

**West Virginia State University Board of Governors
Academic Policies Committee
Erickson Alumni Center, Weisberg Lounge
March 19, 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 Report on Assessment Information
 - 5.2 Program Review
 - 5.2.1 Biology, B.S. Action
 - 5.2.2 English, B.A. Action
6. Reaffirmation of Accreditation by the Higher Learning Commission Information
7. Next Meeting Date – *April 23, 2015*
8. Adjournment

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

Date/Time: 3/19/2015 – 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 March 19, 2015 Board of Governors meeting

Notes:

This is a compliant meeting.

Meeting was approved : 3/4/2015 10:28:23 AM

**West Virginia State University Board of Governors
Academic Policies Committee
Erickson Alumni Center, Weisberg Lounge
Minutes
January 29, 2015**

1. Call to Order and Roll Call

Dr. Thralls, 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, and Mrs. Pitchford. 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 stated agenda item 5.1, Report on Assessment, will be deferred to the March meeting. Dr. Thralls asked for approval of the updated 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 October 23, 2014 meeting. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

5. University Recommendations and Reports

1) **Report on Assessment** – Deferred to the March meeting.

2) **Program Reviews** – Dr. Thralls asked Dr. Jayasuriya to report on the program reviews.

a. **Communications** – The Program Review Committee recommended that the program be continued at the current level with a follow-up report on assessment due December 1, 2016. Mrs. Pitchford inquired about the standard way of collecting student assessment data. Dr. Jayasuriya answered that there is no one set way. There are different instruments, but normally the Higher Learning Commission looks for assessment of student learning, such as surveys or parts of final exams. Dr. Thralls asked if the program is comfortable with the estimation of gaining back enrollment numbers over the next five years. Dr. Jayasuriya answered yes. The Committee discussed the theft and replacement of stolen equipment. Dr. Woodard responded that the insurance covered replacement of everything that was stolen or damaged and all have been replaced with the most modern technology. Dr. Guetzloff and Dr. Thralls discussed the cost analysis. Dr. Guetzloff inquired about the numbers and asked about the ratio between cost per graduate and students in the major, whether this was a good ratio. Dr. Thralls suggested looking across

the spectrum of programs to see if more data could be produced to exhibit what a reasonable range is. The Committee discussed guidelines of program reviews. Dr. Jayasuriya stated he is planning to hold training for deans and department chairs to provide consistency in future program reviews. Dr. Guetzloff stated that the Communications Department is a very strong area, and the University needs to find a better manner to demonstrate this in the numbers. The Committee discussed assessment. Dr. Jayasuriya assured the Committee that each program has worked on assessment with Dr. Susan Murphy. He is confident that the University now has good plans in place, and will have improved assessment data moving forward. Dr. Thralls asked 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. Media Studies – The Program Review Committee recommended that the program be continued at the current level with a follow-up report on assessment due December 1, 2016. Dr. Guetzloff has the same concerns as with Communications and the numbers. Dr. Thralls noted that this is the only program of its kind in the state, and the University should be looking to gain articulation agreements with other universities. Dr. Woodard responded that the program has undergone a change in leadership recently, and the new Chair is focused on articulation agreements. Dr. Thralls asked for approval of the recommendation for program continuation at the current level with specific action. Mr. Lipscomb made the motion, and it was seconded by Mrs. Pitchford. The motion passed.

3) Program Review Follow-up Reports – Dr. Thralls asked Dr. Jayasuriya to report on the program review follow-up reports.

a. Art – The recommendations made by the Committee were evaluated. Dr. Thralls asked for approval of the follow-up report. Mrs. Pitchford made the motion, and it was seconded by Dr. Guetzloff. The motion passed.

b. Recreation – The recommendations made by the Committee were evaluated. Dr. Thralls requested that the Committee be informed once the prefix is changed. Dr. Thralls asked for approval of the follow-up report. Dr. Guetzloff made the motion, and it was seconded by Mr. Lipscomb. The motion passed.

4) Wellness Education Name Change – Dr. Jayasuriya reported that the University is planning to combine Health Education and Physical Education into one program and name it Wellness Education. He is requesting the Committee's approval to move forward. The name change will have to be approved by the full Board and the State Department of Education. A full proposal will be brought to the Committee in the near future. The Committee approved.

5) Master of Law Enforcement & Administration Name Change – Dr. Jayasuriya stated that changing the name of the program to Criminal Justice will not change the CIP code; therefore, it does not need approval from the Higher Education Policy Commission. He also stated that changing the name will broaden opportunities for current and future students. Dr. Thralls asked for

approval of the name change. Dr. Guetzloff made the motion, and it was seconded by Mrs. Pitchford. The motion passed.

- 6) **BFA in Music Performance Proposal** – Dr. Jayasuriya stated the Intent to Plan was approved on July 15, 2014. This will be a performance-based music program. West Virginia State University is uniquely positioned to offer this program based up the closeness to Charleston and connections with the West Virginia Symphony. The Committee discussed including student outcomes in the syllabi. Dr. Guetzloff informed Dr. Woodard there is a template in the handbook. Mrs. Pitchford brought up the topic of students who have dropped out due to lack of this type of program. Dr. Woodard indicated a plan is in place to reach out to students who have previously dropped out. Dr. Thralls asked for approval of the proposal. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. The motion passed.
- 7) **Master of Instructional Leadership Intent to Plan** – Dr. Jayasuriya reported that the University is seeking approval of this Intent to Plan. He stated that the education program has the highest number of majors and produces the most number of graduates. There is also room to make this one of the online programs, and it will make the University immediately competitive with Marshall, WVU, and Salem University. Dr. Thralls asked for approval of the Intent to Plan. Dr. Guetzloff made the motion, and it was seconded by Mrs. Pitchford. The motion passed.
- 8) **Additional Comments and Suggestions** – Dr. Guetzloff raised a concern regarding the retroactive withdrawal process. Dr. Thralls agreed that the policy on the issue needs to be sharpened and defined. Mrs. Pitchford requested the Committee receive program review documents further in advance, even if it is a working draft that is labeled as such.

6. Next Meeting Date

March 19, 2015

7. Adjournment

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

Respectfully submitted,

Megan E. Norman
Executive Secretary