

**March 4, 2011**

After an 11 day annual leave from daytime office hours, I returned to the office on March 1st. Evening hours were maintained to keep needed functions current. My personal thank goes to my office staff and deans who kept all areas operating in a superior manner.

Attached please find the outline of the Academic Affairs Goals 2011-2015. This is the major part of our Academic Plan. There are a few Academic Affairs areas to be added. This document is open for comment. It was needed for preparation for the WVSU Strategic Plan.

Deans and office leaders are currently working on internal guidelines and procedures for their respective areas. This documentation is an attempt to bring more uniformity in the administration of academic affairs. You will be informed of each. It is important that as an academic administration, we have a good understanding and follow established and approved procedures within Academic Affairs.

Last spring I introduced six initiatives, it is my hope to better assist each this semester. Although much work was done by college committees in each area, we will resume and bring to fruition activities where possible. Each college committee had committees on:

1. College Facilities 4. Appalachian Development Committee

2. Recruitment for Retention 5. Online Course Committee

3. College Continuing Education 6. Honors Program Committee

(Now a Faculty Senate Committee)