

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

1. Call to Order and Roll Call
2. Election of Committee Chair Action
3. Election of Presiding Officer in Absence of Committee Chair Action
4. Verification of Appropriate Notice of Public Meeting Action 1
5. Review and Approval of Agenda Action 2
6. Review and Approval of Minutes of Previous Meeting Action 3
7. University Recommendations and Reports
 - 7.1 HEPC Compact Submission Information
 - 7.2 New and Upcoming Programs Information
 - 7.3 Program Review Schedule Information
8. Next Meeting Date – *October 29, 2015*
9. Adjournment

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

Date/Time: 9/10/2015 -- 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 September 10, 2015 Board of Governors meeting

Notes:

This is a compliant meeting.

Meeting was approved : 8/31/2015 3:54:53 PM

**West Virginia State University Board of Governors
Academic Policies Committee
Erickson Alumni Center, Weisberg Lounge
Minutes
June 18, 2015**

1. Call to Order and Roll Call

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

Present: Dr. Guetzloff, Mr. Lipscomb, Mrs. Pitchford, Dr. Smith, 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. Mr. Lipscomb made the motion, and it was seconded by Mrs. Pitchford. The motion passed.

4. Review and Approval of Minutes of Previous Meeting

Dr. Thralls asked for approval of the minutes from the April 23, 2015 meeting. Dr. Guetzloff made the motion, and it was seconded by Mrs. Pitchford. The motion passed.

5. University Recommendations and Reports

- 1) **Program Review** – Dr. Guetzloff recused himself from the discussion and subsequent votes due to a conflict of interest. He requested the minutes to reflect that he left the room for the following items: Biotechnology, M.A. and Biotechnology, M.S. Dr. Thralls asked Provost and Vice President for Academic Affairs Kumara Jayasuriya to report on the program reviews.

- a. **Biotechnology, M.A.** – The Program Review Committee recommended that the program be continued at the current level with specific action, including a follow-up report on assessment due December 1, 2017. The Program Committee listed several strengths, including (1) placement of graduates in professional schools; (2) receipt of steady financial support from research grants to faculty and a STEM-fields masters grant from U.S. Department of Education Biotechnology; (3) faculty commitment to research and other professional developments activities; and (4) ability of students to teach other students, primarily in lab sections. The Program Review Committee listed several weaknesses, including the absence of a useful assessment program that generates essential data for analysis and

program improvement. According to the Committee recommendation, the program also lacks access to adequate number of full-text academic journals from the library.

Dr. Thralls thanked Provost Jayasuriya for providing a general report on the review, including the Program Review Committee recommendation. Dr. Thralls asked for any Committee feedback and discussion regarding the review. Dr. Thralls noted that the prior review also detailed concerns with assessment. He also noted concerns regarding inactivity of the Advisory Committee and the need to re-establish in order to connect with constituencies, as well as a lack of graduate and employer surveys.

Provost Jayasuriya responded to the Committee regarding the lack of program assessment. He advised that the Director of Institutional Research, Assessment, and Effectiveness (IRAE) departed the University and has not been replaced. In order to provide support campus-wide, a consultant was hired to work with University officials to develop a comprehensive plan. Dr. Thralls asked for a brief overview of assessment staff changes. Vice President for University Relations and Operations Kimberly Osborne advised that, since the Director of IRAE left her position, a search has been underway, including hosting a total of five candidates and extending three separate offers. Dr. Thralls inquired if there were any internal candidates, and Vice President Osborne responded primarily external.

Professor of Biology and Faculty Senate Chair Tim Ruhnke advised that the program coordinator does not receive a course release or supplemental salary for his work with the program. As a result, Dr. Ruhnke advised that it would be difficult to implement a full assessment plan and engage with an active Advisory Committee. Provost Jayasuriya responded that a staff support position is being created to offer needed assistance, and noted that no other program will have that same level of staffing support. Vice President for Research and Public Service Orlando McMeans stated that funding to support the staff position will be made available through identified STEM funds and HBCU Masters funds providing needed program support, as well as outreach opportunities.

Dr. Thralls inquired about the need for a Biotechnology, M.A. due to the low student enrollment. Provost Jayasuriya responded that the M.A. program is operated at no additional costs over the existing Biotechnology, M.S. budget and resources.

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. Biotechnology, M.S.** – The Program Review Committee recommended that the program be continued at the current level with specific action, including a follow-up report on assessment due December 1, 2017. The Program Committee listed several strengths, including (1) production a consistent number of graduates, most of whom (85 percent) are employed, or pursuing further graduate study, in related science fields; (2) receipt of steady financial support from research grants to faculty and a STEM-fields masters grant from U.S. Department of Education Biotechnology; (3) faculty commitment to research and other professional development activities; and (4) ability of students to teach other students, primarily in lab sections. The Program Review Committee listed several weaknesses, including the absence of a useful assessment program that generates essential data for analysis and program improvement. According to the Committee recommendation, the program also lacks access to an adequate number of full-text academic journals from the library.

Dr. Thralls noted the reputation of this program, which has been vibrant for the past five years and a program of distinction for the University. Dr. Ruhnke stated that the University's current research activities would not be possible without this program and the engagement of the graduate students and faculty in lab participation and mentoring opportunities.

Dr. Thralls asked for any Committee feedback and discussion regarding the review. Dr. Thralls noted concerns regarding inactivity of the Advisory Committee and the need to re-establish in order to connect with constituencies, as well as a lack of graduate and employer surveys.

Dr. Thralls asked if there was a motion 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.

- 2) Program Review Schedule for 2015-16 Academic Year** – Provost Jayasuriya provided an overview of the program review schedule for the 2015-16 academic year, which is available online under the Academic Affairs webpage. Dr. Thralls asked Provost Jayasuriya to distinguish between full program reviews and follow-up program reviews. In response, Provost Jayasuriya advised that he would provide the schedule in a new format at the next meeting, and also make it available to Committee members by e-mail. Mrs. Pitchford inquired about the availability of program review information in advance of the Committee and full Board meetings. She noted that, due to the length of the material, additional review time is needed. Dr. Thralls agreed with her assessment and requested

extensive program materials be distributed to the APC in advance of the regular mailing for Committees and the full Board. Chief of Staff and Special Assistant to the President Ashley Schumaker provided an overview of the extensive internal review and approval process associated with program reviews. At the request of Mrs. Pitchford and Dr. Thralls, Provost Jayasuriya confirmed that future program reviews will be provided to APC members at least 10 days prior to Committee and full Board meetings.

- 3) **HEPC Institutional Compact** – Dr. Thralls advised that, based on a review of the Higher Education Policy Commission (HEPC) Institutional Compact, approved by the Board of Governors on October 23, 2014 and submitted to the HEPC prior to the November 1, 2014 deadline, an updated submission has been requested and is before the APC for their review, consideration, and recommendation to the full Board. Mrs. Schumaker provided an overview of the additional graduation rates strategy, as detailed in the full Board book. Dr. Thralls inquired if the revision requires regular check-ins for advising. Vice President for Enrollment Management and Student Affairs Kitty McCarthy confirmed that revision does require students to check-in with their faculty advisors at 60 credit hours and 90 credit hours. Dr. Guetzloff questioned the use of *MyDegree@State* due to the system utilizing a prior catalog. Provost Jayasuriya responded that the system has been updated; however, the new general education requirements have not been uploaded since they are not yet in effect.

Dr. Thralls asked if there was a motion for approval of the revised HEPC institutional compact as presented. Mrs. Pitchford made the motion, and it was seconded by Mr. Lipscomb. Dr. Guetzloff voted no. The motion passed.

6. Next Meeting Date

September 3, 2015 (Tentative)

7. Adjournment

With there being no further business, a motion to adjourn the meeting was made by Dr. Guetzloff, and it was seconded by Mrs. Pitchford. The motion passed. The meeting adjourned at 11:27 a.m.

Respectfully submitted,

Ashley Schumaker
Chief of Staff/Special Assistant to the President