

WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
ACADEMIC POLICIES COMMITTEE
DRAFT MINUTES OF THE MEETING OF JUNE 14, 2012

Dr. John Thralls called the meeting to order on Thursday, June 14, 2012, in the Cleveland Room 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 (by conference call), Mr. William Lipscomb, Attorney Larry Rowe, and Dr. Ann Smith; guests attending included Prof. Oree Banks, Dr. Gerald Beller, Ms. Mimi Blaylock, Dr. R. Charles Byers, Dr. Rebecca Francis, Dr. Robert L. Harrison, Jr., Dr. Barbara Ladner, Dr. Sandra Orr, Dr. Barry Pelphrey, and Dr. Steven Richards.

1. Approval of the Agenda: Dr. Smith moved to approve the agenda, Attorney Rowe seconded the motion and it passed.

2. Approval of the Minutes of the 4/26/12 meeting: Dr. Byers noted a correction in the minutes on page 5 – Admissions Committee would be involved in policy & procedures for ADMISSION, not recruitment. Mr. Lipscomb moved to approve the minutes, Dr. Guetzloff seconded the motion and it passed as corrected.

**3. Report From the Provost:
CTC Liaison Committees**

- During May inaugural meetings were held with the four Community & Technical Colleges in our geographic area: Bridgemont, Kanawha Valley, Mountwest, and Southern.
- Liaison Committees have been established for each of the CTCs consisting of the academic deans and faculty members; the CTCs have also designated faculty members who will serve on the committees.
- The purposes of the Liaison Committees are to ease the transfer of students from CTCs to the University and to better advise students of their options should the University not be the institution which they should attend.

Math degree program probation:

- The letter to Chancellor Paul Hill regarding the HEPC recommendation to place the Mathematics degree program on probation was written.
- A response was received from him in which he acknowledged the responsibility of the HEPC to review low-productivity programs and to make recommendations to the institutional Board of Governors; he also reaffirmed the recommendation for probation for the Mathematics degree program.
- It will be reviewed again in 2015, at which time the Commission will recommend continuing approval status or termination of the program should it fail to meet standards.
- That recommendation will be made to the institutional Board of Governors, which will then determine the future of the academic program.
- At the May 13 commencement, we awarded the Mathematics degree to 3 students. Over the HEPC review period of 2005-2010, we had awarded a total of 7 Mathematics degrees.
- Dr. Thralls stated that we must closely monitor this situation. He asked Dr. Byers to keep this Committee informed at least annually on what is happening with this program – not just the major but also the wider curriculum and their support of the other programs in the institution.

Reorganization in Academic Affairs:

- Dr. Byers reported he has been working with incoming president Dr. Hemphill on this topic and when he arrives we will continue this discussion and report to this Committee then.

Unfinished business:

- Dr. Thralls noted that two meetings ago, there was an expression of appreciation of support to Provost Byers. He read a formal resolution which affirms the verbal expression.
- The Resolution is attached to and made a part of these minutes.
- Dr. Guetzloff moved to accept the resolution, Dr. Smith seconded the motion and it passed.

4. Approval of Intent to Plan a Master of Public Administration degree:

- Dr. Byers said that in response to an overture from then Chancellor Brian Noland, WVSU investigated the possibility of offering a Masters Degree in Public Administration. Noting the seat of state government in Charleston and the absence of such a graduate program in the geographic region, Dr. Noland felt this was an niche which WVSU could readily fill.
- The Intent to Plan must be approved by the institutional Board of Governors; if so approved, it is then submitted to the Chancellor for approval to continue with a full proposal according to HEPC Series 11. That full proposal will include both programmatic and financial plans for the degree program.
- This Intent to Plan assumes the cohort model of enrollment of students, patterned after the highly successful cohort model currently in place in the Law Enforcement & Administration graduate program in the College of Professional Studies.
- Dr. Thralls noted that with one other program operating fully at WVU – one thing that makes this program unique is its focus on the seat of state government in the KV area.
- Attorney Rowe asked what are the projections on numbers? Dr. Beller responded that we believe the first cohort will be at least 20 from backgrounds wider than just Political Science. Attorney Rowe commented he thinks numbers will be very good here; Dr. Beller observed he feels this will also assist in building enrollment in the undergraduate Political Science degree.
- Dr. Smith asked how will we advertise the program? Dr. Beller responded it would be advertised in newspapers. Dr. Thralls noted we need very intentional advertising in state government to recruit staffers for this advanced degree.
- Dr. Thralls said he is interested in broad financial information on cost of this and asked if there is a way to attach a rough ballpark number to launch this program? Dr. Byers responded we have people in the Social Sciences who can offer the program initially. He noted the current vacancy in Political Science is to teach both undergraduate as well as graduate courses. He further noted that with the time it will take to get this approved through the Higher Learning Commission, we believe we will be ready for it once approved.
- Dr. Harrison noted that with the full proposal there will be a financial projection and a timetable; the HLC will require even more in-depth information.
- Dr. Guetzloff moved to accept the plan and to move forward with this program; Attorney Rowe seconded the motion and it carried.

5. Update on preparation of Master of Education degree for submission to the Higher Learning Commission:

- Dr. Thralls noted this Committee has been highly responsive this year in looking at progress reports from programs because we wish to have responsible programs.
- Dr. Byers said this graduate program has received approval of the WVSU Board of Governors and the Higher Education Policy Commission; the last link in the approval process is for the Higher Learning Commission (HLC) to approve its offering by West Virginia State University.

- Dr. Orr has worked closely with Dean Robert L. Harrison, Jr., in preparation of the HLC submission. He has been successful in obtaining their approval previously – with the Law Enforcement & Administration degree.
- Dr. Byers then called upon Dr. Sandra Orr, Chair of the Department of Education to speak about the submission of the Master of Education degree to the Higher Learning Commission for its approval. Dr. Orr said the goal is to submit the proposal to the HLC before July 1.
- Both Drs. Harrison and Orr noted one concern is the marketing and the University needs to develop a good marketing program for our graduate degrees.
- Dr. Thralls said he anticipates President Hemphill will address marketing at several levels within the University.
- Dr. Orr noted she also worked carefully on the assessment piece and developed LiveText rubrics, which procedure may be transferred to other graduate programs. The Academic Policies Committee received the report.
- Attorney Rowe recognized Dr. Orr’s professional recognition as a national recipient of recognition and the stature it brings to this institution.

6. Update on program enrollment and graduation data for 2010-2012 from the Departments of Education and of Psychology:

- Dr. Byers noted that in April, 2011, this Committee received and approved the comprehensive five-year program review for each of these degree programs covering the 2005-2010 period; the recommendation was for continuation at the current level of activity without specific action.
- Because this Committee wished to monitor enrollments and graduation, given the complete and final separation of the University and the Kanawha Valley Community & Technical College, and because there were certain changes in the licensure requirements for teacher education candidates, updated enrollment and graduation data were requested from these two degree programs.
- The request for updated data was not to imply particular weakness in either of the programs but is only to keep this committee apprised of the strength of the academic programs at the University.
- Dr. Orr said the concern was that in Spring 2011 we had only 13 Education graduates. The state of WV had implemented new requirements for Education candidates in 2005 which backed up our program and reduced our numbers. In 2009 the Education Department implemented a new course to assist students coming through the program.

• **Table I-Enrollment Data requested by the Academic Affairs Committee of the WVSU BOG**

Year	Number of Graduates			Number of Enrollment		
	Fall	Spring	Total	Fall	Spring	Average
2005-2006	46	39	85	498	574	536
2006-2007	38	39	77	534	528	531
2007-2008	51	23	74	471	491	481
2008-2009	32	25	57	451	469	460
2009-2010	22	24	46	486	533	509
2010-2011	27	13	40	528	568	548
2011-2012	32	36	68	575	527	551

- Dr. Francis said Psychology seems to alternate between large graduating classes and smaller graduating classes.

PSYCHOLOGY PROGRAM ENROLLMENT DATA					
Academic Year	Major Headcount	PSYC 175 Psychology as a Profession	PSYC 390 Research Methods	PSYC 412 Senior Seminar	Number of Graduates
2005-2006	193	59	24	36	36
2006-2007	172	43	27	29	20
2007-2008	167	51	37	39	31
2008-2009	165	51	29	26	19
2009-2010	156	49	28	31	27
2010-2011	140				27
2011-2012	128				19

- Many students go into Psychology with the aspiration they will go into clinical practice so she emphasized the need to have clinical experiences/internships/field placements and faculty to promote that.
- PSYC 412 reflects Senior Seminar where we have picked up transfer students.
- Dr. Pelphrey said that the University retention rate is 58% from the first to the second year. For Education it is 67.4%; for Psychology it is 55%.
- Dr. Thralls asked Dr. Pelphrey where do our withdrawals from a particular program end up? He said he would like to consider that in the future.

7. Report from the Recreation Program related to their Assessment plan and Advisory Committee and from the Regents Bachelor of Arts program related to three areas of concern (requested at the January meeting):

- Dr. Byers noted that both the programs in Recreation and the Regents Bachelor of Arts presented follow-up program review reports in January. In both cases, this Committee asked for progress reports from them related to areas on which they are working to address weaknesses in their degree programs, primarily in assessment.
- Mrs. Blaylock (RBA) reported she had worked with Dr. Pelphrey & with James Taylor to formulate an assessment plan, developed program outcomes, assessment of those outcomes, and program rubrics, mission statement, etc. She said she will continue to work with Dr. Pelphrey to develop these. She also worked with an Advisory Committee.
- Dr. Richards (Recreation) noted the degree program does not currently have specialized accreditation but the assessment program has been developed to coincide with accreditation standards for future possibilities. He also noted some loss of enrollment but attributes that to the academic rigor introduced into the program, which some students have found challenging.

8. Admissions Committee Report:

- At the April 26 meeting of this Committee, Dr. Byers reported that an Admissions Committee had been formed and had met to discuss the procedures it will use to assist in the admission of those students who fall under the “conditional” category of Series 23.

- The Committee consists of five voting members (from the Academic Affairs area – both faculty and administrators) and six *ex officio* members.
- Dr. Barbara Ladner discussed the activities of this committee to date as follows:
 - Students are considered in groups by composite ACT score ranked by GPA, senior-year performance, academic rigor of high school courses, and recommendations (if present);
 - Dr. Pelphrey developed a formula for ranking the test score and GPA factors;
 - Admissions Interim Director Trina Sweeney was empowered to automatically admit as conditional students any applicants with a composite ACT score of 14 and high school GPA of 2.75;
 - The Committee recommended a total of 41 conditional students for admission as well as determining that two to three students not previously admitted are, in fact, fully admissible; and
 - Once consideration of the 2012 Fall applicants are completed, the Committee wishes to discuss criteria for admission of students exempt from the “conditional” category, such as those who graduated from high school five or more years prior to admission to evaluate them for potential success, even though they are not counted in WVSVU’s “conditional” totals.
- Attorney Rowe said he was pleased that we are using a composite of ACT & GPA for admission so as to accommodate those students who are poor test-takers.
- The Committee has also talked about doing much more to track and support these students to go to Collegiate Support & Counseling for workshops, tutoring, etc. We want to assess initiative of the student to take advantage of the support services available.
- Attorney Rowe commended the Chair on his support of the Admissions Committee.

9. Accreditation update: institution-wide and specialized programs:

- Dr. Byers reported that four individuals attended an April meeting at the Higher Learning Commission (HLC) in Chicago for the latest updates for our preparation for their 2014-2015 visit to reaffirm our accreditation.
- The group will return to Chicago in July for a LiveText workshop to ensure we have all the tools necessary to implement campus-wide use of the LiveText data storage and retrieval system which HLC will use in their examination of our institution and our data.
- During this next academic year we will establish the various committees to provide input for the areas that the HLC will be examining in 2014-2015.
- We will also engage in staff development to ensure all appropriate personnel of the University are familiar with the reaffirmation process, have a working knowledge of LiveText, and are knowledgeable about the data we will be providing for the examiners.
- There are 3 degree programs with specialized accreditation at the University: Business Administration & Economics, Education, and Social Work. All three will also undergo reaffirmation of their accreditation in roughly the same timeframe that the University is undergoing the HLC reaffirmation.
- Dr. Thralls noted there are few things more important than accreditation and asked Dr. Byers to include in his Provost’s report how the self-study is going at each meeting – or quarterly – and any concerns he may have on the process.
- It was noted that Dr. Orr went before the WV Board Of Education in January and our Education program was reapproved for 5 years.

10. Progress on work plan items from the Board of Governors Chairman's 2011-2012 Board Plan for Policy and Review:

- Dr. Byers prepared and distributed a report enumerating the progress we have made and where we need to focus attention as we move into the next academic year.

- This Committee has accomplished many items from the Work Plan drafted by Board of Governors Chairman Rowe -- and accomplished a major item not on the plan: conditional admission of students under Series 23.
- Dr. Thralls noted as we look back on this year as it relates to the work plan, we have made progress on what Chairman Rowe has outlined for us. We have had a pretty full agenda of must-dos and in addition we took up conditional admission.
- Attorney Rowe commended the committee for the great progress it had made.
- Dr. Thralls identified 3-4 items for consideration for the future:
 - Accreditation
 - Overview of faculty evaluation processes
 - Faculty development opportunities – ongoing & planned
 - Organizational structure and basic overview of how we are set up to do our work in Academic Affairs, Academic Support services, school structure, -- he would like to see sort of a map of our work plan and who is involved at what point.

In an item not on the Committee's agenda, Dr. Thralls recognized Professor Oree Banks who expressed concerns of the Health, Human Performance, and Leisure Studies Department: primarily the swimming pool situation.

- He said we are facing a difficult situation of having a program without a pool or access to a pool and felt it is ridiculous to have a Physical Education Department and not have a pool. He feels we need to look hard at this situation and correct this problem.
- Professor Banks distributed materials for Committee members to review related to upgrading the HHPLS Department.
- Attorney Rowe asked when will we lose the pool? Professor Banks said in August -- and we have not made any progress on having access to a pool.
- Dr. Harrison said national standards do not require a pool – or completion of swimming standards.
- Attorney Rowe said it is an important point and it is his belief or memory that we need to have a natatorium for the school.
- Attorney Rowe asked whether or not this Committee should investigate this.
- Dr. Thralls asked Dr. Byers to investigate with deans what would be the implication on the academic programs of not having a pool and report his findings at the next meeting. Attorney Rowe suggested we should also perhaps inquire of Student Affairs of the implications on students of not having one.

With the business of the agenda completed, and time expired for the meeting, it was adjourned.

Respectfully submitted,

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

**A RESOLUTION
OF THE
ACADEMIC POLICIES COMMITTEE
OF THE
WEST VIRGINIA STATE UNIVERSITY BOARD OF
GOVERNORS
RECOGNIZING DR. R. CHARLES BYERS
FOR MERITORIOUS SERVICE**

WHEREAS Dr. R. Charles Byers has served West Virginia State University, his alma mater, for forty years as a faculty member and as an administrator, and

WHEREAS during this past fiscal year he has assumed additional responsibility of being Provost for the institution, and

WHEREAS he gives tirelessly of his time and talents to the University and its constituents to respond to their needs and petitions, and

WHEREAS his loyalty to West Virginia State University and her faculty, staff, and students is known by all who know him, and

WHEREAS he is a positive role model and mentor for his colleagues, **Now, Therefore,**

BE IT RESOLVED that Dr. R. Charles Byers be recognized for the outstanding service he has rendered to West Virginia State University and for his dedication and devotion to those served by the University.

Passed this 14th day of June, 2012.

Dr. John Thralls, Chair

Dr. Thomas Guetzloff
Lipscomb

Mr. William

Attorney Larry L. Rowe
Smith

Dr. Ann Brothers

DRAFT