

**Message from the Provost and Vice President for Academic Affairs**

November 1, 2012

**Inclement Weather**

WVSU has an inclement weather decision-making process whereby vice presidents consult to make a joint recommendation to the President regarding whether or not to cancel classes due to the weather’s impact. This is done in consultation with Physical Facilities, who is responsible for safety in preparing the campus sidewalks and parking lots for reasonable access. Any change in the class or work schedule will be communicated to the Vice President for University Relations & Operations, who will prepare and implement public notification to students, faculty, and staff. In the event the Governor declares of State of Emergency that involves closure of major road access, the University will cancel classes. Personnel who are unable to reach the campus due to inclement weather should contact their immediate supervisor to request annual leave and class coverage if needed.

Please be aware that the University may be open when other extenuating conditions may affect you, students, or those whom you supervise, i.e. long power outage or specific road conditions. In such cases, use your best judgment.

**Inappropriate use of University time and property**

University faculty and staff reminder: It is inappropriate to use University-owned equipment and University time for classes taught for other institutions. Whether the classes are taught in-person or on-line, activities related to them should not be done during time that is part of the contractual obligation to West Virginia State University and using equipment and supplies that are owned by or purchased by the University is prohibited.

**DegreeWorks**

WVSU is in the process of implementing an online degree audit program called DegreeWorks. The HEPC is partially funding this effort for all state-related WV colleges and universities, and WVSU is part of the second cohort of schools to adopt this program. Once the program is fully implemented all WVSU students and advisors will be able to go online to see the current state of the student’s progress toward his or her degree. As the student takes additional coursework the degree audit will automatically be updated. Since all parties will be looking at the same online document, there should be no discrepancies between the student’s understanding of his or her status and official institutional requirements for graduation in the student’s degree program.

We are presently involved in what is called the “scribing process,” where staff at the parent company Ellucian (formerly Sungard, and parent of Banner, our institutional data system) are entering our course catalog and degree requirements into the WVSU version of DegreeWorks. This process has involved written institutional responses to queries from the “scribe” assigned to our account (we’ve been complimented for the promptness of our responses), as well as a series of phone conferences among Ellucian, WVNet, and the schools involved in our implementation cohort.

Once the scribing is complete, the WVSU version of DegreeWorks will be proofed, on-campus personnel will be trained to “scribe,” and the system will “go live.” Full activation is planned to occur sometime during Spring Semester 2013. The WVSU campus DegreeWorks Team is being led by Vice President Katherine McCarthy.