper, President Carter, Drs. Byers and Berry hosted **Mr. L. Newton Thomas for a tour of Hamblin Hall** and the research projects being conducted there.

**College of Professional Studies**

1. Dr. Walter Stroupe along with Mayor Jack Yeager plan **staff development for the Dunbar Police Department**
2. Kappa Delta Pi hosted the **Scholastic Book Fair** on campus.
3. **The Military Ball** will be held on March 30, 2012
4. The Colleges of Arts and Humanities and of Professional Studies will co-host their **Spring Convocation.** This convocation is part of the Dr. Hazo and Mrs. Carter West Virginia Symphony Orchestra and WVSU partnership.
5. The **Dr. Hazo W. Carter Black and Gold Gala** was held March 17. Several students, faculty, staff and community leaders were recognized.

**Drain Jordan Library**

1) The “Stinger” **High Performance Computing Visualization Wall** at the Library is complete and a ribbon-cutting ceremony was held on March 14, 2012.

2) The **Faculty Center for Excellence in Teaching** (FACET) is being established in the Library on the ground floor.

**Center for Instructional Technology**

1. **Forty faculty** have been **trained in the Quality Matters Rubric and in Sakai** (our new on-line course management system) with future training sessions continuing every Friday afternoon.
2. Nearly **200 courses will use the on-line course system** during the Summer and Fall semesters, 2012.

**International Affairs**

1. Prepared for **high school student trip to Quebec** in June; anticipate 10 students and 3 adults will participate.
2. Promoted **Quebec trip for University students** in May; anticipate 30 students from 10 WV public colleges and universities will participate.

**Regents Bachelor of Arts**

1. Implemented the Educational Testing Service **Proficiency Profile tests** as an **assessment tool** for prospective May graduates.
2. **New areas of emphasis** in the RBA program have been submitted to the Educational Policies Committee for approval.

**Registration & Records**

1. Students applying for **May graduation total 256**.
2. The Office conducted the **registration of students in Early Enrollment courses** offered by WVSU.

**University Honors Program**

1. **Criteria for admission to the Honors Program** **and for graduation** in the Honors Program have been established.
2. Reviewed and **approved** a total of **10 honors courses** (mostly freshmen and sophomore) and established guidelines for capstone honors projects.

RESEARCH AND PUBLIC SERVICE

Dr. Orlando McMeans, Special Assistant to the President

1. **West Virginia Research Trust Fund Award**
* On January 26, 2012, the University was publically recognized by the Higher Education Policy Commission’s Chancellor during the West Virginia Research Day at the Capitol’s Museum of Culture and History for receiving $100,000 from the WV Research Trust Fund; this award will be used to supplement funding to purchase a Nuclear Magnetic Resonance (NMR) unit for the Department of Chemistry.
* The rest of the funding will derive from the DOW Chemical endowment ($93,000), an NIH equipment award ($35,000) currently received by the University, and the College of Mathematics and Natural Sciences ($23,000). The unit’s total cost is approximately $250,000.
1. **EPSCoR Track 2 – Cyberinfrastructure**
* The High Performance Computer Cluster and the associate Visualization Display Panel were installed at the University’s Drain-Jordan library; faculty from various departments are already exploring the use of these resources to enhance their current research activities. These resources will be devoted to all 3 mission of the University: teaching, research and outreach.
1. **Campus-Based NASA AEL Open**
* The WVSU NASA SEMAA Aerospace Education Laboratory (AEL) on campus is now completed. This cutting edge technology center will be used by K-12 students, teachers, and community groups for the purpose of furthering their understanding of STEM education. More than 2,500 youth have been served through a variety of in-school, after-school, weekend and day-camp programs in the SEMAA program’s existence. The campus-based AEL is WVSU’s second location following the completion of the lab in Beckley in 2011.
1. **WVSU Economic Development Center Renovations**
* The WVSU Economic Development Center (EDC), located on Kanawha Boulevard West in Charleston, which offers services to entrepreneurs, is completing a nearly $1,000,000 renovation. Several hundred entrepreneurs have been served by training, incubation, and networking opportunities at the EDC since its opening. The new renovation will allow for the EDC to better serve creative class entrepreneurs in the digital age including utilizing social and digital media to promote their products. Funds for the renovation were obtained from the U.S. Department of Housing and Urban Development (HUD) and USDA 1890 Facilities Funds.
1. **Research Activities**
* The University established an agreement with the Sissonville Public Service District to use property for crop trials of melons and pumpkins. The Institution has also established an agreement with the Bridgemont Community and Technical College to utilize their pelletizing equipment as part of biomass project collaboration. Because of the international importance of biomass/waste to energy, the University is developing a Ph.D. position to lead research on the conversion of waste to energy via the University’s anaerobic digester.
1. **External Sponsored Funding**
* In the fourth quarter of 2011 (Oct., Nov. and Dec.), the University received six grants totaling $438,240. In the first quarter of 2012, to date, the University has received 10 grants totaling $496,578. The 16 grants total $934,818 for the six-month period.
* To date, in the first quarter (Jan., Feb. and March) of 2012, 10 grant applications totaling $6.84 million have been submitted, including WVSU’s first grant to the National Institutes of Health in which WVSU is the lead agency; Dr. Brenda Wamsley is the Principal Investigator for this Healthy Grand-families Project.
1. **Publications**
* The University has just published its second edition of the University wide research-based publication caller “*Research: The West Virginia State University Research Reporter*”.

STUDENT AFFAIRS

Mr. S. Bryce Casto, Vice President

1. The West Virginia Higher Education Policy Commission (HEPC) unanimously endorsed the West Virginia State University (WVSU) **housing demand study** on February 17, 2012.  This endorsement allows WVSU to proceed with the development of new student housing on our campus through the Request for Proposal (RFP) process released on March 6, 2012 to prospective developers.
Upon completion of the RFP, WVSU will present the recommendations to our Board of Governors (BOG) and, if approved by the BOG, to the HEPC. This presentation will be inclusive of the financing, design, development and construction proposed plan.
2. The **1987 men's basketball team** was honored at halftime of the WVIAC Tournament championship game at the Charleston Civic Center on March 3, 2012 and at a reception on the West Virginia State campus afterwards. The 1987 squad is the only Yellow Jacket basketball team to ever win both the regular season and WVIAC tournament championships in the same season. It went on to finish second in the NAIA National Tournament.
3. **AmeriCorps members** continue to make the Faculty Referral calls. Through March 5, 2012 we have received 470 faculty referrals. AmeriCorps members have been placed in Admissions, Student Activities, Financial Aid, Writing Center, and the TAP Room.
4. Through March 5, 2012 the University has disbursed over $18.5 million in federal and state **financial aid to students**.
5. The Office of **Student Financial Assistance** will begin to program Banner for the 2012-2013 academic year within the next two weeks. We hope to have this process completed before April 1, 2012 so that we can start extracting ISIR’s and processing student aid for next academic year.

BUSINESS AND FINANCE

Mr. Melvin Jones, CPA, Vice President

1. Business and Finance completed work on the **new budget reporting format** which will be used for the remainder of the fiscal year.
2. The interim VP of Business and Finance made several trips to the Capitol in an effort to secure an additional **$1.6 million in funding** for FY 2012/2013.
3. The **RFP for new dorms** was issued with a follow-up meeting held with various funding sources.
4. **Fleming Hall** engineering and architectural work continues with specific investigation surrounding the use of Geo-Thermal systems for the HVAC portion of the building.
5. A conceptual meeting was held with Horizons Youth Services (**Job Corps**) concerning housing their students in our dorms; a Memorandum of Understanding is in process.
6. A **textbook rental** demonstration was held in the Bookstore; no decision on this concept has been made.
7. On February 21, 2012 the **WV Ethics Commission** held a seminar on campus which was well attended.
8. On February 28, 2012 a **retirement seminar** was sponsored by Business & Finance (H/R) – four sessions were held over various times of the day. The session were well attended with many follow-up individual session scheduled. The participants were Social Security, TIAA-CREF, & PEIA.
9. **Reports to the Higher Learning Commission** (our accrediting body) detailing our recent financial history and our future plans were submitted on time as requested; reports to the Higher Education Policy Commission were also submitted on time.

INSTITUTIONAL ADVANCEMENT

Dr. John M. Berry, Vice President

1. **Alumni records** from 1960 forward are presently being digitized into our current WVSU’s philanthropic database for potential alumni enhanced giving.
2. The campaign, the **President’s Moves Management Program**, is moving forward; President Carter hosted a potential major donor and presented a proposal of $300,000 for investment consideration.
3. **Proposal Development** totals $1.6 million at this time in the campaign.
4. The partnership between the **West Virginia Symphony** and WVSU is official and the Symphony is scheduled to return to perform here on campus September 27, 2012 to kick-off 2012 Homecoming Week. They will conduct four world class masters level classes each year for the next five years here at WVSU.
5. The **1891 Annual Fund Drive** is now underway with phase II with one of our outstanding students formally making the request for philanthropy to WVSU from alumni.