**West Virginia State University Friday, March 4, 2011**

**Academic Affairs R. Charles Byers, Ph.D.**

**Faculty Senate Report** **Vice President for Academic Affairs**

**Office of Vice President for Academic Affairs**

Due to a prior family commitment, I will not be in attendance at the March Faculty Senate Meeting.

Request was asked and received from deans and office leaders to submit goals for the next five years. This information was needed by March 1, to be forwarded to other administrative areas in developing the WVSU Strategic Plan. A more formal plan will be presented later. That plan will include The Compact, Higher Learning Commission (NCA), and the WVSU Strategic Plan academic goals. The Academic Affairs members will receive the plan submitted to other administrative areas today.

Currently, deans and office leaders are working on *Academic Affairs Guidelines and Procedures*. This internal document will assist all in maintaining uniformity in the administration of academic affairs.

Recommendations and documentation were received from the Faculty Retention Committee and Promotion and Tenure Committee prior to March 1, 2011. Required recommendations have been submitted to President Carter. A formal report will be submitted to the Senate at the April meeting after faculty have been notified of recommendations.

At the regular weekly meetings of the **Deans Council**, the following items were addressed during February:

* Spring New Student Orientation Session**:** It was decided Saturday, April 16, is the day we will have the first Orientation, Advising & Registration session for new and transfer students. Other session will be
  + June 9 (Thursday) 9:00-12:30 (All four colleges)
  + June 29 (Wednesday) 1:00-4:00 (BSS & P-S)
  + July 11 (Monday) 5:00-8:30 (BSS & P-S)
  + July 28 (Thursday) 5:00 – 8:30 (All four colleges)
* The2011-2012 academic calendarwas finalized and prepared for distribution; it includes due dates for completed application forms for new and transfer students as well as readmitted students.
* Advising issues vis-à-vis student athletes: Some “cookie-cutter” schedules in each of the majors will be developed for new student athletes, mostly general education classes, for students to be finished by 1:00. It was noted student athletes need general education courses to be scheduled throughout the day (and evening) to meet the schedules of all the athletes; this would benefit upper classmen as well and particularly helpful would be to have more upper-level morning classes in the major. Practice schedules for each of our sports were obtained to aid in the advising and registration process. It was discussed that perhaps we need to develop a list of questions to ask every student prior to beginning the advising session to address their particular needs; questions such as:
  + Residential or commuter?
  + Employed? What hours are you available for classes (or when can you have **no** classes)?
  + Student athlete?
  + Time constraints?
  + Home responsibilities (children, public school schedule)?
* A legal opinion has been obtained which requires the Bookstore to disclose the ISBNs for every item in a textbook pack for which a special ISBN has been obtained for the pack. For purposes of the disclosure, faculty need to know that the unbundled ISBNs must be available on the Bookstore forms.
* Kellie Toledo is developing the plan of work for the tasks she envisions Americorps workers to do for the next year. She asked any of the deans wishing to have someone assigned to them for projects to let her know. Two areas in which these workers are **NOT** permitted to work are in developing programs (they may implement plans already made) and in fundraising.
* Gary Adams (Sponsored Programs) said the University is building a working relationship with the program members who control the funds of the various federal agencies. It allows them to build a relationship with the institution and allows faculty to become more familiar with grants while allowing students to see the opportunities of knowing these program managers and using these people as mentors. Some programs from these initiatives would allow us to bring in middle and high school students for events at which these program members speak.

The **Academic Affairs Council** met in February and a primary focus was the Institutional Academic Plan where each area was asked to focus their thinking on how they envision the direction of their area over the next five years. Academic Affairs areas submitted their goals for compilation and dissemination to other administrative areas of the University. Policies and procedures used are to be documented as to the way each of the areas conducts its academic business; some of the existing practices and policies need to be formalized using the established formats.

Registration and Records reported to date, the final headcount for the 2011 Spring semester is 2,674, which includes 56 master students but does not include enrollment for the Early Enrollment courses. Over 200 students have applied for 2011 May graduation

The Library has purchased a new NetLibrary package, bringing the WVSU community access to over 5,000 new scholarly/university press book titles. Over 3,000 deselected volumes have been sent to Better World Books and space planning for possible new technology installation is underway.

Professional Studies reported the Department of Education completed and submitted the NCATE Annual report. They also accepted a Project DOW gift from Dow Chemical Company for media centers in our professional school sites in the future.

Five undergraduates from the College of Natural Sciences and Mathematics were among the 86 students from 14 institutions selected to present their findings at the Eighth Annual Undergraduate Research Day at the WV Legislature at the State Capitol on January 25.

Institutional Research and Effectiveness stated a report to the Higher Learning Commission on the Analysis of WVSU’s Strategic Planning Assessment Loop was submitted and accepted by them. They have requested no additional reports prior to their visit in 2014.