West Virginia State University Board of Governors
Academic Policies Committee
Erickson Alumni Center, Weisberg Lounge
September 4, 2014
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 Provost’s Report on Academic Affairs Information
      5.1.1 MPA Program Update
      5.1.2 Nursing Program Update
      5.1.3 Program Review Schedule
      5.1.4 HLC Change Visit for Distance Education Programs
      5.1.5 ESL Program

   5.2 HEPC Compact Submission Information

6. Next Meeting Date – TBD

7. Adjournment
| **West Virginia State University Board of Governors**  
| **Academic Policies Committee**  
| Date/Time: 9/4/2014 -- 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 4, 2014 Board of Governors meeting  
| Notes:  
This is a compliant meeting.  
| Meeting was approved: 8/21/2014 4:41:10 PM
1. **Call to Order and Roll Call**
   Dr. Thralls 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. Konstanty, Dr. Smith, and Dr. Thralls. Several members of the administration, faculty, and staff were 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. Konstanty made the motion, and it was seconded by Dr. Smith. The motion passed.

4. **Review and Approval of Minutes of Previous Meetings**
   Dr. Thralls asked for approval of the minutes from the May 1, 2014 meeting. Dr. Smith made the motion, and it was seconded by Mr. Konstanty. The motion passed.

5. **University Recommendations and Reports**
   Dr. Thralls asked Dr. Byers to provide a report on the academic affairs of the University.

   **1) Provost’s Report on Academic Affairs** – Dr. Byers thanked Dr. Thralls for the opportunity to share information with the Committee regarding work occurring in Academic Affairs.
   a. **Retirement** – Dr. Byers noted that this meeting of the Academic Policies Committee will be his last.
   b. **Resignation** – Dr. Byers announced the resignation of Dr. Kimberly Whitehead, Associate Provost and Associate Vice President of Academic Affairs, who will be missed by faculty, staff, and students.
   c. **Partnership** – On June 16, 2014, Dr. Byers will travel to Marshall University to sign an articulation agreement with the Marshall University School of Pharmacy.
   d. **Comments**
      i. Dr. Guetzloff asked about the budget. He asked if Dr. Byers expected to be using the entire supply and personnel budget for Academic Affairs. Dr. Byers affirmed that they will be using the
entire personnel budget, but he will review the supply budget before answering.

ii. Dr. Guetzloff asked why the English Writing Lab was not open during regular hours this past semester. He asked if it was a funding or personnel issue. Dr. Byers was not aware of this and stated it must have been a personnel issue, because it was not brought to his attention.

iii. Dr. Guetzloff requested an update on the creation of the math lab. Dr. Byers stated they are on schedule to create labs for both English and math.

2) **Intent to Plan – BFA in Music** – Dr. Byers reported the proposed program would add a music major with a vocal or instrumental emphasis to the existing approved Bachelor of Arts program. Currently, no such undergraduate music program exists in the service region. The new program will require no additional faculty, and complies with the West Virginia Higher Education Policy Commission’s recommendation that no proposed new degree program exceed 120 hours. The proposed submission date for the full proposal is December 2014, and the projected date of implementation is fall 2015. Projected enrollment is positive. Approximately 30 students are likely to switch from music education to music. There is also a possibility of dual track. Recruitment possibilities are expected to grow, and music life on campus and in the community will also be positively affected. Dr. Thralls asked for approval of the intent to plan with a minor correction regarding the 120 credit hours required. Dr. Smith made the motion, and it was seconded by Mr. Konstanty. The motion passed.

3) **Program Review Report** – Dr. Whitehead prepared a handout for the Committee in response to their request. Dr. Byers addressed the handout that included a table with outcomes for program reviews conducted during the 2012-13 and 2013-14 academic years. In addition, Academic Affairs provided a list of academic programs slated for review during the next academic year.

4) **Accreditation Update** – Dr. McMeans provided an update on the progress of the reaffirmation of accreditation efforts. An eight-person team went to a Higher Learning Commission (HLC) meeting, and found it to be very educational. The University plans to retain Dr. Susan Murphy to help create a University-wide assessment plan. The mock self-study visit is scheduled the week after Homecoming. The Committee plans to have the document ready by August 15, 2014.

6. **Next Meeting Date**
   September 4, 2014
7. **Adjournment**

With there being no further business, a motion was made by Dr. Smith, and seconded by Mr. Konstanty to adjourn the meeting. The motion passed. The meeting adjourned at 11:29 a.m.

Respectfully submitted,

Megan E. Norman  
Executive Secretary