

**West Virginia State University Board of Governors  
Academic Policies Committee  
Erickson Alumni Center, Weisberg Lounge  
April 23, 2015  
10:30 a.m. – 11:30 a.m.  
Agenda**

1. Call to Order and Roll Call – Committee Chair Dr. John Thralls, presiding
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Agenda Action 1
4. Review and Approval of Minutes of Previous Meeting Action 3
5. University Recommendations and Reports
  - 5.1 Program Review Update and Next Steps Information
    - 5.1.1 Biotechnology, M.A.
    - 5.1.2 Biotechnology, M.S.
  - 5.2 HEPC Institutional Compact Update Information
    - 5.2.1 Timeline and Process
    - 5.2.2 System Summary
    - 5.2.3 Institutional Summary
    - 5.2.4 Next Steps
  - 5.3 Reaffirmation of Accreditation Information
    - 5.3.1 Site Visit Recap
    - 5.3.2 Timeline and Process
6. Next Meeting Date – *June 18, 2015*
7. Adjournment

**West Virginia State University Board of Governors  
*Academic Policies Committee***

**Date/Time:** 4/23/2015 -- 10:30 AM

**Location:**

West Virginia State University, Erickson Alumni Center, Weisberg Lounge, Institute, WV

**Purpose:** To conduct regular business of the Committee in preparation for the April 23, 2015 Board of Governors meeting

**Notes:**

This is a compliant meeting.

**Meeting was approved : 4/6/2015 8:27:14 AM**

**West Virginia State University Board of Governors  
Academic Policies Committee  
Erickson Alumni Center, Weisberg Lounge  
Minutes  
March 19, 2015**

**1. Call to Order and Roll Call**

Dr. Thralls, Committee Chair, called the meeting of the West Virginia State University Board of Governors Academic Policies Committee to order at 10:30 a.m.

**Present:** Dr. Guetzloff, Mr. Lipscomb, Mrs. Pitchford, and Dr. Thralls. Several members of the administration, faculty, and staff were also present.

**2. Verification of Appropriate Notice of Public Meeting**

Dr. Thralls announced the Verification of Appropriate Notice of Public Meeting.

**3. Review and Approval of Agenda**

Dr. Thralls asked for approval of the agenda. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

**4. Review and Approval of Minutes of Previous Meeting**

Dr. Thralls asked for approval of the minutes from the January 29, 2015 meeting. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

**5. University Recommendations and Reports**

- a. Dr. Jayasuriya reported the Higher Learning Commission (HLC) approved the University's request to offer degree programs in a fully online format. Dr. Jayasuriya will clarify the percentage of programs approved with HLC.
  - b. Dr. Jayasuriya reported the adoption of a new general education curriculum. The change will be effective for the spring 2016 semester. The Committee discussed the mid-year change and which academic catalog students would follow. Dr. Thralls mentioned that this might be a question of legality as to how contractual the catalog is.
  - c. Dr. Guetzloff requested a follow-up to the retroactive grade change procedure. Dr. Jayasuriya indicated that he will meet with Dr. Guetzloff regarding this matter.
- 1) Report on Assessment** – Dr. Jayasuriya asked Mr. Tom Bennett to report on assessment. Mr. Bennett presented three documents to the Committee: information on the process, a draft plan, and a reporting form. Dr. Guetzloff asked if the reporting form had been approved by the Faculty Senate. Mr. Bennett answered that it was not provided to the Faculty Senate, because the reporting form was agreed upon by the assessment coordinators. Dr. Thralls suggested that the form be shared with Faculty Senate as a point of information. Dr. Thralls asked how the documents presented will play a role in the reaffirmation of accreditation. Mr. Bennett responded that the

documents will be very important, because each criterion deals with assessment. The Committee and members of the administration discussed the ongoing process of hiring an institutional research director.

2) **Program Reviews** – Dr. Thralls stated program reviews of Biotechnology, M.A. and Biotechnology, M.S. will be deferred to the April 23, 2015 meeting. Dr. Thralls asked Dr. Jayasuriya to report on the program reviews.

a. **Biology** – The Program Review Committee recommended that the program be continued at the current level with a follow-up report on assessment due December 1, 2017. The Program Review Committee listed one weakness with the number of databases in the library. Dr. Jayasuriya indicated he will discuss this with the Director of Library Services. Dr. Guetzloff brought attention to the cost analysis section. Dr. Jayasuriya distributed a printout of collected cost analyses from previous program reviews as an informational item to the Committee. Dr. Thralls inquired about the number of hours required for the program. Dr. Harper stated that with the new general education curriculum, there will be no issue in reducing to 120 hours. Dr. Thralls asked if there was a motion for approval of the recommendation for program continuation at the current level with specific action. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

b. **English** – The Program Review Committee recommended that the program be continued at the current level with a follow-up report on assessment due December 1, 2017. Dr. Thralls asked about the cost per student being near the same as cost per graduate. Dr. Jayasuriya explained that when the separation from the community and technical college occurred, West Virginia State University held the same number of faculty. Dr. Jayasuriya further explained that English faculty members teach a number of service classes that are not included in the program review, and the department is looking to be more innovative with hiring flexible faculty members in the future. Mrs. Pitchford inquired about surveying graduates. Dr. Jayasuriya stated that once a director for institutional research is hired, the surveying will be handled through that office. Dr. Thralls asked if there was a motion for approval of the recommendation for program continuation at the current level with specific action. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

6. **Reaffirmation of Accreditation by the Higher Learning Commission** – Dr. Thralls asked Mr. Bennett for a brief report with a complete report to follow at the full Board meeting. Mr. Bennett stated that criteria three and four would be the most important criteria to the Academic Policies Committee. Dr. Thralls requested a fact sheet of talking points for the Committee to review prior to the HLC visit. Mr. Bennett responded by highlighting the executive summary contained within the Self-Study.

7. **Next Meeting Date**  
April 23, 2015

**8. Adjournment**

With there being no further business, a motion was made by Mrs. Pitchford to adjourn the meeting, and it was seconded by Mr. Lipscomb. The motion passed. The meeting adjourned at 11:53 a.m.

Respectfully submitted,

Megan E. Norman  
Executive Secretary